



**Colac Otway
SHIRE**

AGENDA

**ORDINARY COUNCIL MEETING
OF THE
COLAC-OTWAY SHIRE
COUNCIL**

23 OCTOBER 2013

at 5:00 PM

COPACC Meeting Rooms

All Council and Committee meetings are 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, or 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. It is an offence to make an unauthorised recording of the meeting..

COLAC-OTWAY SHIRE COUNCIL MEETING

23 OCTOBER 2013

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NOTICE is hereby given that the next **ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL** will be held in COPACC Meeting Rooms on 23 October 2013 at 5.00 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 25/09/13.

Recommendation

That Council confirm the above minutes.

OFFICERS' REPORTS**Chief Executive Officer**

OM132310-1 CEO'S PROGRESS REPORT TO COUNCIL

Corporate and Community Services

OM132310-2 MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2013 - 2017
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OM132310-13 NAMING OF UNNAMED ROAD AS "ROWS LANE", BARONGAROOK
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Infrastructure and Services

OM132310-14 GREAT SOUTH COAST REGIONAL TRANSPORT STRATEGY
OM132310-15 DECLARATION OF ROAD AS UNUSED - ROAD ABUTTING 275
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OM132310-17 DECLARATION OF ROAD AS UNUSED – GOVERNMENT ROAD
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Sustainable Planning and Development

OM132310-18 ADOPTION OF PLANNING SCHEME AMENDMENT C72 PART 1

General Business

OM132310-19 ASSEMBLY OF COUNCILLORS
OM132310-20 ITEM FOR SIGNING & SEALING - STOCK UNDERPASS - RATTRAYS
ROAD, ONDIT

Notices of Motion

OM132310-21 NOTICE OF MOTION - WASTE WATER TREATMENT REGULATIONS
REVIEW

Rob Small
Chief Executive Officer

CHIEF EXECUTIVE OFFICER

ITEM	
<u>OM132310-1</u>	<u>CEO'S PROGRESS REPORT TO COUNCIL</u>

OM132310-1**CEO'S PROGRESS REPORT TO COUNCIL**

AUTHOR:	Rhonda Deigan	ENDORSED:	Rob Small
DEPARTMENT:	Executive	FILE REF:	F11/3442

EXECUTIVE**G21 Regional Alliance Board Strategy Workshop**

The CEO attended the G21 Board Strategy Workshop in Geelong on 27 September 2013. The workshop was held in place of the September Board meeting with the requirement to develop and document an aligned Statement of Strategic Intent which will enable the G21 organisation to plan for and implement longer term strategies that align with key strategic priorities.

Systemic Inquiry into Natural Resource Management Governance in Corangamite

The CEO and Mayor attended the second Systemic Inquiry into Natural Resource Management (NRM) Governance in the Corangamite region workshop in Winchelsea on 2 October 2013. The goal of the workshop was to better understand the NRM governance system, the parts where participants want to see change and to identify leverage points for improvement.

The first workshop held on 12 August 2013 identified many matters with potential to improve collaboration in NRM governance. Participants at the second workshop explored which of these would benefit from systemic inquiry and where people would be prepared to invest time and energy to bring about change. In essence, the intent is to explore a modern relevant mode for the landcare movement in our area.

Great South Coast Board Meeting

The CEO attended a meeting of the Great South Coast Board on 4 October 2013. Held in Warrnambool, the meeting discussed:

- Update in relation to the Great South Coast Regional Arts Project
- Presentation – Warrnambool Integrated Cancer Centre, “Peter’s Project”
- Great South Coast Year 12 or equivalent attainment project
- Executive Officer recruitment
- Pillar Updates
- Facilitated Session – The Role, Purpose and Governance of the Great South Coast Board.

Victorian State-Local Government Agreement

Along with the City of Greater Geelong, the Surf Coast Shire and the Borough of Queenscliffe, the Mayor and CEO met with the Minister for Local Government, The Honourable Jeanette Powell MP, in Geelong on 7 October 2013. The meeting was organised by the Minister’s office to discuss ways to improve the Victorian State-Local Government Agreement (VSLGA) and included discussion on VSLGA outcomes and principles, enabling mechanisms and commitment to the agreement.

The VSLGA came into effect in 2008 with the aim being to strengthen state-local government relations by building a collaborative working relationship between the two levels of government and improving communication and consultation. This agreement serves as the basis for continuing relations between state and local government in Victoria. It covers

consultation protocols between the two arms of government, as well as communication more generally, grants management, project management and policy development.

Meeting with Telstra

The CEO and General Managers met with the Area Manager for Telstra. Key topics discussed were:

- Birregurra to Cressy telecommunications coverage
- Examination of inconsistent internet speeds in the area
- Landscaping as part of the Central Business District and Entrances project, stage 1, on corner of Queen and Murray Streets.

Parks and Leisure Australia

The CEO attended this conference as a speaker on the subject of the future challenges and roles of Parks and Recreation in our community. This recognised the role that parks, recreation and culture plays in our liveable communities and the senior role that he has played in this part of our local government industry over nearly 38 years.

Service Level Reviews

About a third of Council's services are being analysed in order to understand the service levels we provide in each service and to examine the impacts of reducing them, not doing them at all, alternative delivery mechanisms and what is the ideal service level given this analysis. This analysis will be used to consult with the community in November and December 2013.

CORPORATE & COMMUNITY SERVICES

HEALTH & COMMUNITY SERVICES

Maternal & Child Health

September 2013 was another busy month for the Maternal & Child Health service, with above average birth notifications of 24 new babies.

We have submitted our Service Improvement Plan for 2013/14 to the Department of Education and Early Childhood Development. This plan is looking at ways to continue to improve our participation rates for the service especially the older age groups of children and support breastfeeding rates at 4 months.

The staff have attended professional development training on childhood immunisation and assessment of maternal mental health and family violence.

Statistics – September 2013

- 25 infants enrolled from birth notifications
- 11 First Time mothers

<u>Key Ages and Stages Consultations</u>					
Home visits 21					
2wks	21	4wks	18	8wks	18
4mths	12	8mths	16	12mths	11
18mths	12	2yrs	9	3.5yrs	11

Other services provided include:

- 76 additional consultations
- 21 phone consultations
- 4 opportunistic immunisations
- 22 child and family referrals (maternal emotional health and child referrals for visual concerns being the main reasons for referral)
- 46 child and family counselling sessions provided with the majority of referrals and counselling for maternal emotional and child developmental concerns.
- New Parents Groups - 4 sessions in Colac and 4 in Apollo Bay
- 36 families currently enrolled under Enhanced Home Visiting service (vulnerable and at risk families). 5 new families were enrolled this month and 23 cases were closed.

Children & Family Services

Children's Week

On Thursday 24 October 2013 between 10:00am and 1:00pm the Colac community will be celebrating Children's Week with a free, fun filled event for children, families and significant others in acknowledgment of what a wonderful contribution our children make to our community. The event is to be held at the Colac Neighbourhood House & Community Hub.

Children will have the opportunity to participate in a wide variety of activities including story time, roaming reptiles, face painting, bubble blowing, outside games, dental checks (free toothbrush and paste) and much more. This event is open to all young children, early childhood service participants and school children.

Rural Access

Leading, Educating, Advocating for Disability (LEAD) Barwon is a project funded by the Victorian Government and implemented by the Committee for Geelong. The project will work with a group of people with a disability, informal carers and family members of people with a disability, to build their capacity to speak about their personal experience of National Disability Insurance Agency (NDIA - *formerly DisabilityCare Australia*). LEAD Barwon will focus on increasing individuals' confidence and ability to communicate publicly. Participants will learn new skills while sharing their needs and knowledge about how the new NDIA system works in their case. Over the longer term, it aims to help ensure NDIA is the best possible system for Victorians with a disability, their carers and families.

With regular lobbying occurring for the Colac Otway Shire to be recognised as participating in the launch site, the project managers have agreed that participants from COS need to be included in this project. The Rural Access Project Officer has been sourcing eligible individuals and will support them to participate in the focus groups in Geelong.

Older Person's and Ability Support Services - OPASS

The Colac Otway Seniors Week 2013, from 7 to 11 October, was once again a tremendous week. The week included many different activities. The highlight was a Jade Hurley Concert at the Colac RSL where approximately 300 seniors from around Western Victoria and as far as Melbourne attended. A more detailed report will be provided to Council in the next CEO's report. Congratulations must again go to the OPASS team for holding an event that is recognised throughout Victoria.

INFRASTRUCTURE & SERVICES**CAPITAL WORKS**

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Develop a Subdivision Guide for Colac Otway Shire and report to Executive prior to reporting to Council for formal adoption.	In Progress	65%	The Infrastructure Design Manual (IDM) will form an important component of the Subdivision Guide for Colac Otway Shire. Additional documents that are currently being developed include the Street Tree & Landscaping Standards. The IDM was presented to Council in October 2013 for adoption.
Adopt Infrastructure Design Manual and undertake internal and external awareness raising campaign.	In Progress	90%	Report going to October 2013 Council meeting for adoption.
Review the system used to file and archive technical drawings. Options to consider are linkage with Asset Management System or TRIM.	In Progress	75%	It is proposed that the system used for storage of Council's technical drawings be reviewed with a view to linking with the Authority Asset Management Module which is to be implemented during 2013/14.
Governance - Ensure that applications and reports for funding be submitted as required, eg (R2R, Auslink, Better Roads etc).	In Progress	30%	Roads to Recovery Annual Report is currently with the Auditors. Quarterly update reports will be submitted in accordance with prescribed timelines.
Manage preparation of 2013/14 capital works program including designs and specifications for projects.	In Progress	60%	Three kilometres of reconstruction program is designed and ready to be set out for construction affecting Weering School and Warrowie Road. Construction is to commence on Warrowie Road middle of October. Design progressing for

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
			reconstruction of 1.1km's of Division Road. Construction due to begin in January 2014. Development of reconstruction of 2 km's of Barham River Road from Costin Street intersection is progressing.
Develop a 10 year capital works and major projects program according to adopted priorities.	In Progress	25%	The 10 year Capital Works and Major Projects program will be reviewed and updated in January 2014 as part of the budget planning process.
Establish a 3 year Design Program based on the 10 year Capital Works & Major Projects Program.	In Progress	50%	Design program including timelines for next year completed. Designs for various infrastructure projects are in progress for the remaining year.
Complete the 2013/14 component of the Old Beechy Rail Trail project funded by RIDF.	In Progress	75%	Contractors commenced construction works recently at the Colac Railway Station section of the trail. The finalisation and completion of these works has been placed on hold until the summer period due to wet site conditions. Tenders have been invited for the Beech Forest to Ferguson section of the Trail (nearly 4km long) , and quotation documents are being prepared for two other shorter sections, being the northern section of the Ditchley to Dinmont section and the Mercy Place (Colac) section.
Facilitate the construction of the public off street carpark at Pascoe Street Apollo Bay.	In Progress	10%	Awaiting the signing of agreements prior to the commencement of detailed design.

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Facilitate the review of Council's Road Safety Strategy in conjunction with Colac Road Safe.	In Progress	75%	A joint Road Safety Strategy is being developed in conjunction with Corangamite Shire. Extensive updating of statistics, graphs and tables has been done. Editing of the document is currently underway, prior to the document being released for further discussion with Victoria Police and Colac Community Road Safety Council.
Undertake a Parking Study for the township of Wye River	In Progress	50%	Parking issues at two specific locations in Wye River have been identified, these being Morley Avenue and The Boulevarde. Parking arrangements have been amended in Morley Avenue following community consultation. Community consultation is currently underway in relation to The Boulevarde. It is proposed that The Boulevarde be treated similarly to Morley Avenue where parking is restricted to one side of the road only, however, this will depend on the outcomes of community consultation.
Develop a 10 Year Capital Works Strategy.	Not Started	0%	This activity is anticipated to start early in 2014.
Manage maintenance of Gross Pollutant Traps and provide advice to the sustainable asset unit on new installations.	In Progress	25%	Maintenance of the Gross Pollutant Traps (GPT's) is progressing in accordance with the maintenance schedule. The maintenance and cleaning of Council's GPT's is performed by external contractors.

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
			There are six (6) GPT's located in Colac and Apollo Bay.
Implement the annual Capital Works and Major Projects Program.	In Progress	75%	Capital Works and Major Projects program has been determined for 2013/14 and is being implemented.
Implement the Cressy Shelford Road rehabilitation plan.	In Progress	50%	Actions associated with the rehabilitation plan are progressing. Construction of part of the fire access track has been completed. Weed management will occur in the spring.

OTHER HIGHLIGHTS FOR THE PERIOD

- Colac CBD CCTV Camera System**
 The official opening of the CCTV Camera System within the Colac CBD and Colac Skate Park will be held Friday 25 October 2013 at the Rotunda in Memorial Square, Colac.
- Corangamite and Colac Otway Road Safety Strategy Review**
 In conjunction with Corangamite Shire the Road Safety Strategy for the region is being reviewed and updated. The existing 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 municipalities over the past 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 includes an action plan which can be referenced when developing future capital works plans. The document is nearing its first draft which will be referred to the Colac Roadsafes Committee and Victoria Police for feedback.
- Colac CBD & Entrances**
 Funding has been received for detailed design of the Colac CBD & Entrances Strategy. An In-house survey for the design area is being conducted by Council staff in order to maximise the value of the funding. Scoping for the design is also being prepared. Discussions with VicRoads have commenced to ensure detailed design proposals compliment the proposed highway duplication and upgrade.
- Bridge Reconstruction Program**
 Preliminary works for the 2013/14 bridge reconstruction is on track. Bridges planned to be upgraded are Lyness Access, Carlisle River (a full replacement), and Sand Road, Glenaire (remediation only, retaining as much of the existing structure as possible). Geotechnical investigation of Lyness Access has been completed. A tender was advertised for Lyness Road on 18 October 2013, and will close on 20 November 2013.

- **Colac Otway Shire Strategic Road Network Review**

Colac Otway Shire commissioned GHD Pty Ltd to conduct a review of the local road network. This review involved consultation with heavy freight operators to identify strategically important roads. This information was combined with road inspections to provide a report and action plan for required improvements to meet the needs of road users, and to identify Council's Strategic Local Road Network. Identified upgrade needs will be included on Council's 10 year Capital Works and Major Projects Programme for prioritisation.

- **2013/14 Roads to Recovery**

Council's Roads to Recovery allocation for the 2013-14 financial year has been assigned to the following priority projects.

Warrowie Road Reconstruction (Stage 2)	\$300,000
Weering School Road Reconstruction (Stage 2)	\$350,000
Division Road (Stage 1)	\$300,000
Old Beech Forest Road Resheeting (Stage 1)	\$54,000
Sinclair Street South Final Seal	\$18,000
Warrowie Road Final Seal (Stage 1)	\$30,000
Weering School Final Seal (Stage 1)	\$30,000
Seymour Crescent Final Seal	\$30,000
Unallocated*	\$190,826
Total	\$1,302,826

These projects have been assessed as being the highest priorities based on the established project evaluation criteria.

The unallocated funds will be used as a contingency to address unprogrammed works which may occur during the course of this financial year. One such example is a significant land slip which has recently occurred on Old Beech Forest Road. This will require significant funds to rehabilitate and had not been identified in the 2013/14 works programme previously. The unallocated portion of the Roads to Recovery funding for this year may be used to offset the costs to Council in rehabilitating this slip.

Council uses its Roads to Recovery allocation to compliment the delivery of our road renewal program, in particular the road reconstruction program. Money provided under the Roads to Recovery Program is not intended to replace Council spending on local roads. Roads Recovery funding is not intended to be used for the construction of new road related assets.

SUSTAINABLE ASSETS

<i>ACTIONS</i>	<i>STATUS</i>	<i>% COMPLETION</i>	<i>PROGRESS COMMENTS</i>
Work with the Finance Unit to complete Stage 1 of the Authority Asset Management Module implementation.	In Progress	15%	This project has commenced and involves the consolidation of Council's disparate sources of asset information into a single asset register.
Asbestos Register Update.	Not Started	0%	It is expected to seek quotations for an update of Council's asbestos register in November 2013.

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Monitor the performance and condition of Council's various asset types through programmed inspections and data collection.	In Progress	15%	A condition survey of selected Council sealed roads has been completed with the final reporting due shortly. This focusses on sealed road assets within the coastal townships with an aim to finalising mapping of our kerb and channel assets. This also provides information for the development of Council's works programmes.
Develop long term asset renewal funding plan for Council buildings.	Not Started	0%	A project brief for inspections of Council's buildings is to be drafted in November 2013.
Community infrastructure and asset renewal plan.	In Progress	30%	Asset Management Plans are presently being developed for all of Council's infrastructure asset categories including; roads; bridges; parks & gardens; footpaths, buildings. Drafts of these documents are approximately 95% complete and form the basis of the assumptions and justifications behind the long term planning for asset renewal.
Complete road and footpath network inspections to meet frequencies prescribed by Council's Road Management Plan.	In Progress	17%	All routine road and footpath inspections have been completed as required for September 2013. Areas or road categories inspected over this period include; Rural Link Roads and Rural Collector Roads. Ongoing wild weather has made it difficult to complete programmed inspections along the coastal areas.
Complete specific incident inspections to identify and address safety/risk issues associated with elements of Council's road and footpath networks; including rail crossings and in response to reported incidents.	In Progress	25%	Incident inspections are completed as required in line with Council's Road Management Plan.
Implement the 2013/14 Kerb & Channel Renewal Programme.	Not Started	0%	Programme is being drafted with input from Cosworks

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Manage building maintenance programme to address programmed and reactive maintenance needs.	In Progress	25%	Reactive building maintenance requests are responded to as required. Major works completed to date include replacement of boundary fencing and repairs to existing pergola and roof at the Apollo Bay Kindergarten. Works have also been completed to repair water damage to the northern entry to COPACC.
Coordinate inspections and reporting of Essential Safety Measures relating to nominated Council buildings.	In Progress	10%	Tender brief in development for delivery of inspection services by external contractors.
Footpath Renewal Program	In Progress	15%	Works on this year's programme are well underway with footpath in Hesse Street, Queen Street, Murray Street and Wallace Street Colac being replaced so far.
Annual Road Resealing Program	In Progress	10%	Tenders have closed for this year's programme and will be subject to a further Council report for award of contract.
Bridge Reconstruction Program	In Progress	5%	Major works are programmed to be completed on two (2) more of Council's ageing timber structures. This includes the Sand Road Bridge at Glenaire and the bridge over the Gellibrand River located on Lyness Access, Carlisle River. Detailed site plans have been prepared for each bridge and preliminary environmental assessments have been completed. These projects are being completed under Council's \$1M allocation from the State Government's Country Roads and Bridges Initiative.

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Building Renewal Program	In Progress	25%	The implementation of this year's Building Renewal Programme is progressing well. Contract has been let to David Parker Plumbing for replacement of the roof to the Carlisle River Recreation Reserve clubrooms. Scoping documents have been further developed for both the enhancement of the Lake Foreshore Public Toilets and refurbishment of the Larpent Hall kitchen. A draft brief has been prepared for the future development of the Rae Street administration precinct including the undertaking previously given to install a lift to access the first floor of the Rae Street building. This undertaking also includes provision of accessible toilets on the first floor.

Blue Water Fitness Centre Redevelopment

Tenders have been received from six (6) preselected building contractors. These tenders have been assessed against the nominated criteria which include; local content; previous experience and track record; capacity to deliver; and price. Pricing was highly competitive, which is a good indication of both the tenderer's understanding and the quality of the design and documentation. This is subject to a further report to Council at this meeting, to award the contract to the preferred tenderer (In-Committee).

Relocation of Gym and Dry Programme Activities

The Blue Water Fitness Centre gymnasium and dry programme activities are to be relocated to the Colac Youth Club Hall whilst the redevelopment of the centre is undertaken. This requires some minor enhancements and specific fit outs to accommodate the change in use including the installation of a new air-conditioning system, upgrade of the power supply to 3-phase, changes to existing doors and windows to meet relevant requirements and other enhancements to the hall. These works are scheduled to be completed by 13 November 2013 with care taken to avoid any undue inconvenience to existing users and stakeholders of the Youth Club.

COSWORKS

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

Minor Patching

Minor patching works are ongoing on sealed roads to keep up with potholes and edge breaks. Works have been completed in the Apollo Bay and coastal townships and northern section of the shire.

Storm Damage

Over the past month there has been an extremely large increase in the volume of fallen, hanging and dangerous trees due to damaging strong winds. This has been widespread throughout parks, reserves and roads across the Shire.

Road Regrading

Road regrading has been reduced due to winter rains that have made gravel roads extremely soft. Re-grading will increase in all sections of the Shire when conditions improve and grading is less likely to damage already soft pavements.

Gravel Road Resheeting

Gravel Road resheeting has been conducted at Montys Track, Karascays Road, Kings Track, Larsons Access, Walls & Skinners Road, Gellibrand Carlisle Road, Tomahawk Creek Road, Ackerleys West Road, Boundary Road, Lardners Track, Barunah South Road, Corunnun Road. Approximately 12.5km of Council's unsealed road network was resheeted over the past month.

Guide Post Installation

Guide posts have been installed on gravel roads in conjunction with the resheeting programme.

Routine Drainage Works

Routine Drainage works were completed in the last month in Apollo Bay, Wye River, Kennett River, Separation Creek, Skene Creek and Marengo townships. Works have also been undertaken in all areas clearing debris from the roadside drainage system due to recent heavy rain activity.

Sport Ovals

Mowing of ovals and sports fields are being completed as weather permits.

Tree Maintenance

Tree maintenance works have been completed on Shurvells Road, Christies Road, Ackerleys West Road, Larpent Road South, Rowans Road, Beeac - Dreeite Road and the Birregurra township. Trees were trimmed along approximately 6km of Council's road network.

Street Tree Clearance Under Powerlines

Tree pruning works in Colac are 95% completed.

Township Mowing

Township mowing has been delayed due to winter rain, however mowing has been completed at Lavers Hill, Gellibrand, Beech Forest, Barwon Downs, Carlisle, Beeac, Cressy, Birregurra and Colac.

Reach Arm Mowing

Old Ocean Road, Wonga Road, Wait a While Road, Aire Settlement Road, Bennetts Track Road and Andersons Access Road have been mowed using a reach arm mower.

Old Beechy Rail Trail and Tiger Rail Trail

The removal of fallen trees from the Old Beechy Rail Trail and Tiger Rail Trail has been conducted at various locations along each of the trails.

Township Spraying

Spraying of drains and roadsides within the townships of Carlisle, Lavers Hill and Gellibrand has been completed.

MAJOR CONTRACTS/WASTE UNIT**Annual Performance Statement - Alvie Landfill**

In accordance with the requirements of the Environment Protection Authority (EPA) the Annual Performance Statement for the Alvie landfill site for the year 2012/13 has been completed and submitted. In completing the Annual Performance Statement Council was found to be complying with the licensing requirements set by the EPA. Some of the key upcoming items that have been identified to be addressed in the future on the auditor's recommendations are as follows:

- Clear identification of the landfill boundary
- Improvements to the storm water drainage system
- Periodic inspections for identifying any contaminated material such as hydrocarbons, petroleum or other fuels
- Further monitoring of ground water and landfill gas along the south-west boundary of the landfill site
- Periodic inspections for dust, odour, noise, litter, vermin and pests
- Preparation of a progressive rehabilitation plan.

These improvement items will be undertaken within the 2013/14 Waste budget.

Dredge and Workboat - Port of Apollo Bay

The provision of a dredge for the Port of Apollo Bay is progressing well with approximately 80% of the final design prepared and submitted by the contractor. Materials for the construction of the hull have been ordered. The final design for the Workboat is expected to be submitted soon based on a detailed preliminary design already endorsed by the Department of Transport. The construction of the dredge is being undertaken by Birdon Pty Ltd at their Port Macquarie facility in New South Wales and the Workboat by Crib Point Engineering at their Western Port facility in Victoria. Both projects are scheduled to be completed by 30 June 2014.

Tenders

Tenders opened since the last reporting period:

1322 – Bluewater Fitness Centre Redevelopment

1323 – Bituminous Sealing Works

Tenders awarded since the last reporting period:

No Tenders have been awarded or advertised since the last reporting period.

Subdivision Works

The following table shows the current status of various subdivisional works which will be handed over to Council when completion is approved.

Subdivision	Status
Apollo Bay Industrial Estate Stage 1 (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)	Currently the developer is constructing a concrete footpath, although moderate rain has delayed works over the past couple of months. Utility services have been completed and the final

	road pavement layer and asphalting is expected in November or December 2013.
Mingawalla Road, Beeac Stage 3 (reserve & 21 lots)	The contractors will complete the remaining sealing works in coming months when drier weather conditions prevail.

Colac Livestock Selling Centre Roof Construction

Works commenced on site in September 2013 with the Contractor, MKM Constructions, starting excavation of seventy seven bored pier footings. Stage one of the construction program incorporates roofing the northern part of the saleyard's enclosures. Stage two will complete the remaining roof area at the southern end of the facility. The saleyards will continue to operate during the construction period.

Annual Bituminous Spray Sealing Works

Tenders closed on 2 October 2013, for bituminous sealing of Council's local roads. The program in 2013/14 is for approximately 275,000 square metres of spray sealing. The award of the sealing contract is subject to a further report to Council at the October 2013 Council meeting (In-Committee).

SUSTAINABLE PLANNING and DEVELOPMENT

Planning & Building

Amendment C73 (Apollo Bay Harbour Master Plan)

Public exhibition of Planning Scheme Amendment C73 commenced on 16 September 2013. Amendment C73 is intended to introduce planning controls which give effect to the latest Apollo Bay Harbour Master Plan. A letter enclosing a copy of the Notice of Amendment has been sent to all owners and occupiers of land in Apollo Bay and Marengo, in addition to public notices in the newspapers. Written submissions must be submitted by 30 October 2013.

Development of Bushfire Local Planning Policy

The consultant has prepared an early draft of the report for this project, and has met with the CFA and other stakeholders at a recent Project Steering Committee. The CFA is undertaking some on-ground truthing of the bushfire assessments for the eight towns being examined in the project before finalising its feedback on the report. It is anticipated that the draft report will be finalised and presented to Council at the December 2013 meeting.

Development Plans for Colac Residential Areas

With financial assistance from the State Government Rural Flying Squad funding program, consultant firm 'Mesh Planning' is currently preparing draft Development Plans for three priority sites in Colac covered by the existing Development Plan Overlay (DPO2) planning control. Currently, proposed subdivision of the remaining undeveloped lots in these areas requires a development plan to be submitted with all planning applications which is often too costly for the landholder to provide. Council and the consultant held a workshop with affected landholders on 26 September 2013 to explain the project and better understand the issues and opportunities. The draft development plans for each of the three precincts, when completed, will be exhibited for public comment.

G21 Regional Growth Plan - Implementation Plan

The Implementation Plan for the G21 Regional Growth Plan (RGP) has been finalised after being on public exhibition from 1 July 2013 to 9 August 2013. The project team has

considered submissions and made final adjustments to the final report. It is expected that the report will be signed off by the Project Steering Committee and endorsed by each of the participating Councils in November 2013.

Planning Scheme Amendment C72 (Part 2 – Car Parking Study)

The State Government has approved Part 2 of Amendment C72 which introduces a Parking Overlay to the commercial precincts of Colac and Apollo Bay, implementing the outcomes of the Colac and Apollo Bay Car Parking Strategy. The amendment came into effect on 10 October 2013. The new parking rates proposed by Council for commercial development in the centres, as well as the cash-in-lieu scheme for Apollo Bay, now apply and have legal standing.

Amendment C75 (Implementation of Open Space Strategy)

Planning Scheme Amendment C75 is currently on public exhibition, and seeks to implement the planning recommendations of the Council's Open Space Strategy. The amendment changes the Schedule to Clause 52.01 (Public Open Space Contribution and Subdivision) in the Particular Provisions of the Planning Scheme.

The new schedule introduces public open space contribution requirements of up to 10 percent within the growth towns of Colac/Elliminyt, Apollo Bay/Marengo and Birregurra depending on the number of lots within the subdivision, and 5 percent elsewhere in the municipality excluding Farming Zone, Rural Activity Zone and the Rural Conservation Zone land. Written submissions must be lodged with Council by 30 October 2013.

Amendment C76 (Birregurra Structure Plan & Neighbourhood Character Study)

Council has received authorisation from the State Planning Minister to exhibit Planning Scheme Amendment C76. The amendment implements changes to the Planning Scheme which arise from the Birregurra Structure Plan and Neighbourhood Character Study. Officers have prepared the amendment documentation in consultation with the Community Reference Group. Formal public exhibition of the amendment is due to commence early in November 2013.

Amendment C74 (Apollo Bay Settlement Boundary Review)

With the financial assistance of the State Government Rural Planning Flying Squad, a consultant planner is currently preparing an amendment to implement the recommendations of the Apollo Bay Settlement Boundary and Urban Design Review, adopted by Council in 2012. The amendment will include changes to the Municipal Strategic Statement to reflect the new town boundary recommended in the Study, which includes land up to Wild Dog Creek, and will make adjustments to the existing Design and Development Overlays applying within the town. Following Council's resolution at its September 2013 meeting, a rezoning of the Rural Conservation zoned land between Pisces Caravan Park and Wild Dog Creek to a residential zone will also be incorporated into the amendment, along with amendments to the planning controls applying to the Marriners Vue land. The amendment will be placed on exhibition early in 2014.

Small Township Master Plans (Alvie, Cororooke & Beeac)

Officers have commenced work on detailed plans for future growth of Alvie, Cororooke and Beeac. The Rural Living Strategy adopted by Council in 2012 recommended more detailed planning occur for these towns to review the options for outward expansion of the township boundaries, and identified potential locations in each town where such expansion could occur subject to more detailed investigation. The project is only at the early stages, and will include community engagement.

Introduction of New State Residential Zones

Officers are currently in discussions with State Government representatives about the implementation of the new residential zones introduced in July 2013. Council is required to undertake an amendment to replace the current residential zones with the new zones before 30 June 2014. Officers will prepare a report to Council on this matter when the nature of the required amendment is known.

Draft Victorian Coastal Strategy Review

The State Government is currently reviewing the Victorian Coastal Strategy and is seeking submissions. Officers have attended an information session in Warrnambool and are in the process of preparing a draft submission. Submissions are due to be lodged by 4 December 2013.

Economic Development**Business Development**

The 2013 ANZ Business Breakfast was held on 17 October 2013 and featured guest speaker Fred Schebesta. Fred, 32, is the co-founder of finder.com.au and is one of Australia's most successful entrepreneurs under 35. Fred gave the business community insights into his career, the use of social media in business and key hints on the topic '10 things I learned the second time around'. Council has once again partnered with ANZ for the annual Business Breakfast, which was held at COPACC.

Grants

Council has received funding of \$5,000 from State Government's Support Small Business Day grants program. Council assisted Otway Business Inc. and MIXX FM on the Small Business Sidewalk Sale. The sale day focussed on a buy local theme and complemented the successful annual Powercor Colac Otway Business Awards on 19 October 2013. Over 70 businesses were involved in the sidewalk sale.

Regional Tourism Board

Council at the September 2013 Council Meeting endorsed the formation of and Colac Otway Shire Council's participation in the proposed Great Ocean Road Regional Tourism Board (RTB). The new Regional Tourism Organisation (RTO) and Board will be established for the geographic area of South West Victoria incorporating the Local Government Areas (LGA's) of Surf Coast, Colac Otway, Corangamite, Warrnambool, and Moyne Shires. The name of the proposed RTB will be Great Ocean Road Regional Tourism Ltd (GORRT) to represent the geographic reach of the region beyond the Great Ocean Road.

Wayne Kayler-Thomson, interim Chairman of the Great Ocean Road Interim Tourism Board, will write to Otways Tourism members informing them that the new Regional Tourism Board will be established in the coming months. Work is progressing to incorporate the organisation and call for expressions of interest for appointment to the new Board. A transition plan has been put in place to continue the current programs underway, establish resources and prepare a Strategic Business Plan to guide operations going forward.

Tourism

Colac Visitor Information Centre assisted 2,494 customers over September 2013, with visitation down by 6% on the previous year.

Visitor trends have shown an increase in international visitors arriving from China and New Zealand; with interstate trends indicating more travellers from Tasmania and Queensland.

The Tourism Development Officer has been rolling out the 'Love Our Region' campaign. The campaign now has 498 members and is close to reaching the 2013/14 target of 500

members. In July, the first 'Love Our Region' newsletter was sent to members of the campaign. Most of the offer redemptions from the newsletter were for attractions and restaurants rather than offers from accommodation providers.

The recent school holidays have seen more families visiting and staying with friends and relatives in our region enjoying the Otway's natural attractions. The Beechy Rail Trail hunt for the Golden Gum Boot has been a popular activity with a high number of enquiries.

Local and international workers are using the Colac Visitor Information Centre internet services on a regular basis.

This month the Colac Visitor Information Centre said farewell to volunteer Rosie Sturzaker, Rosie has worked weekends for four years and now plans to enjoy some time with family. We wish Rosie well in her retirement.

The Great Ocean Road Visitor Information Centre had a total of 10,793 visitors in September, an 8% decrease on the previous year. Phone calls to the centre were down by 25% with a high volume of enquiries for accommodation and attractions within the region. Retail sales were up by 11% in addition to V-Line ticket sales (28%). Attraction tickets however were down compared to the previous year (Otway Fly 7%, Cape Otway Lighthouse 53%).

General visitation through the Great Ocean Road Visitor Information Centre has been steady throughout the month with a good combination of both domestic and international visitors, primarily from Germany, United Kingdom, New South Wales and Queensland. The centre has also experienced a considerable increase of international travellers visiting from Asian countries such as China, Taiwan, Japan and Hong Kong.

On 15 September 2013 the third 'Amy's Gran Fondo' road cycling event was held with an estimated 7,000 people visiting the region. The main event started in Lorne and travelled along the Great Ocean Road to Skenes Creek before heading up through the Otway hinterlands and finishing at Benwerrin. The Tourism Development Officer and the Events Officer represented the Colac Otway Shire with a tourism promotional display in Lorne and Apollo Bay for the event.

Forrest Mountain Bike Strategy

Thompson Berrill has been engaged to undertake the development of Forrest Mountain Bike Trails Strategy. Workshops with key stakeholders, agencies and industry representatives were well attended and provided the consultant with comprehensive information. The purpose of these workshops was to brief all parties about the overview of the project and establish what collective vision, aims and goals there are for the strategic plan.

Lake Colac

Sarah Henderson, newly elected Member for Corangamite, committed \$50,000 for a Master Plan for Lake Colac in her recent election campaign. The strategic plan will guide redevelopment of the foreshore and Barongarook Creek corridor.

Two Green Army projects were also committed through election promises which aim to fund weed removal, revegetation and minor landscaping along Barongarook Creek Reserve and Barham River Valley. Approximately \$37,000 per program was committed with 12 participants and a supervisor to work with Colac Otway Shire Environment Officers.

Advancing Country Towns (ACT)

A workshop was held on the 20 September 2013 at COPACC with key stakeholders and the consultant, 'Grant Thornton', for the Skills Audit and Enterprise Level Workforce

Development Plans. The workshop was an opportunity for the key stakeholders to give feedback on the initial research that Grant Thornton had completed and to guide the Skills Audit survey.

Phone interviews with key stakeholders are continuing to develop the scope for the Green Feasibility Study. Roger Barnett from Community by Design has been engaged to develop the scope for the project before seeking tender submissions.

Environment & Community Safety

Local Laws

After the revised versions of Local Laws 1, 2 and 3 were approved by Council the new Local Laws were formally advertised and gazetted to enable enforcement to commence. Council's Local Laws officers are working hard to ensure that where significant changes have been made the community is educated to understand why the changes have been made and given help to ensure they comply. For example officers are currently preparing permits for people who have more than the prescribed number of animals on land of a certain size. Permits will be sent to animal owners free of charge. Where there are problems with the number of animals in certain areas Council will work with the owners to try to help them achieve compliance. Enforcements measures will only be used as a last resort.

Fire Inspections Courtesy Letters

Over 6,000 Fire Inspection Courtesy letters will be sent out this week to advise landholders of their responsibilities for maintaining their property to prevent fires. Inspections will begin in November 2013 even though the Fire Danger Period (FDP) will not commence until 1 December which is one month later than last year. This change to the FDP start date has been brought in by the CFA because most of the region will still be very green this year. The FDP places restrictions on burning off but Council's inspections process is a separate initiative focused on preventing fires. It is important that the inspections start in November 2013 to allow enough time for people to organise contractors to clean up their property before we reach the hottest time of the year. Although this is explained in the courtesy letter, media releases will be issued to emphasise the distinction between the two processes and the fact that inspections will start in November and the FDP starts on 1 December.

Climate Resilient Communities Project

Workshops have been held with 10 Councils across the Barwon South West region in September 2013 to help identify the key risks to Council operations from extreme climate events. Reports will be provided to each Council on the findings from the workshops and a regional report will also be developed. These documents will set out the major risks and the high priority projects at both a municipal and regional scale. This information will provide the basis for identifying the actions that will be taken in phase two of the project.

A Workshop was also conducted in Colac on Thursday 10 October 2013 with partner agencies with responsibility for major infrastructure and services, such as water and power to ensure their input to the project was accessed.

Electric Vehicle Trial

Council is taking part in an electric vehicle trial. The Victorian Electric Vehicle Trial being run by the State Government provides an opportunity to trial an electric vehicle for 4-5 months at a very low cost of \$5,000 (\$750 per month to lease the vehicle and approximately \$750 to install the charging infrastructure). The trial includes the option to purchase the charging infrastructure for a nominal fee at the end of the trial which would give Council the option to integrate an electric or hybrid vehicle into its light fleet on a permanent basis in the near future. A launch of the trial was held on 11 October 2013 in COPACC.

Attachments

Nil

Recommendation(s)

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

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**CORPORATE AND COMMUNITY SERVICES**

| <b>ITEM</b>               |                                                                                           |
|---------------------------|-------------------------------------------------------------------------------------------|
| <b><u>OM132310-2</u></b>  | <b><u>MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2013 - 2017</u></b>                      |
| <b><u>OM132310-3</u></b>  | <b><u>G21 REGION HEALTH AND WELLBEING PLAN 2013-2017</u></b>                              |
| <b><u>OM132310-4</u></b>  | <b><u>COUNCIL POLICY REVIEW</u></b>                                                       |
| <b><u>OM132310-5</u></b>  | <b><u>NEW COUNCIL POLICIES</u></b>                                                        |
| <b><u>OM132310-6</u></b>  | <b><u>FUTURE MANAGEMENT OF HARRINGTON MEMORIAL PARK</u></b>                               |
| <b><u>OM132310-7</u></b>  | <b><u>HEATHFIELD ESTATE RESERVE</u></b>                                                   |
| <b><u>OM132310-8</u></b>  | <b><u>COUNCIL ANNUAL REPORT 2012-2013</u></b>                                             |
| <b><u>OM132310-9</u></b>  | <b><u>ANNUAL FINANCIAL PERFORMANCE REPORT 2012-2013</u></b>                               |
| <b><u>OM132310-10</u></b> | <b><u>EMPLOYEE ANALYSIS FOR 2012-2013</u></b>                                             |
| <b><u>OM132310-11</u></b> | <b><u>FIRST QUARTER FINANCIAL PERFORMANCE REPORT 2013-2014</u></b>                        |
| <b><u>OM132310-12</u></b> | <b><u>OPERATIONAL PLAN FIRST QUARTER PERFORMANCE REPORT<br/>JULY - SEPTEMBER 2013</u></b> |
| <b><u>OM132310-13</u></b> | <b><u>NAMING OF UNNAMED ROAD AS "ROWS LANE",<br/>BARONGAROOK WEST</u></b>                 |



OM132310-2

**MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2013  
- 2017**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Greg Fletcher                  | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F13/6508     |

**Purpose**

The purpose of this report is to provide Council with the Municipal Public Health and Wellbeing Plan 2013 – 2017 for adoption following its release for community 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 Municipal Public Health and Wellbeing Plan 2013 - 2017 (Plan) is to clearly describe the context and content of how Colac Otway Shire will support the health and wellbeing of the Colac Otway community, in some important issues, over the term of this Council.

The Plan has been prepared, with input from community comments and evidence based information, to meet the legislative requirements of the Victorian Government *Public Health & Wellbeing Act 2008* and the *Climate Change Act 2010*. To achieve this, Council must prepare 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. This Plan is closely aligned to the recently adopted Colac Otway Shire Council Plan 2013 – 2017 with its priorities linked to the Council Plan pillars.

The *Victorian Public Health and Wellbeing Plan 2011-2015* provides a model on which to strengthen the prevention system and has been considered with the development of this Plan.

The draft Plan was released for community comment for a five week period closing 2 September 2013.

**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****Submissions/Community Comment**

There were seven submissions received from the community. A number of comments have been included in the attached Plan. These include:

- Colac Area Health being recognised as a partner in early years facilities planning and the development of the Municipal Early Years Plan.
- Addition of new references for a number of support documents.
- Changes to the wording and content of some Priorities. These include rewording a title from “Reducing domestic violence” to “Prevention of violence against women and children”; including the words ‘healthy eating’ with ‘food security; and including tobacco into the Priority with alcohol and other drugs.
- Minor changes to a number of goals, objectives, actions and indicators, which reflect local considerations, without changing the intent or resource requirements of the Plan.
- Recognising the role of Women’s Health and Wellbeing - Barwon South West Inc.
- Expanding references to the Healthy Together Achievements Program.

There were other suggestions and comments that were not included in the Plan. In a number of cases these were due to:

- Suggestions that went beyond the content of the Plan and recommended additional priorities.
- Conflicting requests from respondents.
- Suggestions that would require additional resources from Council to achieve.
- Much of the introductory content within the Plan is explaining the context, processes and obligations upon Council within a municipal public health and wellbeing plan, and should be retained.
- A number of priorities reflect the Council Plan and should be retained.
- Most of the documents referred to in the Plan are yet to be developed and should be retained as reflecting the importance of future works to be undertaken.
- Some suggestions were too specific, reflecting a part of what is planned to be achieved.
- Some suggestions to remove references and wording which reflect local government’s responsibilities in the field of health and wellbeing.
- A number of comments did not suggest changes, but were general observations. These were noted accordingly.

The priorities listed in the Plan are:

- 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
- Support healthy eating and food security
- Support mental health and connectedness
- Prevention of violence against women and children

- Support healthy behaviours
- Reduce harm from alcohol, tobacco and other drugs.

**Proposal**

It is proposed that Council adopts the Municipal Public Health and Wellbeing Plan 2013-2017.

**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 a Municipal Public Health and Wellbeing Plan within the period of 12 months after each general election of the Council. This is the first time that preparing a Municipal Public Health and Wellbeing Plan has been linked to a specific timeframe. This requires that the Plan be adopted by Council no later than the October 2013 Ordinary Meeting, which is within 12 months from the election of the current Councillors.

**Environmental and Climate Change Considerations**

The 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 Council Plan and the Municipal Public Health and Wellbeing Plan 2013-2017.

The community were provided with a 5 week period to make a submissions/comments on the draft plan.

Copies of the submissions and a detailed analysis of each of the comments have been provided to Councillors. The submissions were also discussed at a Councillor workshop.

Information in the new Council Plan from the community regarding an ageing population and significant disadvantage in early years has been used in this Plan. It is well backed up by evidence based information from other research and data. Other evidence used within the 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.

**Implementation**

Following adoption of the Plan a copy will be sent to the Secretary of Department of Health and to the G21 Region Alliance.

Design work will be completed for the Plan later this year. It is proposed that a poster will be developed that outlines the Plan. General access to the Plan will be through Council's website. However, copies of the Plan will be available for inspection by members of the public at the places at which the current Council Plan must be available under s125(11) of the *Local Government Act 1989*.

The proposed G21 Health and Wellbeing Plan 2013 – 2017 (G21 HWP) will make reference to and identify regional approaches for three priorities that will link to each municipal health and wellbeing plan of the five councils within G21. It will be recommended in another report that Council acknowledges and supports the G21 HWP as a document which sets a direction for the G21 Health and Wellbeing Pillar, and is aligned to each council in content and timelines. It is proposed that the G21 HWP will be adopted by the G21 Board later this year.

It is intended that each respondent be thanked for their submission and an explanation provided on how each point was considered.

**Conclusion**

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. Colac Otway Municipal Public Health and Wellbeing Plan 2013 - 2017

**Recommendation**

***That Council adopts the Municipal Public Health and Wellbeing Plan 2013 – 2017.***

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OM132310-3**G21 REGION HEALTH AND WELLBEING PLAN 2013-2017**

| | | | |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR: | Greg Fletcher | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96717 |

Purpose

To provide Council with an understanding of the G21 Regional Health and Wellbeing Plan 2013 – 2017 and to recommend that Council supports this document.

Declaration of Interests

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

Background

In 2012 the five municipalities in the G21 region being Colac Otway, Golden Plains and Surf Coast Shires, City of Greater Geelong and the Borough of Queenscliffe agreed to collaborate on the 2013-17 public health and wellbeing planning process.

A public health planning framework was developed and adopted. It enabled a common and consistent approach for Municipal Public Health and Wellbeing Plan (Plan) development in each municipality and across the region.

This process was designed to enable each Council to develop a local Plan to reflect place based community needs and to meet the requirements of the Victorian Government *Public Health & Wellbeing Act 2008*. In addition, the common and consistent approach through the agreed public health planning framework has resulted in identification of three regional priorities and the establishment of a Regional Health and Wellbeing Plan (Regional Plan) to support local Plan implementation.

A Steering Group including all Councils, the Department of Health and Barwon Medicare Local was established and all Councils contributed funds to resource this innovative regional collaboration. This investment was matched by the regional office of the Department of Health. The Department was particularly interested in strengthening the capacity of local governments within the G21 region to strengthen partnerships and enhance health protection, promotion and prevention.

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

There have been three G21 regional priorities developed for the Regional Plan.

1. Improve the opportunities for increased access and uptake of physical activity

- Progress towards a region-wide physical activity strategy.
- Work with partners and connect with healthy promotion, health literacy, service coordination and Integrated Chronic Disease Management activities.
- Advocate for increased accessibility for people of all abilities in built and natural environments.
- Advocate for improved amenities and safer public spaces.
- Community wide supports to connect to service coordination and chronic disease management.
- Workforce/professional development with the Planning Institute of Australia and the Municipal Association of Victoria about environmental design.
- Develop resource information and local community leaders.
- Collaborate on social marketing strategy and directory development.

2. Strengthen our advocacy for increased community connectedness and social inclusion

- Support the Addressing Disadvantage project through policy, evidence and funding.
- Investigate regional governance models.
- Strengthen regional volunteering profile and strategy.
- Support key strategies ie: family violence strategy, public transport, growth plan.

3. Collaborate on building our evidence based planning and practice

- Update community data profile.
- Commission systematic reviews for identified priorities.
- Integrate child – adolescent data sets into region wide profile.
- Create a Health and Wellbeing web based clearinghouse, regional fact sheets & workforce development tools.
- Promote gender and diversity lens across member organisations.
- Develop core set of Health and Wellbeing Indicators for evaluation over life of strategy.

Proposal

It is proposed that Council support the Regional Plan to benefit from the health and wellbeing priorities to be initiated across the region.

Financial and Other Resource Implications

Council contributed \$10,000 to developing a common public health planning framework, associated research and community consultation sessions across all councils and for the region. The regional priorities will be developed by G21 to support councils in a number of actions that correspond with each Plan. The priorities identified in the Colac Otway Municipal Health and Wellbeing Plan 2013 – 2017 can be linked to the regional priorities. This should provide for synergies and support structures for Colac Otway through the regional approach.

Risk Management & Compliance Issues

Council has committed, through funding, to the Regional Plan and process. There will be a number of opportunities to work with and learn from the larger municipalities and other organisations within G21. Not supporting the Regional Plan would mean that Council would be unable to access multiple resources which are being developed to promote health and wellbeing within the G21 Region.

Environmental and Climate Change Considerations

There are no environmental and climate change considerations in the Regional 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 has included collaboration, consulting and involvement. The plan was developed through the close working approach between G21 and the other municipalities to develop local and regional health and wellbeing priorities.

Implementation

While municipal public health and wellbeing plans are a statutory requirement under the *Public Health and Wellbeing Act 2008* the Regional Plan is not. But it does form an agreed support strategy for common issues across the region including physical activity, social connectedness and inclusion and evidence based policy and practice. Actions in the Regional Plan have been developed to support the implementation of each council's plan. Implementation of the Regional Plan will provide resources to projects of mutual interest to Councils where a collective effort from a myriad of agencies across the region that contribute to improved health and wellbeing outcomes is required.

Conclusion

The G21 Health and Wellbeing Plan 2013 - 2017 has been developed in a coordinated approach with the five municipal public health and wellbeing plans across the G21 region. As Council MPHWP's took shape, a Regional Health and Wellbeing Plan developed in response.

Council's Municipal Public Health and Wellbeing Plan 2013 – 2017 has a number of priorities that align closely with the G21's plan. The opportunity to develop our Plan with regional support and experience provides not only a mentoring opportunity but also the leverage through regional resources.

Attachments

1. Draft G21 Region Health and Wellbeing Plan 2013 - 2017

Recommendation

That Council supports the G21 Region Public Health and Wellbeing Plan 2013 – 2017.

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**OM132310-4****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 Council policies.

This report includes the balance of Council policies that have been reviewed by staff and Executive. Copies were also provided to Councillors and discussed at the Council Briefing on 2 October 2013.

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

- 6.1 Landscaping Sponsorship
- 8.5 Investment Attraction
- 11.3 Special Rate and Special Charges
- 12.1 Recreation Reserve Fees and Charges
- 12.4 Plaques and Memorials in Colac Botanic Gardens
- 13.1 Closure of Unused Government Roads, Licencing of an Unused Road or Water Frontage
- 13.4 Installation and Usage of Stock Underpasses
- 13.6 Street Tree Management
- 13.7 Asset Management
- 13.8 Heavy Vehicle Access
- 13.10 Installation and Usage of Cattle Grids
- 15.1 Committees of Management of Drainage Systems
- 19.1 Municipal Building Control Intervention Filter Criteria Guideline
- 19.2 Municipal Pool and Spa Enforcement.

These policies complete the review of all current Council policies.

**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 is an action in the Operational Plan 2013-2014.

### **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.

At the July 2013 Council Meeting a number of revised policies were adopted:

- 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
- 18.6 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.

At the August 2013 Council Meeting, the revised Policy 18.5 – Councillor Support was adopted by Council.

#### Changes to current batch of 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 6.1 – Landscaping Sponsorship

- Other minor changes

Policy No 8.5 – Investment Attraction

- Other minor changes

Policy No 11.3 – Special Rate and Special Charges

- Minor changes
- Addition of definition – Community Reference Panel

Policy 12.1 – Recreation Reserve Fees and Charges

- A number of changes have been made to this policy. No tracked changes version attached.

Policy 12.4 – Plaques and Memorials in Colac Botanic Gardens

- A number of other changes have been made to this policy.

Policy 13.1 – Closure of Unused Government Roads, Licencing of an Unused Road or Water Frontage

- Minor changes

Policy 13.4 – Installation and Usage of Stock Underpasses

- No other changes

Policy 13.6 – Street Tree Management

- Inclusion of additional positive aspects under 2(a)
- Inclusion of additional wording in Policy Benefits (3)
- Inclusion of additional definition – Street Landscape (4)
- Additional paragraphs and wording in sections 5, 15, 17, 18, 19, 20, 21, 23, 25, 26
- Other minor changes

Policy 13.7 – Asset Management

- Additional paragraphs in Scope of the Policy (3)
- Additional wording in other sections 5.2.1, 5.5.1, 6, 6.2.6.3
- Change of wording to Policy Review (10)
- Other minor changes

Policy 13.8 – Heavy Vehicle Access

- Other minor change

Policy 13.10 – Installation and Usage of Cattle Grids

- Addition of wording under clause 7
- No other changes

Policy 15.1 – Committees of Management of Drainage Systems

- No other changes

Policy 19.1 – Municipal Building Control Intervention Filter Criteria Guideline Policy

- Deletion of History of Building Control Intervention
- Deletion of sample correspondence
- Other minor changes

**Policy No 19.2 – Municipal Pool and Spa Enforcement**

- Significant changes have been made both by deleting previous sections and the addition of new sections.

**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 2 October 2013. Where appropriate, comments were sought from community groups as part of the review.

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

**Implementation**

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

**Conclusion**

The review of all Council policies has been undertaken over a period of time. The next extensive review of all policies will be undertaken after the next Council elections in 2016.

**Attachments**

1. Policy 6.1 - Landscaping Sponsorship
2. Policy 8.5 - Investment Attraction
3. Policy 11.3 - Special Rate and Special Charges
4. Policy 12.1 - Recreation Reserve Fees and Charges
5. Policy 12.4 - Plaques and Memorials in Colac Botanic Gardens
6. Policy 13.1 - Closure of Unused Government Roads, Licencing of an Unused Road or Water Frontage
7. Policy 13.4 - Installation and Usage of Stock Underpasses
8. Policy 13.6 - Street Tree Management
9. Policy 13.7 - Asset Management
10. Policy 13.8 - Heavy Vehicle Access
11. Policy 13.10 - Installation and Usage of Cattle Grids
12. Policy 15.1 - Committees of Management of Drainage Systems
13. Policy 19.1 - Municipal Building Control Intervention Filter Criteria Guideline
14. Policy 19.2 - Municipal Pool and Spa Enforcement

**Recommendation(s)**

***That Council adopts the following revised policies:***

|                            |                                                                                                 |
|----------------------------|-------------------------------------------------------------------------------------------------|
| <b><i>Policy 6.1</i></b>   | <b><i>Landscaping Sponsorship</i></b>                                                           |
| <b><i>Policy 8.5</i></b>   | <b><i>Investment Attraction</i></b>                                                             |
| <b><i>Policy 11.3</i></b>  | <b><i>Special Rate and Special Charges</i></b>                                                  |
| <b><i>Policy 12.1</i></b>  | <b><i>Recreation Reserve Fees and Charges</i></b>                                               |
| <b><i>Policy 12.4</i></b>  | <b><i>Plaques and Memorials in Colac Botanic Gardens</i></b>                                    |
| <b><i>Policy 13.1</i></b>  | <b><i>Closure of Unused Government Roads, Licencing of an Unused Road or Water Frontage</i></b> |
| <b><i>Policy 13.4</i></b>  | <b><i>Installation and Usage of Stock Underpasses</i></b>                                       |
| <b><i>Policy 13.6</i></b>  | <b><i>Street Tree Management</i></b>                                                            |
| <b><i>Policy 13.7</i></b>  | <b><i>Asset Management</i></b>                                                                  |
| <b><i>Policy 13.8</i></b>  | <b><i>Heavy Vehicle Access</i></b>                                                              |
| <b><i>Policy 13.10</i></b> | <b><i>Installation and Usage of Cattle Grids</i></b>                                            |
| <b><i>Policy 15.1</i></b>  | <b><i>Committees of Management of Drainage Systems</i></b>                                      |
| <b><i>Policy 19.1</i></b>  | <b><i>Municipal Building Control Intervention Filter Criteria Guideline</i></b>                 |
| <b><i>Policy 19.2</i></b>  | <b><i>Municipal Pool and Spa Enforcement</i></b>                                                |

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OM132310-5**NEW COUNCIL POLICIES**

| | | | |
|-------------|--------------------------------|-----------|-----------|
| 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 following two Draft Policies to seek public comment:

- Social Networking
- Naming of Roads, Localities and Features.

and the adoption of the Essential Safety Measures Policy.

Declaration of Interests

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

Background

As part of the review of Council Policies three new policies have been developed to address issues that have been raised through various forums and/or processes.

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 issues that have been raised internally as a result of community feedback or the need to put in place a policy direction three new policies have been developed.

- Policy No. 2.7 - Social Networking
- Policy No. 19.3 - Essential Safety Measures
- Policy No. 20.2 - Naming of Roads, Localities and Features

Policy No. 2.7 - Social Networking

The Social Networking Policy has been based on information prepared by the Municipal Association of Victoria (MAV) on behalf of member councils. The MAV sought legal advice in the development of the policy.

As the purpose of the policy indicates social media provides new opportunities for dynamic and interactive two-way communications which can complement existing communication and further improve information, access and delivery of key services.

The intent of the policy is to provide understanding and guidance for the appropriate use of social media platforms and tools by users for the purpose of conducting Council business.

The policy is being presented to Council for approval as the scope of the policy applies to all councillors.

Policy No. 19.3 - Essential Safety Measures

The purpose of the policy is to guide Council's activities in meeting the responsibilities under the *Building Act 1993* and in particular regulation *Part 12, Division 1 of the Building Regulations 2006* which relate to Essential Safety Measures requirements.

By having an appropriate policy in place Council will both reduce its exposure to risk and provide guidance to Council officers on how the regulations are to be administered. As this is an internal use policy, it is not proposed to seek public input into its adoption.

Policy No. 20.2 - Naming of Roads, Localities and Features

As a result of occasional questions to Council regarding the naming of different assets, including buildings a draft policy has been developed.

The major emphasis of the policy is to preserve the Shire's identity and heritage and to recognise its cultural and physical diversity and:

- To provide guidelines for the naming of places within the Colac Otway Shire.
- To provide a consistent decision making approach to naming requests.

There are three options being presented:

- | | |
|----------|---|
| Option 1 | Endorse the Draft Policies (apart from the Essential Safety Measures Policy) and seek public comment for a period not less than six (6) weeks and adopt the Essential Safety Measures Policy. |
| Option 2 | Not endorse the Draft Policies and direct officers to make changes. |
| Option 3 | Not endorse the Draft Policies. |

Option 1 is the preferred option as the policies have been developed to address issues that have been raised.

Proposal

It is proposed that Council adopts Policy 19.3 – Essential Safety Measures and endorses the following policies:

- Policy No. 2.7 - Social Networking
- Policy No. 20.2 - Naming of Roads, Localities and Features

and seeks public comment for a period of not less than six (6) weeks.

Financial and Other Resource Implications

There are no additional financial and other resource implications.

Risk Management & Compliance Issues

The policies address issues with respect to risk management and compliance.

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 involve the appropriate staff in the development of the draft policies.

Copies of the policies were previously provided to Councillors and were discussed at the Councillor workshop on 2 October 2012/3.

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

- Policy No. 2.7 - Social Networking
- Policy No. 20.2 - Naming of Roads, Localities and Features

The third policy, Essential Safety Measures, is an internal use policy which does not require community consultation.

Implementation

Once the two draft policies have 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.

Once Policy No. 19.3 – Essential Safety Measures is adopted Council records and website will be updated with the new policy.

Conclusion

The policies are addressing issues that have been raised by staff, council and/or the community.

The policies put in place processes that provide clear guidelines for Council.

Attachments

1. Policy 2.7 - Social Networking
2. Policy 19.3 - Essential Safety Measures
3. Policy 20.2 - Naming of Roads, Localities and Features

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

- 1. Adopts Policy 19.3 – Essential Safety Measures.***
- 2. Endorses the following Draft policies for release for community consultation for a period of not less than six (6) weeks:***

Policy No. 2.7 - Social Networking

Policy No. 20.2 - Naming of Roads, Localities and Features.

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**OM132310-6****FUTURE MANAGEMENT OF HARRINGTON MEMORIAL PARK**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Ian Seuren                     | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F12/438      |

**Purpose**

The purpose of this report is to provide Council with background on the status of Harrington Memorial Park and to consider future management of the reserve.

**Declaration of Interests**

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

**Background**

Harrington Memorial Park, located at 1 McLellan Court Wye River, is a 1ha parcel of public open space owned by Council. The reserve is zoned Public Purposes and Recreation (PPRZ) and provides passive open space for the Wye River and Separation Creek communities. The park is one of the only parcels of useable open space in Wye River/Separation Creek away from the foreshore. It also provides for off-road pedestrian movement from the top of Wye River to the foreshore.

An Advisory Committee for the Harrington Memorial Park was formed and endorsed by Council in 2001. Further to this, in 2004 Council endorsed the membership of the Committee following expiration of the committee's term. While the Committee has continued to be active since that time there has been no further endorsement of the Committee by Council or its membership.

The Advisory Committee over the years have partnered with Council to improve the park from a bush block to something more in line with expectations of a usable public reserve. The park contains a walking path, garden beds, seating and picnic furniture.

As a Council owned reserve, Council is responsible for managing and maintaining the reserve. At present, Cosworks mow the reserve a number of times per year as well as undertaking some other minor maintenance.

Council has recently commenced an upgrade project in Harrington Memorial Park which consists of the following project scope:

- A BBQ shelter and electric BBQ
- Extension of the existing levelled area
- An off street loading bay and a disabled parking bay
- Picnic furniture
- Rectification of pathways
- Revegetation and landscaping
- Interpretative signage.

It is anticipated that this project will be completed by the end of 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.

**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.

Council also has a Section 86 Committees Policy which provides guidelines on the committees.

**Issues / Options**

Harrington Memorial Park is an important parcel of public open space with which the local community has a strong affiliation. It is important the park is managed appropriately with community involvement and a view to the long term importance of this natural asset.

Currently a Harrington Memorial Park Advisory Committee exists but it is acting more in the capacity of a management body than an advisory committee. If it is to continue in this role, it needs a greater accountability to Council and a higher level of support and protection for its membership.

The Wye River and Separation Creek Progress Association has approached Council requesting that the management of the park be reviewed and a more appropriate management structure be established.

There are a number of options available to Council which include:

1. Council to manage and maintain Harrington Memorial Park exclusively without any community input.
2. Re-establish the Harrington Memorial Park Advisory Committee to provide advice to Council.
3. Establish a Section 86 Committee of Management for Harrington Memorial Park and delegate the management of the park to the local community.

Option 3 is the recommended option. A Section 86 Special Committee of Council is a Special Committee of Council set up under the *Local Government Act 1989* to which the Council delegates functions, duties and powers. It directly involves the community in managing community spaces and facilities providing stronger ownership in its upkeep and development. Council has a number of Section 86 Committees for Council owned recreation reserves.

The Committee has the responsibility to do everything it feels necessary and proper for the upkeep and improvement of the Reserve it manages, including any buildings or other

improvements on that Reserve, provided that the Committee remains subject to the direction of the Council and to the legal constraints under which Council operates.

A Section 86 Committee of Management also provides greater protection for volunteers. As a Committee of Management appointed under Section 86 of the *Local Government Act 1989*, all members of the committee are covered by the Council's Liability and Personal Accident policies whilst carrying out activities for and on behalf of the Committee of Management whilst acting within their delegated powers. Volunteers appointed or authorised by the Committee of Management are also covered by the Council's liability and personal accident policies whilst carrying out activities for and on behalf of the Committee of Management. All volunteers must be registered.

A Section 86 Committee of Management also has the ability to apply for grants eg: Council's Community Funding Program.

#### **Policy No. 15.2 – Section 86 Committees**

Section 4 of the policy provides details on the committees.

#### **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.*



**Draft Section 86 Committee of Management Manual**

*The following information is taken from the Draft Section 86 Committee of Management Manual that is currently being developed to assist section 86 committees.*

*By organising a group of interested people into a Committee, tasks such as managing facilities or organisations can be tackled effectively by:*

- *Sharing information;*
- *Sharing and developing ideas;*
- *Sharing the work load;*
- *Representing member organisations;*
- *Planning; and*
- *Stimulating thought.*

*Most importantly, Committees make it possible for various views and interests to be considered before making decisions.*

*The committee has been appointed to act 'for and on behalf of Council' to manage a community facility. It is the purpose of the committee to look after the area for the local community and Council and:*

- *To manage, improve, maintain and develop the facility for the overall benefit and safety of users and the community.*
- *To advise Council in relation to the general development and ongoing maintenance of the facility.*
- *To be responsible for the day-to-day management of the facility and grounds.*
- *To use the facility to the best economic advantage of the community.*
- *To report on the finances and other issues as directed by Council.*
- *To maintain records and administer its affairs in an open and honest manner.*
- *To ensure the committee is financially self-sustaining, that is, it has enough Income to pay all of its related expenses.*

**Proposal**

It is proposed that Council establish a Section 86 Committee of Management for Harrington Memorial Park in accordance with its *Section 86 Committees Policy*.

**Financial and Other Resource Implications**

There are no additional financial implications with this proposal. It is anticipated that should a Section 86 Committee of Management be established, Council would still provide some maintenance resources eg: mowing.

**Risk Management & Compliance Issues**

A risk consideration when delegating the management of Council land to a Section 86 Committee of Management is the level of maintenance undertaken by the community and in turn the state of the facility.

To mitigate this risk, it is anticipated that Council will continue to provide the same level of maintenance as it currently does (eg: mowing of the park). However with a local Committee in place, it is anticipated that additional maintenance and improvements to the park will occur.

**Environmental and Climate Change Considerations**

Should a Section 86 Committee of Management be established, it may result in a more improved maintenance regime through the use of volunteers. Issues of weed infestation could be reduced by providing the local community with a more formal and engaged management structure.

**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 empower.

The request to establish a Section 86 Committee of Management for Harrington Memorial Park has come from the community. It will empower the community to make decisions and implement and manage change.

Voluntary Committees of Management provide a valuable service to the community and assist Council in managing and monitoring community assets. In addition, the management of community facilities and spaces by the community empowers local communities to be fully involved in the maintenance and improvement of important facilities.

**Implementation**

Should Council endorse the recommendation to establish a Section 86 Committee of Management, it would first be necessary to dissolve the Harrington Memorial Park Wye River Advisory Committee. Council officers would then seek community interest in the establishment of a Section 86 Committee of Management in accordance with Council's *Section 86 Committees Policy*. This includes advertising broadly in the community:

- The Council's decision to establish a committee.
- Outlining the purpose of the committee eg: to manage and operate Harrington Memorial Park.
- Seeking nominations, preferably in writing, either personally or by others with the nominee's consent, for appointment to the committee.
- Requiring that nominations outline the nominee's experience, interest in the matter and any expertise that might be available to the committee.
- Stating the period of appointment – up to three years but eligible for reappointment.

An Instrument of Delegation will be developed and provided to Council at a future Council meeting. A list of names for the Committee will be also provided to Council at a future Council meeting.

**Conclusion**

The option to appoint a Section 86 Committee of Management for the Harrington Memorial Park as a Special Committee 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.

A Section 86 Committee of locally appointed representatives will provide the local community with the opportunity to be involved in the management and future development of the reserve.

This approach is consistent with the management of other recreation reserves and is supported by the local community.

Community support and involvement is vital to the successful development and running of council facilities. To achieve this, under section 86 of the *Local Government Act 1989*, Council may establish a Committee of Management to 'act for and on behalf of Council' for a range of purposes.

'Acting for and on Behalf of Council' the committee is seen as an extension of Council and is therefore governed by the same requirements and legislation as Council, including Council's obligations under the *Local Government Act 1989*, the *Occupational Health & Safety Act 2004*, and various other legislative requirements as defined within the deed of delegation.

Council uses the *Local Government Act 1989* to establish such committees to develop and manage selected community resources across the shire. In some cases, these committees manage community facilities that are owned by Council, in others they manage facilities where the land is owned by the Crown and the Colac Otway Shire Council is the managing authority.

The contribution by local Committee members benefits the community in a variety of ways, environmentally, socially and economically. Overwhelmingly the experiences that volunteers bring to these Committees are positive, both for themselves and for the organisations that they are serving.

The community is a Committee of Management's main client group. A good relationship with the community is an important part of ensuring that a facility is used, enjoyed, appreciated and developed by all.

Individual members of the community may also have specific information that Committee members lack, such as knowledge of local flora, fauna, cultural significances and history or recreation needs.

#### **Attachments**

Nil

#### **Recommendation(s)**

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

- 1. Dissolves the Harrington Memorial Park Wye River Advisory Committee once the Section 86 Committee of Management is established.***
- 2. Endorses the establishment of the Section 86 Harrington Memorial Park Committee of Management.***

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OM132310-7**HEATHFIELD ESTATE RESERVE**

| | | | |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR: | Ian Seuren | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/3468 |

Purpose

The purpose of this report is for Council to consider the recommendations of the Heathfield Estate Reserve Community Reference Group regarding the future use of the reserve.

Declaration of Interests

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

Background

The Heathfield Estate Reserve (the reserve) was transferred to Council as part of the Heathfield Estate residential subdivision in the early 1990s. The reserve covers an area of 11.5 hectares and is located between the eastern boundary of the Heathfield Estate and the Barham River, Marengo. The reserve is currently zoned Public Park and Recreation with a number of overlays including the Land Subject to Inundation Overlay (LSIO). The reserve remains undeveloped.

At its February 2012 meeting, Council resolved to establish the Heathfield Estate Reserve Community Reference Group (CRG) consisting of eleven members of the community, the Mayor, one other Councillor and Council's Manager Recreation, Arts and Culture.

The purpose of the CRG is to assist Council in determining the future use of the reserve. This follows the completion of the Colac Otway Public Open Space Strategy which recommended that Council retain the reserve and engage the community in determining future use of the site.

A report was presented to Council's August 2012 meeting providing an update on the Heathfield Estate Reserve CRG and its discussions regarding the future use of the reserve. It was determined at the time to wait for a new Council to be informed on the issues following the 2012 Council elections.

Following the 2012 Council elections, Councillors have visited the site and been briefed on the issues at a subsequent Councillor Briefing session.

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.

Other Strategies

The Colac Otway Public Open Space Strategy proposes that Council explores the Heathfield Estate Reserve's potential value for recreation use through a community consultation process.

Issues / Options

The CRG consists of a mix of local residents and representatives from community groups that have a strong interest in the future use of the reserve. The CRG has met on three occasions to discuss possible uses of the site.

At its initial meeting, the CRG requested that a number of options be further investigated by Council. These options included the provision of more detailed information and broad cost estimates. The options investigated focussed on providing vehicular and/or pedestrian access to the site via a range of means.

The options investigated included:

- Constructing a bridge over the Barham River to provide vehicular access to the site.
- Constructing a bridge over the Barham River to provide pedestrian access to the site. This option also included investigating a shared pathway to Apollo Bay and pathways/boardwalks through the reserve to link the residential estate.
- Constructing the 'bridle paths' to provide vehicular access to the site including car parking.
- Purchasing private land to provide vehicular access to the site including car parking.
- Providing parking off Barham River Road and constructing a pedestrian/horse walking bridge across the Barham River.
- Leasing part or all of the reserve for grazing purposes.
- Selling part or all of the reserve and using the proceeds to develop other recreation infrastructure for Apollo Bay/Marengo residents.

Council officers undertook investigations on the above options and provided comments and broad cost estimates to the CRG. The CRG agreed that Council should not sell the land, which is consistent with the recommendations of the Colac Otway Public Open Space Strategy. Based on community need, access to the site, the reserve being flood-prone and infrastructure costs, the general consensus from the CRG was that a pedestrian bridge over the Barham River and walking trails should be the key considerations.

Of the seven options discussed, there was a strong degree of interest in developing a pedestrian bridge over the Barham River initially and car parking at later date. This would need to be supported by internal footpaths and boardwalks through the reserve to link with the Heathfield Estate.

In addition, the CRG agreed that a pathway along the Barham River, linking the reserve and the Apollo Bay township, could be an important piece of local infrastructure. However, this could be problematic due to the narrowness of Barham River Road and a number of 'pressure points' along the road where it is currently close to the river. A pathway would require boardwalks or bridges to enable the pathway to continue off-road, increasing the cost significantly. Alternatively, a pathway could run through private land which would require either acquiring land or entering into agreements with the private landowners.

There was also mixed support for the provision of vehicular access to the reserve via Ocean Park Drive. The prime support for this option was from the Apollo Bay Pony Club who would like to consider possible use of the reserve for equestrian based activities at some point in the future. There were concerns from some members of the CRG regarding:

- increased level of traffic through the estate
- the possible need to acquire land to support this proposal
- the cost of the infrastructure required.

The issue of the Apollo Bay Pony Club's long-term base could be resolved through the use of the former Marengo Landfill site should it become available for equestrian use. Indications from the Environment Protection Authority and the Department of Environment and Primary Industries support this proposed use in principle. Council has been working with the two agencies as well as the Apollo Bay Pony Club and the Apollo Bay and Otway Adult Riding Club to progress this site for equestrian use.

The CRG identified the following possible options for future use of the reserve:

1. Lease a substantial area of the reserve for grazing purposes and retain a small part at the eastern end for recreational purposes.
 - With the installation of a pedestrian bridge, this would enable pedestrian access over the river and provide a connection with the 'bridle paths' in Costerman Terrace and Barton Place.
 - It would also provide for linear and parkland open space.
 - The CRG considered a walking path back to Apollo Bay along the Barham River as an important requirement.
2. Establish a lease agreement for grazing purposes.
 - This would allow for the area to be maintained by the lessee until such time that part of the land could be developed for recreational purposes.
 - If this is done, the agreement would need to be flexible to enable Council options to develop part of the land for recreational purposes at a future stage.
 - Maintenance will be an issue if the reserve is not leased/used for grazing.

The need to formalise an agreement for use of the land for grazing purposes was considered to be the highest priority. The advice from the CRG was that the lease agreement should:

- Be for a period of 12 months and reviewed on an annual basis.
- Include the need for the lessee to secure fencing, gates etc.
- Include an option for community use (eg: horse riding) of the reserve on occasions by arrangement with the lessee.

Should Council determine to provide access to the reserve and develop the open space to a suitable standard, there will be significant cost implications for Council.

Proposal

That Council endorse the recommendations from the Heathfield Estate Reserve CRG and immediately establish a lease agreement for use of the reserve for grazing purposes.

Financial and Other Resource Implications

Of the seven options investigated, initial cost estimates for providing access to the site ranged from approximately \$250,000 to \$685,000. The most expensive options include constructing a vehicular bridge over the Barham River and associated car parking and acquiring private land and developing appropriate infrastructure.

The costs associated with the options preferred by the CRG at this stage, being a pedestrian bridge over the Barham River and pathway linking Apollo Bay, would equate to

approximately \$250,000. This figure does not include pathways and boardwalks within the reserve which would increase the cost. In addition, there are some issues with developing a pathway along Barham River Road due to its narrowness and a number of 'pressure points' along the Barham River Road where the road is currently close to the river. A pathway would require boardwalks or bridges to enable the pathway to continue off-road, increasing the cost significantly.

The establishment of a lease for grazing purposes would provide Council with a source of revenue, albeit a small amount. Whilst the market has not been tested as yet, advice is that Council could expect an amount of around \$100 per acre per year.

Risk Management & Compliance Issues

Leasing the reserve for grazing purposes will have a positive impact on local residents as it will manage grass levels and in turn mitigate the risk of fire. It will also assist in managing weed infestation.

A lease agreement would be established in accordance with Council's Property Leasing Policy.

Environmental and Climate Change Considerations

There are no environmental or climate considerations relevant 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 method selected was to involve the community and stakeholders.

Establishing a CRG to assist Council in determining the future use of the Heathfield Estate Reserve has allowed the community to have an active and informed contribution to this ongoing issue. To date, the CRG has been actively involved in determining options and providing recommendations on future use of the site.

The CRG recommends that they continue to exist in the short to medium term in case opportunities arise to fund the development of the site eg: pedestrian bridge, pathways etc. The CRG would then provide Council with an established vehicle to consult on development of the site. It is expected that the CRG would only need to meet if required.

Implementation

Should Council endorse the recommendation to lease the reserve for grazing purposes, an agreement would be developed in accordance with Council's Property Leasing Policy.

Conclusion

Establishing the Heathfield Estate Reserve CRG provided Council with a mechanism to assist in determining the future use of the reserve. The CRG enabled Council to get a strong sense of what the local community wanted for this parcel of land.

The CRG recommends that the land could partly be used for recreation purposes in the future, subject to obtaining funding to undertake works. In the immediate term, the CRG recommends that the land should be leased out for grazing purposes.

Attachments

Nil

Recommendation(s)

That Council accepts the recommendation of the Heathfield Estate Reserve Community Reference Group to commence the process of establishing a lease agreement to use the reserve for grazing purposes.

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**OM132310-8****COUNCIL ANNUAL REPORT 2012-2013**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Margaret Giudice               | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/3291     |

**Purpose**

The purpose of this report is to present to Council the 2012/2013 Annual Report for consideration.

The 2012/2013 Annual Report provides Council with the opportunity to consider, celebrate, and report to the community the achievements of the organisation over the past 12 months.

**Declaration of Interests**

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

**Background**

Council is required under *section 131 of the Local Government Act 1989* to annually prepare a report in the prescribed format.

The 2012/2013 Annual Report was prepared to reflect the governance, operations and achievements of the Colac Otway Shire Council for the reporting period.

*Section 131 of the Local Government Act 1989* requires:

*“A Council must in respect of each financial year prepare an annual report containing –*

- (a) a report of its operations during the financial year;*
- (b) audited standard statements for the financial year;*
- (c) audited financial statements for the financial year;*
- (d) a copy of the performance statement prepared under section 132; and*
- (e) a copy of the report on the performance statement prepared under section 133;*
- (f) any other matters required by the regulations”*

In addition s134 of the Act requires Council to hold a “Meeting to consider the annual report”. A meeting must be held as soon as practicable but within the time required by the regulations, this being “within one month”, after the Council has sent the annual report to the Minister. The Annual Report was sent to the Minister on 30 September 2013.

The meeting to consider the Annual Report is required to be an open meeting and 14 days’ notice of the meeting must be given. The necessary statutory advertising has been undertaken and, as required by the *Local Government Act 1989*, copies of the report have been available from Customer Service Centres and Libraries in Colac and Apollo Bay. In addition the Annual Report is available on Council’s website at [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au).

**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 preparation of the Annual report is a statutory requirement of Council and its officers. The report is prepared to reflect the outputs of the various business units of Council over the reporting period as well as the financial operations of council over that time. This is the fourth and final year reporting against the 2009-2013 Council Plan.

**Structure of the Annual Report**

The report is structured in several sections as follows:

- The Introductory Section: this includes Council's Vision, The Year in Review, Message from the Mayor and Chief Executive Officer, Chief Financial Officer's Report, the Sustainability Report and details of the Executive Management Team.
- The next 6 sections are Key Result Areas as detailed in the Council Plan for the reporting period:
  - Leadership and Governance
  - Physical Infrastructure and Assets
  - Land Use and Development
  - Environmental Management
  - Economic Development
  - Community Health and Wellbeing
- The Corporate Governance Section, which reports on Council's statutory compliance requirements.
- The Financial Reporting section provides performance details, key financial details for the 2012/2013 financial year as well as comparisons of key indicators over a 5 year period. This section also provides a guide to understanding the statements as well as the Standard and Financial Statements.
- The report ends with other information including Acronyms and Definitions, an index and details regarding contacting Council.

**Key Highlights achieved in 2012/13 by the 6 Key Result Areas in the Council Plan****Leadership and Governance**

- New Council Plan 2013-2017, new strategic planning framework.
- New communications system implemented.
- Funding achieved for improving maintenance of key roads used to transport timber.

**Physical Infrastructure and Assets**

- Commitment to investment in long term asset renewal.
- Completion of capital works.
- Construction of the Old Beechy Rail Trail through an environmentally sensitive area.
- Four new bridges constructed.

**Land Use and Development**

- Amendment C69 to the Planning Scheme approved by the State Planning Minister.
- Adoption of the Birregurra Structure Plan.
- Apollo Bay Harbour Master Plan revised.

**Environmental Management**

- Completion of Environment Action Plan 2010-2012 and development of new plan for 2013-2015.
- Completion of Marengo landfill rehabilitation project.
- Retrofit of Rae St administrative centre with Environmentally Sustainable Design features.

**Economic Development**

- Launched the Colac Marketing Strategy, 'Colac, Life Your Way'.
- Launched the Otways Tourism Marketing Strategy, 'Love Our Region'.
- New programs to engage business leaders in strategic thinking.

**Community Health and Wellbeing**

- Accreditation success for in-home, community care and disability services.
- Completion of the Central Reserve Oval redevelopment project.
- Increase in personal care hours allows our older people to remain in their own homes for longer.

The Auditor General has issued a clear audit opinion on the Financial Statements. Council is required by legislation to consider the 2012/2013 Annual Report.

The draft Financial Statements were considered by the Audit Committee on 4 September 2013 and by Council at a Special Meeting of Council on 11 September 2013.

The report was submitted to the Minister within the time limit allowed by the *Local Government Act 1989*, i.e. 30 September 2013.

**Proposal**

The 2012/2013 Annual Report of Council has been displayed at Council's Customer Service Centres at 2 Rae Street, Colac and 69 Nelson Street, Apollo Bay and at the Colac and Apollo Bay libraries. The Report is also available on Council's website at [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au).

It is proposed that Council receives and considers the 2012/2013 Annual Report.

**Financial and Other Resource Implications**

Cost of preparation of the Annual Report has been within prescribed budget allocation. The cost of printing the 2012/2013 Annual Report is met within the current budget. A limited number of copies are printed to save paper and costs. Hard copies of the annual report will be available to meet statutory, administrative and community needs. The final, professionally designed document will be available on Council's website during November 2013.

An overview of Council's financial performance appears in the Annual Report. The overview provides information on key areas and indicators. The statements also include a section on "Understanding the Financial Statements".

**Risk Management & Compliance Issues**

By completing this report in the prescribed format Council meets its compliance obligations for Annual Report requirements of both the *Local Government Act 1989* and the *Local Government (Finance and Reporting) Regulations 2004*.

Under section 131 of the *Local Government Act 1989*, Council is required to submit an annual report to the Minister within three months of the end of each financial year. The report must be made available for public inspection after it has been sent to the Minister. The annual report contains audited performance, standard and financial statements as well as meeting other statutory requirements.

Under s134 of the *Local Government Act 1989*, Council must consider the Annual Report at a meeting of the Council. The meeting must be advertised and copies of the Annual Report made available before the meeting. This advertising has occurred and indicated that the Report will be considered at the meeting of Council held 23 October 2013.

**Environmental and Climate Change Considerations**

In consideration of the environmental and sustainability principles of Council the Annual Report is distributed primarily via the World Wide Web to reduce the amount of hard copy prints of the document. Other environmental considerations of Council are documented in the Annual Report.

**Community Engagement**

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

During the development of the report, Council officers had input into the process and Councillors were issued with a draft copy of the Governance section for comments prior to finalisation of the report.

Copies of the report have been available for viewing by the community and stakeholders since Wednesday 9 October 2013 at Council's Customer Service Centres, Website and Libraries.

**Implementation**

Copies of the Annual Report will continue to be available at Council's Customer Service centres, website and Libraries.

**Conclusion**

The Annual Report is an important document for Council in that it provides the community access to information about Council's financial and operational performance. It also provides an opportunity for Council to showcase its achievements and indicate the challenges that have been faced over the past 12 months.

The 2012/2013 Annual Report confirms that Council, in addition to its obligations under s131 of the *Local Government Act 1989*, has made significant advances towards achieving the Strategies and Key Actions in the Council Plan and financial indicators point to Council continuing to have a solid financial position.

Overall, 2012/2013 was a successful year for Council and the community resulting from the strong direction of Council and the dedication and professionalism of staff. Staff have worked hard to create the achievements outlined in the report. Many of the achievements were met in partnership with the community, volunteers and other government agencies, further enhancing Council's links to our community that we strive to serve.

**Attachments**

1. Annual Report 2012-2013 - Final

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

- 1. Notes the completion of the 2012/2013 Annual Report document and process.*
- 2. Notes the Auditor's unqualified reports on the Financial Statements, Standard Statements and Performance Statement.*
- 3. Notes the Annual Report was submitted to the Minister for Local Government by 30 September 2013 as required.*
- 4. Considers and receives the 2012/13 Annual Report as presented in accordance with sections 131 and 134 of the Local Government Act 1989.*

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OM132310-9**ANNUAL FINANCIAL PERFORMANCE REPORT 2012-2013**

| | | | |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR: | Brett Exelby | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/3291 |

Purpose

The purpose of this report is for Council to consider the Annual Financial Performance Report for 2012-2013.

Declaration of Interests

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

Background

A Financial Performance Report has been prepared for 2012-2013 and is attached. The report was considered by the Audit Committee on 4 September.

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

- General Purpose Financial Statements for 2012-2013;
- Indicative financial ratios;
- Standard Statements for 2012-2013;
- Underlying result;
- Income and expense for each service;
- Details of Council's carried forward (carry over) projects;
- Details on the cash position of Council at 30 June 2013; and
- Details on reserves balances

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.

The provision of this annual financial performance report meets our goal of ensuring transparency of governance practices and assists in the effective management of resources.

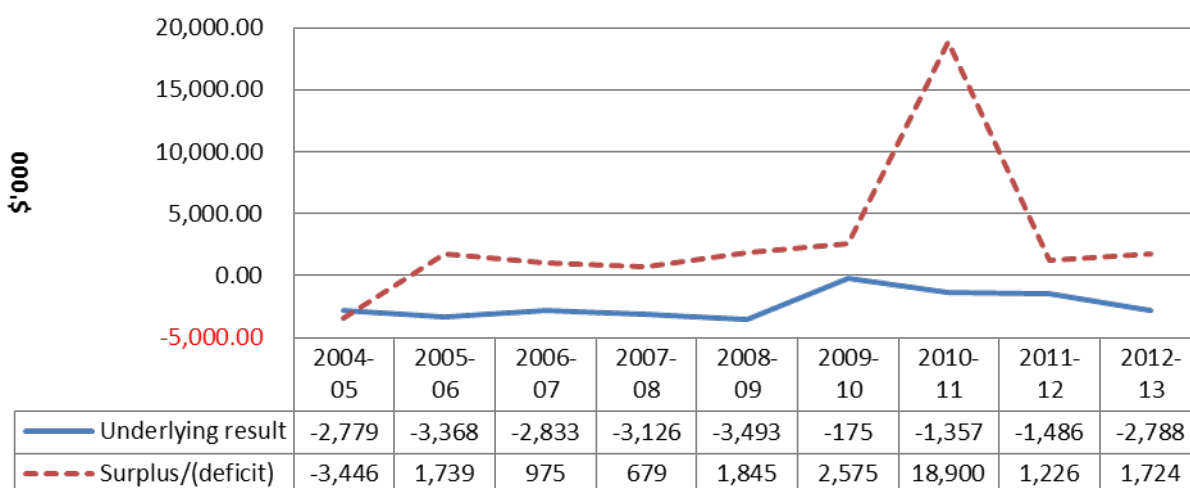
Issues / OptionsUnderlying Result

General Purpose Financial Statements provide for a surplus/deficit. This term in the past has been called an operating result or also profit/loss. The terms are used interchangeably in the wider community. The surplus/deficit includes a number of items that do not necessarily provide a useful indicator of performance. For this reason the wider local government industry also considers the underlying result in its deliberations about the sustainability of a Council.

The underlying operating result is a measure of the capacity of a municipality to finance recurrent services, pay debt interest and meet the cost of asset use (depreciation).

Continuing deficits indicate that the asset base is being eroded and that insufficient resources are being allocated to meeting current service demands.

The model utilised by Colac Otway Shire to calculate the underlying operating result is to deduct capital grants, cash contributions (e.g. developer contributions) contributed non-cash assets; asset revaluations and other “once off” adjustments from the operating surplus/deficit shown in the Income Statement.



Cash Position of Council at 30 June 2013

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

Council's cash position at year end was \$11.745 million, which is lower than last year's figure of \$13.613 million. Although the cash position at year end is less than the prior year Council has during the year fully paid for the Defined Benefits Superannuation call of approximately \$3.1 million. The detailed end of year position is set out in the table below.

| Item | 2010-2011 | 2011-2012 | 2012-2013 |
|------------------------------------|------------|-----------|-------------|
| Cash at Bank | 10,775.00 | 13,613 | 11,745 |
| Plus Receivables | 2,730 | 3,467 | 4,637 |
| Trust deposits | -287 | -253 | -256 |
| Reserve funds | -9,797 | -10,944 | -13,682 |
| Payables | -1,821 | -3,393 | -1,596 |
| Adjustments: | | | |
| Grants Commission Early Payment | -1,457 | -3,011 | -2,968 |
| Country Roads & Bridges grant | -1100 | -1,000 | - |
| POAB Dredge grant | - | - | -1,657 |
| Port of Apollo Bay Holdings | 1,151 | 1,521 | 3,535 |
| Total available (shortfall) | 194 | 0 | -242 |

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

This shortfall means that there is \$242K less available in the 2013-2014 financial year to fund the activities earmarked for 2013-2014. Council will seek savings from activities or alternatively seek additional income sources in order to deliver the 2013-2014 budget in full.

The biggest single critical area to note is the level of grants received in advance (\$2.968 million), which are required to fund the 2013-2014 budget operations and not that of the 2012-2013 year. This is due to the Commonwealth providing partial funding in advance over the last four (4) years.

Reserve Balances

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

Provided below is a summary of the individual cash reserve balances. More details can be obtained on page 25 of the Annual Financial Performance Report.

| Reserve | Actual
2011-2012 | Transfer to | Transfer
from | Actual
2012-2013 |
|---------------------------------|---------------------|-------------|------------------|---------------------|
| Car Parking | -127,740 | 0 | 0 | -127,740 |
| Open Space | -586,491 | -7,000 | 48,271 | -545,220 |
| Long Service Leave | -2,243,211 | -324,948 | 1,595,854 | -972,304 |
| Landfill Rehabilitation (Alvie) | -524,000 | -57,000 | 0 | -581,000 |
| Plant Renewal | -1,308,789 | -3,548,142 | 4,729,537 | -127,394 |
| Port of Apollo Bay | -1,521,829 | -1,998,561 | 0 | -3,520,390 |
| Rehabilitation | -160,000 | 0 | 0 | -160,000 |
| Tirrengower Drainage Scheme | -29,476 | -22,415 | 34,234 | -17,657 |
| Carried Forward Projects | -3,264,094 | -3,182,813 | 0 | -6,446,907 |
| Unfunded Superannuation | -100,000 | 0 | 100,000 | 0 |
| Waste Management | 0 | 0 | 0 | 0 |
| Kerbside Bin Replacement | -606,259 | -332,953 | 0 | -939,212 |
| Colac Livestock Selling Centre | -472,358 | -571,775 | 799,573 | -244,560 |
| Lakeside Estate | 0 | 0 | 0 | 0 |
| Resource Development | 0 | 0 | 0 | 0 |
| | -10,944,246 | -10,045,607 | 7,307,470 | -13,682,383 |

Summary

Council continues to improve generally in the sustainability indicators, however Council's overall position, although appearing strong in the financial statements, remains susceptible to shocks and is unable to fully take advantage of opportunities as they arise.

Proposal

That Council receives the Financial Performance Report for 2012-2013.

Financial and Other Resource Implications

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

Risk Management & Compliance Issues

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

Environmental and Climate Change Considerations

Not applicable.

Community Engagement

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

The appropriate method has been to inform and the report was also considered by the Audit Committee on 4 September 2013.

Implementation

There are no actions required to be implemented arising from this report.

Conclusion

The report seeks to provide a summary of the financial statements and includes additional information to further educate users of Council's financial statements on the influencing factors on Council's financial position.

The report indicates that Council clearly needs to be vigilant in its approach to the level of cash and reserves whilst being mindful of the long term trends and cumulative impacts of decisions.

Attachments

1. Report - Annual Financial Performance Report - 2012-2013 - Colac Otway Shire

Recommendation(s)

That Council notes the Annual Financial Performance Report 2012-2013.

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**OM132310-10****EMPLOYEE ANALYSIS FOR 2012-2013**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Brett Exelby                   | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/3291     |

**Purpose**

The purpose of this report is to provide information to Council on the following:

- a) why variations exist in the reporting of employee benefits (costs) between the 2011-2012 financial year and 2012-2013 financial year;
- b) the variation between the original budget and reported actual expense for employee benefits for the 2012-2013 financial year;
- c) variations in budgeted cash flow and actual cash flow for 2012-2013 for employee benefits;
- d) comparison of full time equivalent staffing between 2007-2008 and 2012-2013;
- e) investigate the amount of grant funded positions and the amount that is a direct cost to council; and
- f) any variation in the approved council establishment listing.

**Declaration of Interests**

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

**Background**

As an annual process Council has requested that an analysis of employee costs be undertaken. For the 2012-2013 year, the financials are a full consolidated set of accounts; the figures are all inclusive.

There was also a council resolution that was passed on 27 February 2013 in relation to the staffing levels of the Colac Otway Shire. The resolution is as follows:

***That Council:***

- 1. Authorises the CEO to approve placement of new staff positions, whether temporary or permanent, that have a negligible impact on rates and charges (where the income funds the operation, as in grants or acting as an auspicing agency only).***
- 2. Notes that the allocation of hours for certain service delivery items are a mandatory requirement on Council and in these instances the existing delegations continue in operation.***
- 3. Requests that any changes to staff establishment figures, where there is a direct impact on rates or charges income, shall require prior approval of Council, preferably through the budget process (existing situation) and also consistent with Council's December resolution.***
- 4. Recognises the division of responsibilities mandated in the Local Government Act 1989.***

**5. The Chief Executive Officer is to produce a 2013/2014 budget with a maximum annual employee cost, net of direct grants and external funding of \$13.9 million.**

The analysis of employee costs also provides information concerning the change in Council's employee costs between the 2011-2012 and 2012-2013 financial years as stated in the Comprehensive Income Statement in the 2012-2013 Annual Report.

*Please note that in this report there is no reference to savings accumulated across other areas of the budget which were used to subsidise wages. i.e. the reduction in the use of contractors or additional user fees and charges.*

**Council Plan / Other Strategies / Policy**

**Good Governance**

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*Our Goal:*

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

**Issues / Options**

**a) Comparison of actual employee benefits between 2011-2012 and 2012-2013**

The comparison of employee benefits (costs) between periods compares the consolidated position between the years 2011-2012 and 2012-2013 (the consolidated position includes the Colac Otway Shire Council and the Port of Apollo Bay).

The increase in total employee costs between 2011-2012 and 2012-2013 financial years can be attributed to a number of reasons which have been outlined in this report.

The total variation or difference of actual employee expenses between the years 2011-2012 and 2012-2013 is \$841,000.

A summary of the factors that contributed to the difference between 2011-2012 and 2012-2013 are described and then further tabulated below for information.

The more significant variations are:

1. A variation of \$431k is accounted for by a 4.1% increase in salaries and wages in accordance with Council's Enterprise Bargaining Agreement (EBA) and adjustments as a result of level increases within bands. Variations of this nature are expected each year. The EBA increase also explains the increase in the amount of superannuation that was paid for the year.
2. In 2012-2013 there was a larger amount of leave taken. This includes Annual Leave, Rostered or Accrued Days Off, Sick Leave and Long Service Leave. Due to the variable nature of these entitlements and the ability for them to be taken during any period a spike is possible in any given year.
3. The variation of Fringe Benefits Tax is due to a number of factors. These include the additional percentage of private use for vehicles, the change in the formulas that are

used in the calculation of the tax which is a statutory requirement and a more efficient system of keeping records.

4. The main reduction is the Defined Benefit Superannuation Call payment of \$3.182m which occurred in 2011-2012. Other reductions relates to Other Employee Benefits. These include items such as mileage allowance of \$28k which is due to the better use of council vehicles for transport.

Further detail is provided below.

| \$ '000 | \$ '000 | Actual 2011-2012 vs. 2012-2013                                                                                                                                                                                                       |
|---------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18,572  |         | <b>Employee Benefits 2011-2012</b>                                                                                                                                                                                                   |
|         | 431     | General Enterprise Bargaining Agreement (EBA) increase of 4.1% and level increases across bands                                                                                                                                      |
|         | 145     | Increase in the amount of Annual Leave taken for the period                                                                                                                                                                          |
|         | 83      | Increased usage of casual labour in COPACC and Bluewater Fitness Centre as a result of increased services. <ul style="list-style-type: none"> <li>• COPACC \$53k</li> <li>• Bluewater Fitness \$24k</li> <li>• Other \$6k</li> </ul> |
|         | 68      | Increase in the amount of Sick Leave taken for the period                                                                                                                                                                            |
|         | 63      | Increase in superannuation paid which is in line with the EBA increase                                                                                                                                                               |
|         | 44      | Increase in the amount of Rostered Days Off taken                                                                                                                                                                                    |
|         | 42      | Increase in Long Service Leave being used for the period                                                                                                                                                                             |
|         | 39      | The variation in Fringe Benefit Tax, is due to the changes in the method of calculation which was a statutory requirement. There is also the increased percentage use of private use of vehicles which impacts this figure.          |
|         | (61)    | Reduction in Other Employee Benefits which covers mileage allowance, medical expenses etc.                                                                                                                                           |
|         | (13)    | Workcover has a reduction. This is due to a favourable outcome from the Workcover audit, which helped reduce the Workcover premium for the year.                                                                                     |
|         | 841     | <b>Total Changes in 2012-2013 (4.5% increase)</b>                                                                                                                                                                                    |
| 19,413  |         | <b>Actual Employee Benefits 2012-2013</b>                                                                                                                                                                                            |
|         | (3,182) | Reduction in Superannuation paid as a result of the previous year's call                                                                                                                                                             |
| 16,231  |         | <b>Total Employee Benefits (including reduction of superannuation call)</b>                                                                                                                                                          |

#### **b) Comparison between Original Budget and Actual Expense for 2012-2013**

The comparison between Budget and Actual expense compares the employee benefits incurred in 2012-2013 with the budget for that period, as displayed in the Standard Income Statement. Variations between budget and actual expenses are changes that were not expected at the time the budget was developed.

Please note that in the previous year's Standard Income Statement the Port of Apollo Bay was excluded.

The total variation between budget and actual expense for 2012-2013 was \$1,376,000.

The variation in total employee costs between budget and actual over the financial year can be attributed to a number of reasons which have been outlined in this report. Budgets are

an estimation of what is expected to occur over a given period and variations are likely. It is not in this case as a result of significant changes to the staff establishment.

A summary of the factors that contributed to the difference between the years are described and tabulated below for information.

It is important to understand that the original budget, as used for comparison, excludes all activities related to projects and works carried forward from the prior year.

There are a number of variations that are detailed below. The key variations are as follows

1. Increase in casual wages used during 2012-2013. Reasons for this include key staff leaving and the requirement to backfill, an increase in leave taken and the use of casuals to fill temporary vacant positions.
2. Increase in Fringe Benefits Tax payable. Reasons include an increased percentage of private use of vehicles, a statutory change in the calculation formula and a more efficient system for keeping records.
3. Increase in overtime paid during 2012-2013. There are 2 main areas where this has varied from budget. These are local laws which have compensatory savings in wages and salaries and the capital works programme. The capital works programme's over spend is attributed to having specific machinery for a short period of time and longer days during peak construction periods.
4. Professional Indemnity Insurance was budgeted for under the contracts section but recognised as an employee benefit.
5. When compared to budget, work cover actual costs were less. This is mainly due to a favourable outcome with the Workcover audit. The measures that have been put in place to reduce risk have been the reason for this outcome.
6. Salaries and wages were slightly lower for 2012-2013. This variation results from a combination of over and under expenditure items which are shown in the table below. Some of the variations are compensatory for the use of overtime and casual wages along with some being subsidised by grants and user fees.

| \$ '000 | \$ '000 | Variations between Budget and Actual 2012-2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14,817  |         | Employee Benefits Budget 2012-2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|         | 392     | Inclusion of the Port of Apollo Bay's employee benefits as a part of the consolidated position of the shire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|         | 324     | Casual Wages varied due to the following factors: <ul style="list-style-type: none"> <li>• COPACC \$120k               <ul style="list-style-type: none"> <li>○ This was due unforeseen staff departures and having to backfill them for extended periods of time</li> <li>○ An increase in services provided which was partially offset by income</li> <li>○ Reduction on salaries and wages paid</li> </ul> </li> <li>• Bluewater \$58k               <ul style="list-style-type: none"> <li>○ This is partially offset by increased income of \$71k</li> </ul> </li> <li>• Public Health \$10k               <ul style="list-style-type: none"> <li>○ Offset by the reduction in expenditure and increased income</li> </ul> </li> <li>• Statutory Planning \$16k               <ul style="list-style-type: none"> <li>○ Offset by a reduction in wages and other costs across the unit</li> </ul> </li> <li>• Customer Assist \$41k               <ul style="list-style-type: none"> <li>○ Offset by a reduction in Salaries and other costs</li> </ul> </li> </ul> |



|  |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |       | <ul style="list-style-type: none"> <li>Information Management \$18k <ul style="list-style-type: none"> <li>Offset by a reduction of salaries and wages and general expenditure</li> </ul> </li> <li>Human Resources \$11k <ul style="list-style-type: none"> <li>Offset by reduced spending in the business unit.</li> </ul> </li> <li>Building Control \$9k <ul style="list-style-type: none"> <li>Reduction in use of contractors</li> </ul> </li> <li>Tourism \$12k <ul style="list-style-type: none"> <li>Increase in revenue through the Visitor Information centres</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          |
|  | 461   | <p>Leave Entitlements</p> <p>The principle variation in this area relates to leave provision balances (which include time in lieu, annual leave and long service leave) and are further detailed in Note 24 of the financial statements. Further, there was a conscious decision to encourage staff with excessive leave balances to take leave as recommended by the Audit Committee and then acted upon by the CEO.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|  | 125   | <p>Overtime</p> <p>These variations are from the unbudgeted areas as below:</p> <ul style="list-style-type: none"> <li>Local Laws overtime \$65k <ul style="list-style-type: none"> <li>Unbudgeted Overtime (Offset by wages saving of \$27k) and other savings across the SP&amp;D department.</li> <li>Predominantly due to after hours call outs.</li> </ul> </li> <li>Capital Works Program \$41 <ul style="list-style-type: none"> <li>This is related to longer hours being worked during peak periods, staff working on rostered days off to complete projects during peak periods and staff checking traffic management setups during weekends on construction projects which is done to protect the public and reduce council's exposure to liability.</li> </ul> </li> <li>Infrastructure area \$17k <ul style="list-style-type: none"> <li>COSWorks call outs and emergency responses</li> <li>This overtime is generally due to call outs after hours.</li> </ul> </li> </ul> |
|  | 120   | <p>Capitalised Wages</p> <p>There is a shortfall in budgeted wages that were capitalised; this is due to a number of projects which were not completed in the 2012-2013 year.</p> <p><i>Please note that this is would normally be a saving against wages and is also a non cash item</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|  | 105   | <p>Superannuation</p> <p>Increased in the following areas:</p> <ul style="list-style-type: none"> <li>Wages and Salaries (including leave) \$55k</li> <li>Casual Employees \$30k</li> <li>Budget shortfall of \$20k</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|  | 46    | The variation in Fringe Benefit Tax is due to the changes in the statutory method of calculation which was a statutory requirement. There is also the increased percentage of private use of vehicles which impacts this figure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|  | 38    | Minor Balances                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|  | 34    | Professional Indemnity Insurance which was not budgeted for in employee costs (however was budgeted in the contracts area)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|  | 14    | Other Employee Allowances, which includes shift allowances                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|  | (115) | Workcover has a large reduction from budgeted figure. This is due to a favourable outcome from the Workcover audit, which helped reduce the Workcover premium for the year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|  | (130) | <p>Wages and Salaries</p> <ul style="list-style-type: none"> <li>Executive Office (\$14k)</li> <li>Public Relations and Marketing \$18k</li> <li>Information Services \$13k</li> <li>Recreation, Arts and Culture Management \$17K</li> <li>Children and Family Services \$40k</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |  | <ul style="list-style-type: none"> <li>○ Increase in income to offset this</li> <li>• Information Management (\$27k)</li> <li>• Corporate and Community Services Management (\$19k)</li> <li>• OPASS \$224k <ul style="list-style-type: none"> <li>○ Increase in service provided as a result of grant funding</li> </ul> </li> <li>• COPACC (\$70k) <ul style="list-style-type: none"> <li>○ Partially used to offset Casual wages for unfilled positions</li> </ul> </li> <li>• Public Health (\$28k)</li> <li>• Financial Services (\$57k) <ul style="list-style-type: none"> <li>○ Due to unfilled positions during the year</li> </ul> </li> <li>• Customer Assist (\$33k) <ul style="list-style-type: none"> <li>○ Offsetting the use of casuals</li> </ul> </li> <li>• COSWorks Management (\$24k)</li> <li>• Road Maintenance (\$111k)</li> <li>• Sustainable Asset Management (\$65)</li> <li>• Parks Maintenance \$41</li> <li>• Livestock Selling Centre \$18k</li> <li>• Capital Works Management (\$92k)</li> <li>• Sustainable Planning and Development Management \$14k</li> <li>• Local Laws (\$42k) <ul style="list-style-type: none"> <li>○ Partially offsets the additional overtime</li> </ul> </li> <li>• Strategic Planning (\$13k)</li> <li>• Emergency Management (\$12k)</li> <li>• Statutory Planning (\$67k)</li> <li>• Building Control (\$81k)</li> <li>• Tourism \$73k</li> <li>• Organisational Development \$12k</li> <li>• Risk Management \$27k</li> <li>• Light Fleet Recovery \$75k</li> <li>• Major Plant Recovery \$31k</li> </ul> |
| 1,376  |  | Variation Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 16,231 |  | Actual Employee Benefits 2012-2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

### c) Comparison of actual cash and budgeted cash employee costs 2012-2013

The comparison between Budget and Actual expense compares the employee benefits expended in 2012-2013 with the budget for that period, as displayed in the Standard Cash Flow Statement. Variations between budget and actual cash expenses are changes that were not expected at the time the budget was developed.

The actual variation of cash and budgeted cash flows was \$1,055,000

The most significant variation from budget is due to the early repayment of Defined Benefit Superannuation which was not budgeted for in 2012-2013 (\$3.1m). In addition a higher level of activities although budgeted for as capital activities were actually undertaken as maintenance activities (\$193k). The other more significant variations between budget and actual results at year end include overtime (\$125k), casual wages (\$324k), fringe benefits taxation (\$47k), annual leave (\$140k), sick leave (\$64k), superannuation (\$105k), officer & councillor indemnity insurance which was not budgeted for in employee benefits (\$34k).

The reduction in leave balances was targeted by the CEO and the Audit Committee. This focus has led to an increase in the amount of leave taken and the amount of back fill that has been used during the period.

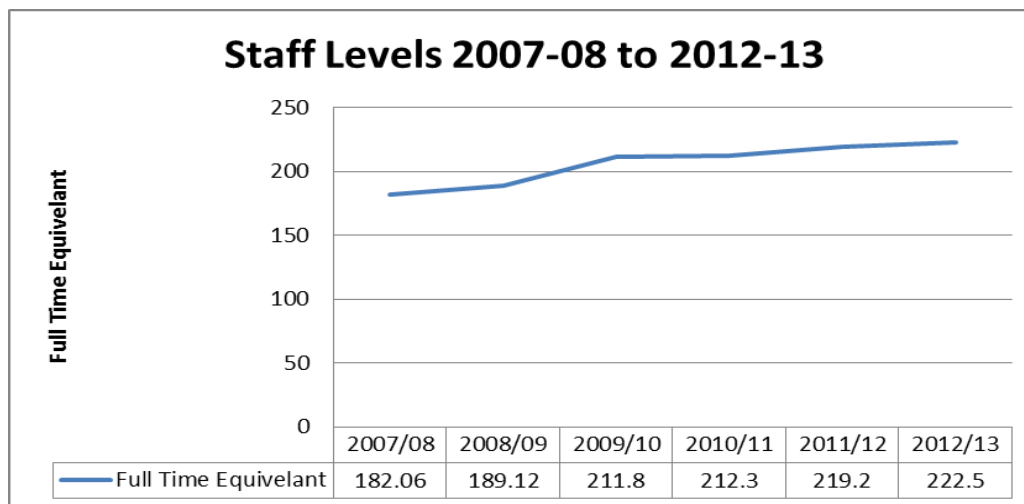
| \$ '000     | \$ '000 | Variations between Budgeted Cash and Actual Cash 2012-2013                                                      |
|-------------|---------|-----------------------------------------------------------------------------------------------------------------|
| 14,653      |         | <b>Budgeted Cash Flow of Employee Costs</b>                                                                     |
|             | 324     | Increase in the use of casual staff                                                                             |
|             | 193     | Maintenance activities that were budgeted for as a capital activity                                             |
|             | 140     | Additional annual leave taken which had been accrued                                                            |
|             | 125     | Additional overtime as a result of increased out of hours call outs                                             |
|             | 105     | Superannuation as a result of the extra use of casual staff (\$30K) and the timing of payments to Vision Super. |
|             | 64      | Increased sick leave taken for the year                                                                         |
|             | 47      | Additional Fringe Benefits Tax liability                                                                        |
|             | 34      | Professional Indemnity insurance that was budgeted for in contracts not in employee expenses                    |
|             | 23      | Minor balances                                                                                                  |
| 1,055       |         | <b>Variation Total</b>                                                                                          |
| 15,708      |         | <b>Total Cash Flow Out (Excluding Defined Benefit Superannuation Call)</b>                                      |
| <i>plus</i> | 3,182   | Defined Benefit Superannuation Call                                                                             |
| 18,890      |         | <b>Total Cash Flow Out for 2012-2013</b>                                                                        |

#### d) Comparison of full time equivalent staffing between 2007-2008 and 2012-2013

The comparative information has been provided from 2007-2008 up to and including 2012-2013. The level of staffing has inevitably changed over time as demands on Council's services and activities have fluctuated. Changes can occur for a variety of reasons. For example, funding may be provided from State or Federal governments to undertake specific projects. Where government bodies provide funding for projects Council may be required to temporarily appoint staff for the duration of the project.

In addition certain areas of Council are service demand driven. For example, personal or respite care staffing requirements are driven by the demand from the community. Furthermore, there may also be regulatory changes that impose additional demands and activities on Council such as emergency management, occupational health and safety, roadside management, environmental management and so on. In each case there may or may not be temporary or permanent funding available to support these changes.

The information provided in the graph below illustrates the changes to the full time equivalent staffing numbers engaged or utilised during each financial year.



Note that the positions are full time equivalent hours worked which includes any use of casual and overtime. Also, not all positions are necessarily filled over the course of any given year and will differ from the establishment listing.

#### e) Grant funded positions and the cost to council

This analysis includes a number of assumptions that have been included. The assumptions have been included to make sure that comparability can be maintained into the future.

Assumptions are as follows:

- All funding from the Grants Commission is excluded from this report;
- All capital funding is capitalised and not expensed into operations;
- When grants have a capital component they are excluded from this report;
- Salaries and Wages are proportioned evenly across the business unit;
- FTE for each unit is an average across each individual unit in terms of value.

The analysis provides a summary of employee costs which are tabled below. From this analysis we can see that there are only four units that receive operational grants to support wages, with the largest portion of funding being provided for Health and Community Services. The number of funded positions in this area is 21.94. In Recreation, Arts and Culture there are 1.06 funded positions, within Environment and Community Safety there are 1.07 positions and there are 5.5 fully funded positions at the Port of Apollo Bay.

| Net cost to Council (Employee Benefits)                                | FTE           | \$ (000)      |
|------------------------------------------------------------------------|---------------|---------------|
| Employee Benefits (per Comprehensive Income Statement)                 | 222.5         | 16,231        |
| Less grant funded positions (Shire)                                    | 24.07         | 1,679         |
| Less grant funded positions (Port of Apollo Bay)                       | 5.5           | 392           |
| <b>Net Employee Cost to Council (before any wages are capitalised)</b> | <b>198.43</b> | <b>14,160</b> |
| Less wages to be capitalised                                           |               | 545           |
| <b>Net Employee Cost to Council</b>                                    |               | <b>13,615</b> |

| Business Unit Details                                  | Grants             | Total Employee Costs | Total Expense      | % of Total Costs | Grant Money Used for Wages | Actual FTE  | Average Wage for Business Unit | Funded FTE   |
|--------------------------------------------------------|--------------------|----------------------|--------------------|------------------|----------------------------|-------------|--------------------------------|--------------|
| <b>Corporate &amp; Community Services</b>              | <b>\$2,116,156</b> | <b>\$4,566,867</b>   | <b>\$6,719,326</b> | <b>-</b>         | <b>\$1,599,621</b>         | <b>66.2</b> | <b>-</b>                       | <b>23.00</b> |
| Recreation Arts & Culture                              | \$124,114          | \$1,809,462          | \$3,123,883        | 57.92%           | \$71,891                   | 26.6        | \$68,025                       | 1.06         |
| Health & Community Services                            | \$1,992,042        | \$2,757,404          | \$3,595,443        | 76.69%           | \$1,527,730                | 39.6        | \$69,631                       | 21.94        |
| <b>Sustainable Planning &amp; Development Services</b> | <b>\$108,762</b>   | <b>\$1,059,752</b>   | <b>\$1,461,032</b> | <b>-</b>         | <b>\$78,890</b>            | <b>14.4</b> | <b>-</b>                       | <b>1.07</b>  |
| Environment & Community Safety                         | \$108,762          | \$1,059,752          | \$1,461,032        | 72.53%           | \$78,890                   | 14.4        | \$73,594                       | 1.07         |
| <b>Port of Apollo Bay</b>                              | <b>\$391,636</b>   | <b>\$391,636</b>     | <b>-</b>           | <b>100%</b>      | <b>\$391,636</b>           | <b>5.5</b>  | <b>-</b>                       | <b>5.5</b>   |
| <b>Total</b>                                           | <b>\$2,616,254</b> | <b>\$6,018,255</b>   | <b>\$8,180,358</b> | <b>-</b>         | <b>\$2,070,147</b>         | <b>86.1</b> | <b>-</b>                       | <b>29.57</b> |

Please note that the Port of Apollo Bay is fully funded by the Department of Transport and no costs are incurred by council relating to its operations.

#### f) Council establishment listing

Council's establishment listing contains the positions or roles within Council that have been approved by the Chief Executive Officer. It is termed an "establishment listing" as it contains each permanent and temporary position that has been agreed to by Council's Executive Management Team and it provides a list of approved positions that may exist within the Council organisation. Any changes to this approved list of positions must be agreed to and approved by the Chief Executive Officer.

Below is a table which outlines councils Approved Establishment Listing. Please note that prior to 31 December 2012 Council's establishment was calculated by using hours worked rather than approved positions. The formal development of an Approved Establishment Listing was completed at 31 December 2012 and this will be reported on an annual basis to Council.

*Note that this listing excludes all casual and overtime worked as a result of the position held.*

|                                           | As at 31 December 2012<br>Approved Establishment<br>(FTE) | As at 30 June 2013<br>Approved<br>Establishment (FTE) |
|-------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------|
| <b>Chief Executive Office</b>             | <b>4.21</b>                                               | <b>4.21</b>                                           |
| Executive                                 | 4.21                                                      | 4.21                                                  |
| <b>Corporate &amp; Community Services</b> | <b>89.07</b>                                              | <b>89.07</b>                                          |
| Corporate & Community Services Management | 2.00                                                      | 2.00                                                  |
| Finance & Customer Service                | 20.66                                                     | 20.66                                                 |
| Health & Community Services               | 30.38                                                     | 30.38                                                 |
| Information Services                      | 9.05                                                      | 9.05                                                  |
| Organisational Support & Development      | 6.00                                                      | 6.00                                                  |
| Recreation, Arts & Culture                | 20.97                                                     | 20.97                                                 |
| <b>Infrastructure &amp; Services</b>      | <b>77.00</b>                                              | <b>77.00</b>                                          |
| Capital Works Management                  | 6.00                                                      | 6.00                                                  |
| CosWorks                                  | 55.00                                                     | 55.00                                                 |
| Infrastructure & Services Management      | 2.00                                                      | 2.00                                                  |

|                                               |               |               |
|-----------------------------------------------|---------------|---------------|
| Major Contracts                               | 8.00          | 8.00          |
| Sustainable Assets                            | 6.00          | 6.00          |
| <b>Sustainable Planning &amp; Development</b> | <b>41.57</b>  | <b>41.57</b>  |
| Economic Development                          | 11.76         | 11.76         |
| Environment & Community Safety                | 14.39         | 14.39         |
| Planning & Building                           | 13.42         | 13.42         |
| Sustainable Planning & Development Management | 2.00          | 2.00          |
| <b>Total</b>                                  | <b>211.85</b> | <b>211.85</b> |

### Proposal

There are no proposals arising from this report as it is provided for information only.

### Financial and Other Resource Implications

There are no immediate financial or other resource implications arising from this report.

### Risk Management & Compliance Issues

There are no risk management or compliance issues arising from this report.

### Environmental and Climate Change Considerations

There are no environmental or climate change considerations arising from 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.

This report is provided to inform Council and the community only.

### Implementation

There are no actions to be implemented resulting from this report.

### Conclusion

The report provides information to Council:

- a) detailing the variations that exist in employee benefits (costs) between the 2011-2012 financial year and 2012-2013 financial year;
- b) detailing the variation between the original budget and actual expense for employee benefits for the 2012-2013 financial year;
- c) detailing the variations of actual cash to budgeted cash flow;
- d) detailing the comparison of full time equivalent staffing between 2007-2008 and 2012-2013;
- e) detailing the actual cost to council of employee benefits; and
- f) detailing the approved staff positions.

### Attachments

Nil

### Recommendation(s)

***That Council notes the information provided on the analysis of employees for 2012-2013.***

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**OM132310-11 FIRST QUARTER FINANCIAL PERFORMANCE REPORT
2013-2014**

| | | | |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR: | Brett Exelby | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/3291 |

Purpose

The purpose of this report is to provide information to Council and the community on the financial performance of Council up to the first quarter of the financial year, ending September 2013.

Declaration of Interests

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

Background

Council adopted the budget for 2013-2014 including the Capital Works and Major Projects Programmes at the Council meeting held 10 July 2013. The attached report seeks to provide information on the performance of Council against the adopted budget.

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.

The provision of this first quarter financial performance report meets our goal of ensuring transparency of governance practices and assists in the effective management of resources.

Issues / Options

Attached to this report is the First Quarter Financial Performance Report 2013-2014.

At the time the budget for 2013-2014 was prepared, it was expected that Council would see an operating surplus of \$2.577 million. Council continues to revise the estimate for the 2013-2014 year activities as more accurate information comes to hand, for example the inclusion of carried forward projects, revisions or alterations to projects and identified savings, with the current operating surplus forecast to be \$7.324 million. The increase in the operating surplus arises from the inclusion of carried forward projects from the 2012-2013 financial year, for example the grant funding for the redevelopment of the Blue Water Fitness Centre. Variations between the forecast and the original budget arise as circumstances change during the course of the financial year.

The achievement of an operating surplus for the 2013-2014 year continues to be a priority of Council. It is important for Council and the community to understand that we continue to refine our forecasts and adjust our activities to ensure that Council is in the position to report an operating surplus for the 2013-2014 financial year.

Council currently has a cash at bank balance of \$13.587 million, which is higher than for the same time in 2012-2013 due to a significant amount of grant funding being received in advance of activities commencing.

Proposal

That Council considers the report as detailed herein, receives the report as provided and notes the forecast changes to date.

Financial and Other Resource Implications

Financial and resource matters affecting the budget performance of Council are detailed in the quarterly finance report.

Risk Management & Compliance Issues

This report meets the reporting and risk obligations of officers to Council.

Environmental and Climate Change Considerations

Applied in preparation of the Council Plan and adoption of the budgets.

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 as per statutory obligations when preparing the Council Plan and Budget. This is a quarterly report that is for the information of Council.

Implementation

The Council Plan and Budget are already implemented and operating.

Conclusion

This report has been compiled by the Finance and Customer Service Unit with the assistance of other affected business units of Council and reflects the performance to date of Council against the budget and targets set by Council for the first quarter of the 2013-2014 financial year.

Attachments

1. Report - Quarterly Council Report - 2013-2014 - Quarter 1 Financial Performance Report to Council - September 2013

Recommendation(s)

That Council receives the first quarter financial performance report for 2013-2014.

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**OM132310-12      OPERATIONAL PLAN FIRST QUARTER PERFORMANCE  
REPORT JULY - SEPTEMBER 2013**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Margaret Giudice               | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/3291     |

**Purpose**

This report provides information to Council and the community on the progress of achieving the key activities in the Operational Plan 2013-2014 for the first quarter of the financial year, ending September 2013.

**Declaration of Interests**

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

**Background**

A new Council Plan for 2013-2017 was created subsequent to the Council elections on 27 October 2012. Following a review of the planning framework the Council Plan was positioned as the organisation's high level strategic document and an annual Operational Plan has been introduced. This new element in Council's internal planning process serves two purposes:

1. It contains details of short term projects, significant recurrent work programs and other activities that were formerly included in the Council Plan.
2. It introduces a new level of transparency and visibility of our operational activities, because we have made the document available to the community.

The development of both plans was based on extensive community consultation, input from Councillors and staff, along with research on the issues affecting the growth and development of our Shire.

The Operational Plan follows the structure of the Council Plan, with its four key themes or 'pillars':

**Pillar 1: Good Governance**

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

**Pillar 2: A Planned Future**

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

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

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

## 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.

As noted above, this report discusses performance against the Operational Plan 2013-2014.

### Issues / Options

The attached report provides Council with the first quarterly progress report against the Operational Plan 2013-2014, as at 30 September 2013.

The Operational Plan is structured around the four Pillars of the Council Plan 2013-2017:

1. Good Governance
2. A Planned Future
3. A Place to Live and Grow
4. A Healthy Community and Environment

In addition to the strategies contained in the Council Plan, the Operational Plan has the Key Strategic Activities and Operational Activities for the current financial year that contribute to achieving the goals of the Council Plan. The Operational Plan is reviewed annually and forms the basis for each Business Unit's annual Business Plans and Budgets.

The Operational Plan contains 52 actions for the 2013/14 financial year. Progress is measured cumulatively over the year, with a target set for each quarter. At the close of the first quarter, the following progress has been achieved:

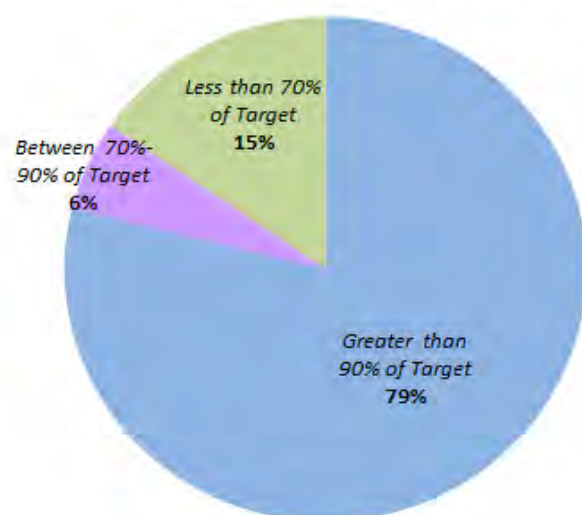
- 41 actions at least 90% of target
- 3 actions between 70% and 90% of target
- 8 actions less than 70% of target

Actions that achieved less than 90% of target for the quarter is due to these projects being in the early stages of progress for this financial year. This includes the 5 actions that have not commenced, designated 'No Progress'. These are scheduled to commence later in the year.

Throughout the attached report, progress is represented by 'traffic lights'. Cumulative progress for each of the four Pillars is reflected in the progress gauges on the first page of the report. The first gauge in the report depicts the overall progress for the quarter.

As at 30 September 2013, the organisation is on track to achieve a successful outcome for this financial year.

**Progress on Operational Plan Activities  
July – September 2013**



**Proposal**

That Council considers the Operational Plan for the first quarter of the financial year, ending September 2013.

**Financial and Other Resource Implications**

There are no financial or resource implications as a result of this report.

**Risk Management & Compliance Issues**

This report meets the reporting and risk obligations of officers to Council.

**Environmental and Climate Change Considerations**

Environmental and Climate Change considerations have been applied in preparation of the Operational Plan and adoption of budgets.

**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 to inform when preparing the Operational Plan and Budget. This is a quarterly report that is for the information of Council.

**Implementation**

The Operational Plan 2013-2014 and Budget are already implemented and operating.

**Conclusion**

The Operational Plan Progress Report reflects the progress to date for the first quarter of the 2013/14 year, with the majority of actions well underway.

**Attachments**

1. Operational Plan First Quarter Report 20131009

**Recommendation(s)**

***That Council receives the 2013/2014 Operational Plan First Quarter Performance Report for the three months ending 30 September 2013.***

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OM132310-13

**NAMING OF UNNAMED ROAD AS "ROWS LANE",
BARONGAROOK WEST**

| | | | |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR: | Paul Carmichael | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/3291 |

Purpose

The purpose of this report is to finalise the statutory procedure that has been conducted to name a previously unnamed road in Barongarook West as "Rows Lane".

Declaration of Interests

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

Background

In late 2012, the owners of a property abutting this unnamed road requested Council take action to name the road as they were about to build a house on the property, which would have a front aspect to and gain access from the unnamed road. Allocating a name to the road would allow the property to be correctly addressed in accordance with property addressing guidelines (ie: to the road from which access is gained).

The subject road reserve runs north – south (between Ackerleys Road West & Irrewillipe Rd) and is located between the properties addressed as 125 Ackerleys Road West and 1160 Irrewillipe Road, Barongarook West. It was proposed to name the road reserve "Rows Lane", which commemorated the owner of this parcel of land after it was laid out on the original parish plan.

The statutory process required by clause 5, schedule 10 of the *Local Government Act 1989* was commenced in December 2012. This involved writing a letter to the owners of abutting properties and advertising Councils intention to name the road reserve.

There are three properties abutting the road reserve, namely-

- 125 Ackerleys Rd West
- 1140 Irrewillipe Rd, and
- 1160 Irrewillipe Rd.

The only property requiring a change of address is 125 Ackerleys Road West (which is the applicant's property).

No submissions were received in response to the letters to owners of abutting properties or the notice of intention to name the road that was published in the Colac Herald on 5 December 2012.

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.

The proposal meets the goal of this aim by enhancing the liveability of the shire by providing an accurate address for the abutting property.

Issues / Options

There are no issues associated with this proposal and no feasible options.

Proposal

It is proposed that Council finalise the statutory process by resolving that the road reserve in question be named as "Rows Lane" Barongarook West.

This resolution will then be published in the Victorian Government Gazette to give effect to the name.

Financial and Other Resource Implications

There will be a cost of approximately \$600 for the preparation and erection of two street nameplates at the ends of the road reserve. This will be funded from Council's operational budget.

Risk Management & Compliance Issues

There are no risk management issues.

Making the recommended resolution will mean Council has complied with the requirements of the abovementioned legislation.

Environmental and Climate Change Considerations

There are no environmental or climate change considerations.

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 "inform" and included writing to the owners of abutting properties and advertising the proposal. No submissions were received.

Implementation

The statutory process will be finalised by the gazettal of Council's resolution and this will be done immediately to give effect to the road name.

Conclusion

A Council resolution is required to finalise the statutory process to allocate a name to an unnamed road reserve in Barongarook West. No submissions were received in relation to the proposed name so it is considered appropriate to proceed to name the road reserve in question as "Rows Lane", Barongarook West.

Attachments

1. Naming of Rows Lane - Locality Plan

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

- 1. Having given notice of its intention to name the unnamed road reserve located between the properties addressed as 125 Ackerleys Road West and 1160 Irrewillipe Road, Barongarook West as "Rows Lane" Barongarook West, hereby resolves to allocate this name to the road reserve in accordance with the provisions of clause 5 Schedule 10 of the Local Government Act 1989.***
- 2. Arranges for this resolution to be published in the Victorian Government Gazette.***
- 3. Notifies owners of abutting properties of this resolution.***
- 4. Arranges for street nameplates to be prepared and erected at both ends of the road reserve named as "Rows Lane".***

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**INFRASTRUCTURE AND SERVICES**

| <b>ITEM</b>               |                                                                                                                               |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OM132310-14</u></b> | <b><u>GREAT SOUTH COAST REGIONAL TRANSPORT STRATEGY</u></b>                                                                   |
| <b><u>OM132310-15</u></b> | <b><u>DECLARATION OF ROAD AS UNUSED - ROAD ABUTTING 275<br/>FLANNAGANS ROAD IRREWILLIPE</u></b>                               |
| <b><u>OM132310-16</u></b> | <b><u>ADOPTION OF THE INFRASTRUCTURE DESIGN MANUAL</u></b>                                                                    |
| <b><u>OM132310-17</u></b> | <b><u>DECLARATION OF ROAD AS UNUSED – GOVERNMENT ROAD<br/>NORTH WEST OF CROWN ALLOTMENT 11J, PARISH OF<br/>MOORBANOOL</u></b> |



**OM132310-14****GREAT SOUTH COAST REGIONAL TRANSPORT STRATEGY**

|             |                           |           |           |
|-------------|---------------------------|-----------|-----------|
| AUTHOR:     | Adam Lehmann              | ENDORSED: | Rob Small |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | F11/3291  |

**Purpose**

The Great South Coast Regional Transport Strategy has been developed in partnership between local government, the Department of Transport, VicRoads and the Department of Environment and Primary Industries. All councils in the Great South Coast Region have been represented and contributed to the development of this strategy.

This report presents the strategy to Council for consideration and adoption.

**Declaration of Interests**

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

**Background**

The Great South Coast (GSC) Region is facing significant challenges with respect to the ability of the transport network to cater for an ever growing freight task, to enable the local and regional economy to grow and continue to provide a high level of service and connectedness between regional centres and their surrounding settlements.

Despite these challenges the GSC region is strategically positioned to leverage off its strong rail, road and port connections; north to the Grampians and Wimmera Southern Mallee, east to Geelong and Melbourne, west to South Australia and south connecting the deepwater Port of Portland.

Approximately 96 per cent of freight within the region is moved on the road network with forestry, raw milk, fertilizer, mineral sands and cement accounting for the majority of the freight task and representing 10 million tonnes per annum out of a total of 14.2 million tonnes per annum.

In terms of regional freight, a quarter of Victoria's total regional freight task is moved on the region's transport network and this is forecast to rise to a third of the State's total by 2020.

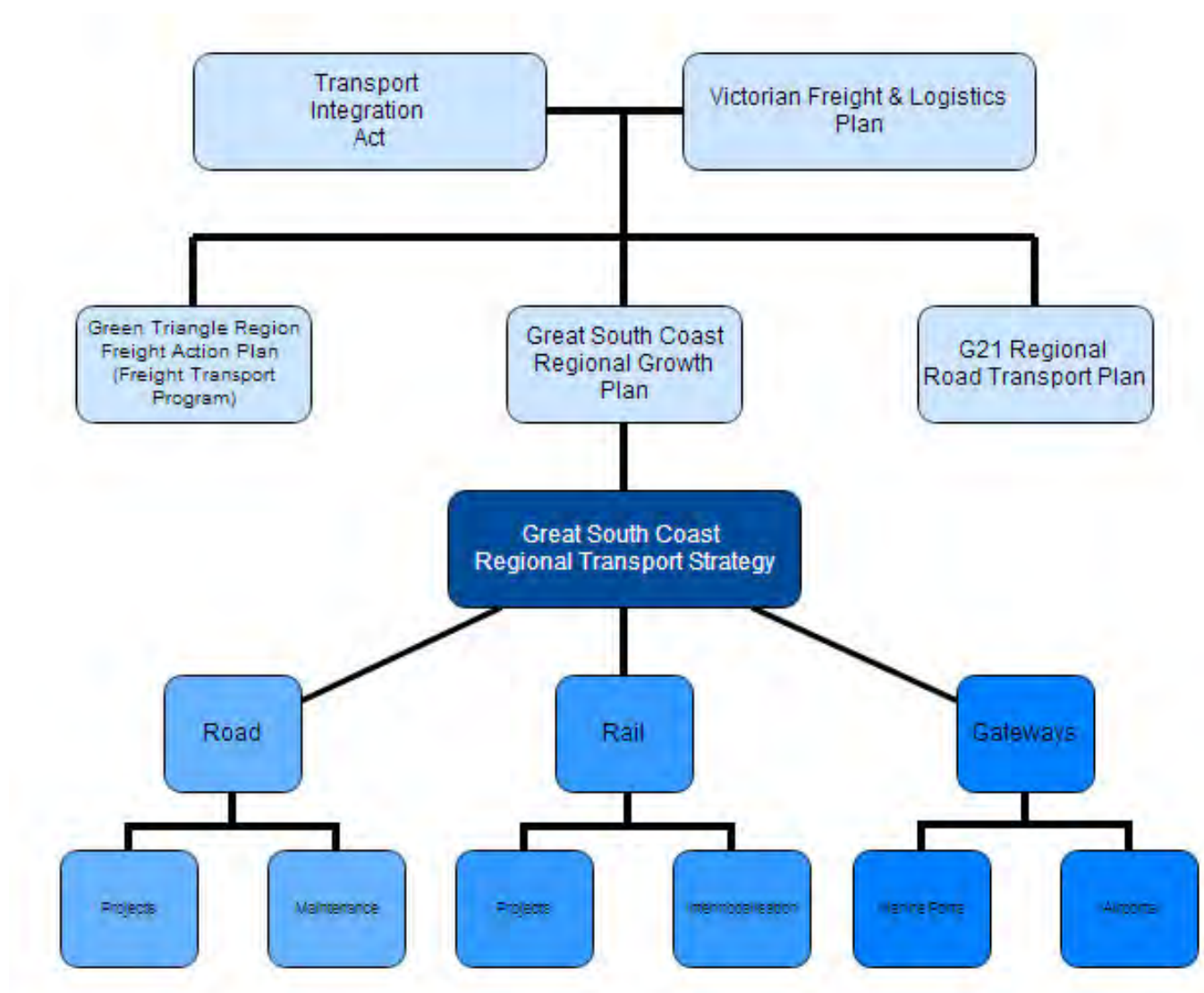
**Council Plan / Other Strategies / Policy***A Planned Future:*

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.

The Great South Coast Regional Transport Strategy informs and supports the Great South Coast Regional Growth Plan and ultimately will contribute to the Victorian Freight and Logistics Plan.



As illustrated in the diagram above, the GSC Regional Transport Strategy informs the Regional Growth Plan and is important in setting transport priorities in the Great South Coast. It sets a clear strategy for freight on Road, Rail and Ports and will inform advocacy efforts of the region in this critical area.

### Issues / Options

This strategy identifies the pressures and demand growth patterns on the road and rail transport networks, the resultant bottlenecks and the strategically significant corridors to cater for growth.

Each member council, including Colac Otway, has established its own hierarchies of their strategic freight road assets on local roads to assist in prioritising the allocation of road maintenance funding.

This strategy translates these individual approaches into a regional approach that identifies needs on an aggregated level to assist in the allocation of additional road funding from State and Commonwealth program sources.

The strategy has been partnered by the Colac Otway Shire Council, Corangamite Shire, Warrnambool City Council, Moyne Shire, Glenelg Shire and Southern Grampians Shire. The strategy area is bounded by these councils.

The Steering Committee for the project comprised senior management from the partnering councils, and also included representatives from State Government departments including the Department of Transport, Planning and Local Infrastructure, VicRoads and Regional Development Victoria.

The brief of this transport strategy is to identify the key transport network demands, current and future freight tasks, and to develop strategies to ensure provision of sustainable infrastructure in the region, by:

- Identifying supply chain improvements to maximise regional productivity and increase safety for residents and visitors
- Ensuring the regional freight network strengthens the competitive advantage of the South West
- Considering the issues of enhanced liveability and expectations of tourism in transport planning
- Improving transport connectivity to support growing population centres, retain and grow a skilled workforce and enhance education and other opportunities

The key outcomes for the Colac Otway Shire are:

- Duplication of the Princes Highway east of Colac (short term)
- Adequate maintenance and upgrade funding for arterial roads throughout the Shire (short term)
- Safety and capacity improvements along Princes Highway West (medium term)
- Planning for the introduction of High Productivity Freight Vehicles onto the road network (medium term)
- Bypass route planning for Colac (long term).

At the Councillor Briefing of 18 September 2013, Councillors raised the issue of increased rail passenger services between Geelong and the Great South Coast region. It is important to note that while the Great South Coast Regional Transport Strategy does give some consideration to commuter transport activity, its primary focus is to set clear strategies for managing the burdens placed on the region's road, rail and port networks by increasing freight movements. The Regional Growth Plan for the Great South Coast identifies key actions to improve and modify the network of public transport services to better meet market needs and to align the public transport network to better service demand. It is considered that the Regional Growth Plan is an adequate platform to raise Council's push for increased rail passenger services connecting the region and Geelong.

Other comments were also provided by Councillors with respect to the future of freight movement across the South West region and in particular, through our municipality. These comments have been passed onto the Great South Coast Improve our Connections Pillar for further consideration.

Council could choose to endorse the strategy, alter the strategy or not endorse the strategy.

**Proposal**

It is proposed that Council endorse the Great South Coast Regional Transport Strategy and continue to be an active participant in the Improve our Connections Pillar so that the profile of transport related issues affecting our municipality can continue to be raised.

**Financial and Other Resource Implications**

Colac Otway Shire Council contributed \$10,000 toward the project in the 2011-12 financial year. There is no current or future financial commitment to finalise the strategy.

The total cost of the project was \$100,000 with \$60,000 contributed from the State Government and \$40,000 from member councils.

**Risk Management & Compliance Issues**

There are no risk management or other compliance issues to consider.

**Environmental and Climate Change Considerations**

There are no specific environmental or climate change considerations associated with 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 collaborate and include: During development of the strategy, industry was consulted on the key routes to support economic growth. As the key mode of transport the road managers, VicRoads and local government, have been heavily involved in development of the strategy.

It is proposed that the document be endorsed by each member Council and then forwarded to Great South Coast Board for endorsement and ultimate submission to State Government.

**Implementation**

Council will confirm its endorsement of this Strategy following a resolution.

**Conclusion**

The Great South Coast Regional Transport Strategy will provide guidance for all levels of government to identify the pressures and demand growth patterns on the road and rail transport networks, the resultant bottlenecks and the strategically significant corridors to cater for growth.

It provides the Great South Coast with a key advocacy document to improve the condition of our freight transport network.

**Attachments**

1. Great South Coast Regional Transport Strategy

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

- 1. Endorses the Great South Coast Regional Transport Strategy.***
- 2. Continues to actively raise freight transportation issues which directly affect the municipality through the Great South Coast's Improve our Connections Pillar.***

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OM132310-15**DECLARATION OF ROAD AS UNUSED - ROAD ABUTTING
275 FLANNAGANS ROAD IRREWILLIPE**

| | | | |
|-------------|---------------------------|-----------|--------------|
| AUTHOR: | James Watson | ENDORSED: | Adam Lehmann |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | F11/4290 |

Purpose

The purpose of this report is to provide Council the opportunity to consider declaring a section of government road as unused.

Declaration of Interests

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

Background

Council has recently received a request from the owners of 275 Flannagans Road, Irrewillipe, to consider declaring a section of the government road which abuts the property as unused. If Council considers it appropriate to do so then this will enable the Department of Environment and Primary Industries (DEPI) to issue an unused road licence for the area.

The area of land measures approximately 1.564 ha and is fully described as the unused road south east of Crown Allotment 32D, Parish of Irrewillipe.

The road reserve is presently an unconstructed natural surface.

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.

This proposal has been considered in accordance with Council's Closure of Unused Government Roads, Licensing of an Unused Road or Water Frontage Policy.

Issues / Options

It is considered that the road reserve is not presently required for future expansion of the road network in this area.

Declaration of this road reserve as unused will not compromise access to any other abutting properties in the foreseeable future as all abutting parcels of land are either owned by the applicant or declared as public crown land which is State Forrest (refer attached locality plan).

Furthermore two thirds of the unused road east of Crown Allotment 32D is currently licensed by the applicant in this instance meaning that the land in question is currently inaccessible

from the North. The declaration of this portion of road as unused would then further reinforce current tenure arrangement along the full length of the unmade road.

Under section 400 of the *Land Act 1958* (the 'Act'), DEPI requires agreement from Council that it considers the road is not reasonably required for public traffic. Upon the giving of any such notice any road or part of a road specified therein shall be an unused road and is then able to be licensed to the adjoining landowner. It is believed that it is intended to use this area of road for the purposes of grazing stock.

Should it be considered that this road is reasonably required for public use in the future, section 407(1) of the Act provides Council the authority to instruct DEPI to cancel or amend the unused road licence. Where a licence has been cancelled or amended, the land to which that licence related to shall cease to be classified as an unused road and reverts back to the management of Council enabling the provision of access.

Proposal

It is recommended that Council seeks further community feedback in relation to this matter and should advertise its intention to declare the section of road south east of Crown Allotment 32D, Parish of Irrewillipe as unused.

Financial and Other Resource Implications

There are no direct costs to Council in performing its legislative functions under the *Land Act 1958*. Council officer time will be required for the preparation of public notices. It is considered that this will have minimal impact on the performance of core duties.

Risk Management & Compliance Issues

As this section of road is currently not listed in Council's Municipal Road Register the classification change to unused has no effect on any risk management or compliance issues.

Environmental and Climate Change Considerations

Advice was sought from the Infrastructure Environment officer with regard to the conservation values of the site. Based on desktop assessment aerial imagery indicates the road reserve has been cleared of native vegetation and used as a plantation since at least 2005 and there are no significant environmental considerations which would prevent the licensing of this land.

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 consult and include Council giving public notice of its intention to declare a road as unused. In addition to this all abutting property owners will be written to advising them of Council's intention and their right to make a submission.

All submissions received will be considered in line with s223 of the *Local Government Act 1989*.

Applicable utility companies will also be advised of Council's intention to provide consent to declaring this road as unused to ensure consideration is given to the potential impacts on the management of services which may exist in the vicinity of this road.

Implementation

Advertising advising of Council's intention will be prepared dependant on its resolution. This will also include the forwarding of required correspondence to all abutting property owners and utility agencies.

Conclusion

It is considered that the declaration of the section of government road abutting the property at 275 Flannagans Road, Irrewillipe, as unused will not impact on service delivery and Council should advertise its intention to make this declaration pursuant to the provisions of the *Land Act 1958*.

Attachments

1. Locality Plan

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

1. ***Gives public notice of its intension to declare the section of unmade road described as the government road south east of Crown Allotment 32D, Parish of Irrewillipe as unused.***
2. ***Subject to a six (6) week notification period, considers any submissions in accordance with section 223 of the Local government Act 1989.***

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**OM132310-16****ADOPTION OF THE INFRASTRUCTURE DESIGN MANUAL**

|             |                           |           |              |
|-------------|---------------------------|-----------|--------------|
| AUTHOR:     | Ronan Corcoran            | ENDORSED: | Adam Lehmann |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | F11/3291     |

**Purpose**

This report is presented to Council to consider the formal adoption of the Infrastructure Design Manual as the Colac Otway Shire infrastructure design and development standard.

**Declaration of Interests**

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

**Background**

The Infrastructure Design Manual (IDM) was originally prepared and developed through a joint initiative of the City of Greater Bendigo, Shepparton City Council and the Shire of Campaspe. Following the adoption of the manual by these councils, a number of other regional and rural councils expressed their interest in also adopting the standards, and as such the IDM Group was formed. The first version of the IDM was released in October 2007. Since that time the IDM has been renewed, amended and updated a number of times with the latest version, Version 4 being released in March 2013.

The aim of the Infrastructure Design Manual is to provide a common standard for the provision of infrastructure across regional Victoria and it will be used by Council to provide consultants and developers clarity in regard to Council's requirements for the provision of municipal infrastructure.

Consultation with stakeholders in relation to a standardised Infrastructure Design Manual (IDM) for Colac Otway Shire was undertaken during 2011. Stakeholders included internal representatives from Recreation, Arts & Culture, Planning, and Infrastructure & Services. External stakeholders included regionally active developers and consultants. General support was given by all involved in this consultation process.

The consultation was held at workshop meetings with feedback, both verbal and written, passed on to the IDM Group for consideration. All submissions were responded to individually by the IDM Group.

At present, the objectives and standards contained within Clause 56 of the Victorian Planning Provisions (VPP's) provide a performance based framework for the approval and implementation of residential subdivision development. Within this framework, engineering standards and requirements have been developed by individual councils. The requirements for infrastructure design are not standardised and construction standards can vary considerably from council to council. This can in turn result in complications in the interpretation, design, assessment, and re-design of proposals.

Standardised infrastructure design requirements, as reflected through the IDM are a means of significantly improving the efficiency of developing and assessing infrastructure design proposals. Potential benefits include:

- Consistent requirements for consultants and developers who work across municipal

boundaries.

- Clearer requirements which lead to applications of improved quality being received by Council.
- More efficient Council approval processes due to the completeness of information being submitted by developers.
- A reduction in the likelihood of costly re-designs at a later stage.
- The sharing of ideas and practices which will assist in a consistent and best practice approach.
- Potential costs savings for councils, developers and industry.

Through the consultation undertaken to date, there has been general support for the adoption of clear and consistent infrastructure design standards. Further stakeholder interest in the project is likely to arise once the IDM has been adopted and is being used.

### **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.

### **Issues / Options**

Council must consider its position on the IDM. Council therefore has the following options available for consideration:

- 1) Adopt the Infrastructure Design Manual for use within Colac Otway Shire Council as part of a consistent set of infrastructure standards for the region or;
- 2) Do not adopt the Infrastructure Design Manual and continue to assess future development proposals on their merits.

Adopting the IDM is the preferred option as it will ensure a quality built environment for current and future communities of the Shire, and will minimise capital and environmental costs in various direct and indirect ways.

### **Proposal**

It is proposed that Council notes the feedback received in relation to the Infrastructure Design Manual (IDM) and adopts it as its preferred infrastructure design standards for the Colac Otway Shire. It is also proposed that Council continues to provide input to the ongoing improvement of the IDM.

It is also proposed Council considers including appropriate references to the IDM within Colac Otway Shire's Planning Scheme. Members of the IDM Group are currently assessing

the best way for this to occur and Council will adopt a 'wait and see' approach prior to pursuing this further.

**Financial and Other Resource Implications**

An annual subscription fee covers the ongoing administration and legal costs associated with the maintenance of the Infrastructure Design Manual.

The annual IDM Group member cost is \$3,000. This is considered to be a worthy ongoing investment given the efficiency gains offered to Council by being a member of this Group.

Initial fees for membership have been paid and ongoing fees are budgeted for within Council's recurrent operational budget. There will be no additional costs to Council in adopting the IDM over and above its current financial commitments.

**Risk Management & Compliance Issues**

One of the purposes of the IDM is to minimise risk to Council associated with development within the Shire by:

- Providing consistent and clear yet flexible development standards.
- Providing a template standard to assist Council in VCAT development disputes.

Currently, Council's development guidelines are an ad hoc collection of recognised standards which are not necessarily compliant with Council's Planning Scheme. The adoption of the IDM as Council's preferred development standard would assist in accuracy, consistency and compliance with state legislation such as state planning requirements for residential subdivisions. Compliance would be greatly improved should the IDM be adopted within Council's Planning Scheme.

**Environmental and Climate Change Considerations**

The use of development of infrastructure standards through the IDM will reduce the negative impacts of developments on the environment in many ways, including; through better rural and urban drainage; stormwater management; erosion control; appropriate landscaping; waste management and waste water management.

**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 consult and included targeted sessions with local developers, consultants and planners across the South West Region. The consultation was led by the IDM Group.

The consultation process involved invitations being forwarded to identified stakeholders to attend information forums which were organised.

These forums were held throughout the region. Each session provided information on the IDM and provided an opportunity for attendees to ask questions and make further comment.

The IDM and standard drawings were made available on-line so that stakeholders, including individual Councils, were able to download and review the material.

Feedback was considered and each submission was responded to by the IDM Group.

Extensive internal consultation was also undertaken. The feedback from these sessions was considered within an adoption report prepared by GHD (attachment 3) and was used to shape and tailor the IDM to Council's particular needs. The key points raised from the consultation process undertaken by GHD were:

- There is a need to ensure that Council's own projects are equivalent to IDM standards.
- There should be the ability to provide flexibility to adapt to varying conditions.
- Clearly documented requirements could remove the subjectivity of minimum design requirements.
- Has the potential to simplify maintenance requirements, with benefits in terms of familiarity, replacement parts and potentially cost savings.

Where opportunities for improvement to the IDM were identified through the internal consultation, Council will forward these suggestions to the IDM Group for further consideration following formal adoption.

### **Implementation**

Should Council choose to adopt the IDM, Colac Otway Shire will be added to the IDM Group of Councils currently using the IDM as their preferred development standard guidance document.

### **Conclusion**

Currently Council uses an ad hoc collection of engineering standards to guide development standards within the Shire. The Infrastructure Design Manual provides a unified development standard guide.

The Infrastructure Design Manual sets out and clearly documents Council's requirements for the provision and design of its infrastructure for urban and rural developments. It will ensure the provision of easy, efficient and cost effective approaches to quality development outcomes that will meet Australian Standards.

Quality infrastructure will minimise the ongoing capital cost and liability cost associated with substandard infrastructure to Council.

Since the design standards and requirements are documented and accessible to all staff and developers, using the IDM will improve the efficiency and approval time of development applications.

This action would increase compliance with State legislation, reduce risk on Council and assist in development standard disputes.

### **Attachments**

1. Infrastructure design manual
2. Standard drawings IDM
3. IDM Adoption report (GHD)



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

- 1. Adopts the Infrastructure Design Manual as the Colac Otway Shire infrastructure design and development standard.***
- 2. Maintains involvement in the ongoing improvement of the Infrastructure Design Manual (IDM).***

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OM132310-17

DECLARATION OF ROAD AS UNUSED – GOVERNMENT ROAD NORTH WEST OF CROWN ALLOTMENT 11J, PARISH OF MOORBANOOL

| | | | |
|-------------|---------------------------|-----------|-----------|
| AUTHOR: | Adam Lehmann | ENDORSED: | Rob Small |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | F11/3291 |

Purpose

The purpose of this report is to provide Council the opportunity to consider declaring a section of government road as unused.

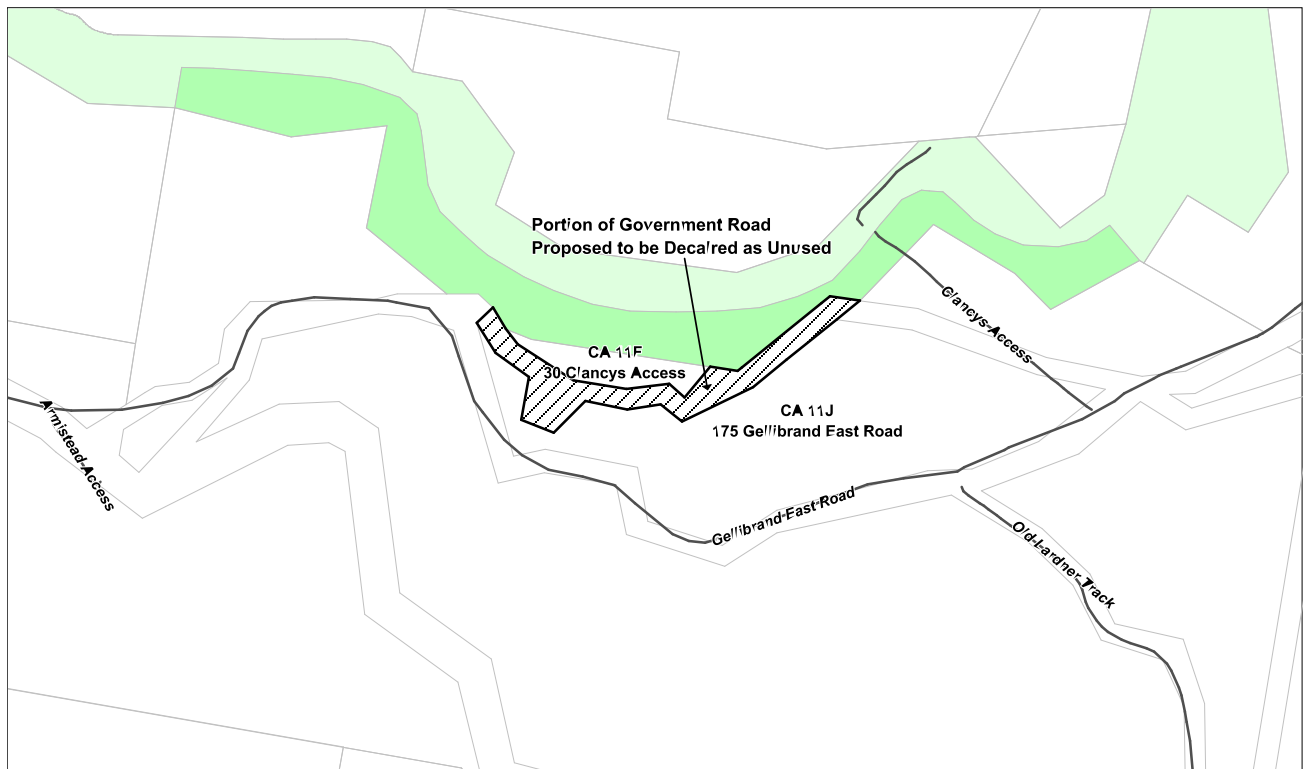
Declaration of Interests

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

Background

Council has recently received a request from the owners of 175 Gellibrand East Road, Gellibrand, to consider declaring a section of unmade government road which abuts the property along its northern boundary as unused. If Council considers it appropriate to do so then this will enable the Department of Environment and Primary Industries (DEPI) to issue an unused road licence for the area.

The area of land measures approximately 1.34ha and is fully described as the government road North West of Crown Allotment 11J, Parish of Moorbanool. The portion of government road proposed to be declared as unused is shown hatched on the locality plan below.



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.

This proposal has been considered in accordance with Council's *Closure of Unused Government Roads, Licensing of an Unused Road or Water Frontage Policy*.

Issues / Options

It is considered that this portion of government road is not presently required as part of the broader road network in this area and the declaration of this road reserve as unused will not compromise access to any other abutting properties in the foreseeable future.

Under section 400 of the *Land Act 1958* (the 'Act'), DEPI requires agreement from Council that it considers the road is not reasonably required for public traffic. Upon the giving of any such notice any road or part of a road specified therein shall be an unused road and is then able to be licensed to the adjoining landowner. It is believed that it is intended to use this area of road for the purposes of grazing stock.

Should it be considered that this road is reasonably required for public use in the future, section 407(1) of the Act provides Council the authority to instruct DEPI to cancel or amend the unused road licence. Where a licence has been cancelled or amended, the land to which that licence related to shall cease to be classified as an unused road and reverts back to the management of Council enabling the provision of access.

Proposal

It is recommended that Council seeks further community feedback in relation to this matter and should advertise its intention to declare the section of government road North West of Crown Allotment 11J, Parish of Moorbanool as unused.

Financial and Other Resource Implications

There are no direct costs to Council in performing its administrative functions under the *Land Act 1958* or *Local Government Act 1989* in relation to this specific matter.

Council officer time will be required for the preparation of public notices. It is considered that this will have minimal impact on the performance of core duties.

Risk Management & Compliance Issues

As this section of road is currently not presently included on Council's Municipal Road Register any change in status will not result in any risk management or compliance implications.

Environmental and Climate Change Considerations

There are no significant environmental considerations which would affect Council's ability to declare this portion of government road as unused or prevent the future licensing of the land.

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 consult and include Council giving public notice of its intention to declare the identified portion of government road as unused. In addition to this all abutting property owners will be written to advising them of Council's intention and their right to make submission.

All submissions received will be considered following section 223 of the *Local Government Act 1989*.

Applicable utility companies will also be advised of Council's intention to provide consent to declaring this road as unused to ensure consideration is given to the potential impacts on the management of services which may exist in the vicinity of this road.

Implementation

Advertising advising of Council's intention will be prepared dependant on its resolution. This will also include the forwarding of required correspondence to all abutting property owners and utility agencies.

Conclusion

It is considered that the declaration of the section of government road abutting the property at 175 Gellibrand East Road, Gellibrand as unused will not impact current access arrangements and Council should advertise its intention and seek further community feedback.

Attachments

Nil

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

- 1. Gives public notice of its intension to declare the section of unmade road described as the government road south east of Crown Allotment 11J, Parish of Moorbanool as unused.***
- 2. Subject to a six (6) week notification period, considers any submissions in accordance with section 223 of the Local government Act 1989.***

~~~~~v~~~~~



**SUSTAINABLE PLANNING AND DEVELOPMENT**

| ITEM                      |                                                                |
|---------------------------|----------------------------------------------------------------|
| <b><u>OM132310-18</u></b> | <b><u>ADOPTION OF PLANNING SCHEME AMENDMENT C72 PART 1</u></b> |





OM132310-18

**ADOPTION OF PLANNING SCHEME AMENDMENT C72  
PART 1**

|             |                                    |           |            |
|-------------|------------------------------------|-----------|------------|
| AUTHOR:     | Don Lewis                          | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | F12/6651   |

**Purpose**

The purpose of this report is for Council to consider recommendations from the independent Panel appointed to hear submissions to Amendment C72 Part 1, and an officer recommendation for adoption of the amendment.

**Declaration of Interests**

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

**Background**

Council resolved to seek Ministerial Authorisation to prepare and exhibit Amendment C72 on 23 May 2012 and authorisation (A02477) was granted in February 2013. The amendment was exhibited for six weeks between 4 March 2013 and 15 April 2013. The amendment implements a number of recommendations arising from the Colac CBD and Entrances Project 2012 and the Colac and Apollo Bay Car Parking Strategy 2011.

Three submissions were received during the exhibition period with two of these raising issues about provisions concerning the Colac CBD and Entrances Project. At its meeting on 26 June 2013 Council resolved to split the amendment to allow the car parking component (Part 2) to be adopted separately and sent to the Planning Minister for approval. Council resolved to request an independent panel to consider the two submissions relating to Part 1.

Part 1 of the amendment proposes to:

- Amend Clause 21.02-2 (Land use vision) of the Colac Otway Planning Scheme (Municipal Strategic Statement) to introduce the Colac CBD vision from the *Colac CBD and Entrances Report (2012)*.
- Amend Clause 21.03-2 (Colac) to introduce the recommendations of the Colac CBD and Entrances Project (2012) and a new Colac CBD Framework Plan.
- Amend Clause 21.06 (General implementation) to update the application of overlay controls.
- Replace the Design and Development Overlay – Schedule 1 (Industrial Area on the Eastern edge of Colac) with an amended Schedule 1 (Colac Eastern Entrance and Industrial Area).
- Replace the Design and Development Overlay – Schedule 3 (Colac Highway Business) with a new Schedule 3 (Colac Western Entrance).
- Apply the Design and Development Overlay – Schedule 8 (Colac CBD) to the Colac CBD generally defined by the current Commercial 1 Zone.

- Apply a new Design and Development Overlay – Schedule 9 to the front portion of land at 413–437 and 441–479 Murray Street Colac to require landscaping to be incorporated into future development of the land.

### **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**

An independent panel was appointed by the Minister for Planning to consider the two submissions relating to C72 Part 1. In response to one of the submissions, Council had resolved at the June 2013 meeting to include additional wording in the MSS to emphasise the importance of encouraging alternate use of heritage buildings in disused parts of the CBD, and this change was advocated by Council in its submission to the Panel. With the consent of the parties who did not wish to be heard at a public hearing, it was agreed to conduct the Panel through an ‘on the papers’ process. The Panel report was received by Council on 19 September 2013.

One of the submissions to the Panel confirmed the acceptance of the changes by Council following exhibition of the amendment, and that these changes had addressed concerns about the amendment. Also, the recent change to a Commercial 1 Zone which replaced the former Business 1 Zone meant that his client’s current planning application no longer required a planning permit for ‘Accommodation’ which was now a Section 1 use.

A submission had been received from the owner of 441-479 Murray Street Colac who indicated general support for the proposed amendment, but which had objected to the proposed application of the Design and Development Overlay 9 (DDO9) and potential devaluation of his property. This submitter reiterated his concern to the Panel that despite being a member of the Community Reference Group for the Colac CBD and Entrances Project, he was not advised that an overlay would be applied to his property. The Panel agreed with Council that the issue concerning property values is beyond the scope of the planning process. In relation to the proposed DDO9, the Panel was satisfied that the consultation approach taken by Council was reasonable and that whilst not specifically identifying an overlay, expectations were clearly established in the project document that landscaping will be provided to enhance the western approach to Colac and this is a sound planning objective. The Panel also noted that the DDO9 avoided unnecessary administrative demands by limiting permit requirements under the overlay to land within 20 metres of the highway frontage and did not impose onerous or unjustified development requirements.

The Panel report recommended some minor refinements to the amendment documentation as outlined below:

1. Revise Schedule 9 to the Design and Development Overlay to:
  - Include the guidance provided in Chapter 2.2 Arrival Experience of the Colac CBD and Entrances Project relating to the treatment of interfaces with the highway;
  - Include an objective relating to minimising of visual clutter;
  - Delete decision guidelines referring to external documents; and

- Include the *Colac Structure Plan 2007* and the *Colac CBD and Entrances Project 2012* as reference documents.
2. Consider limiting the role of external documents to that of a reference document in the other overlays affected by this Amendment (that is DDO1, DDO3 and DDO8).
  3. Change the following Clause 21.03-2 strategy to add the underlined words:

*“Retain heritage places and areas as significant components of Colac's character and attractiveness and encourage their adaptive re-use and restoration including by supporting innovative uses that attract visitors and customers into disused retail areas.”*

These changes are considered minor and are supported by officers.

### **Proposal**

The Panel has provided strong support for the amendment. It is proposed that Council, having considered the recommendations of the Planning Panel, adopts Amendment C72 Part 1 with the minor changes suggested, and requests its approval from the Minister for Planning.

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

The assessment of Amendment C72 Part 1 including the independent panel process has been undertaken in accordance with the operational budget for strategic planning.

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

There are no risk management issues arising from Amendment C72 Part 1.

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

There are no direct environmental or climate change considerations associated with the amendment.

### **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. The amendment has been placed on exhibition and submissions sought from the community. The two objectors were given a further opportunity to have their issues heard and considered by an independent planning panel.

### **Implementation**

Should Council adopt the amendment, it will be forwarded to the State Planning Minister for approval.

### **Conclusion**

An independent Panel appointed by the Minister for Planning to consider the two submissions has recommended that Amendment C72 Part 1 be adopted with minor changes. It is now proposed that Council, having considered the recommendations of the Planning Panel, adopts the amendment on the basis of these recommended changes.

**Attachments**

1. Colac Otway C72 Part 1 Ordinance Changes
2. Colac Otway C72 Part 1 Panel Report
3. Colac Otway C72 Part 1 Maps

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

1. ***Adopts Amendment C72 Part 1 with the following changes recommended by the independent panel report:***
  - a. ***Revise Schedule 9 to the Design and Development Overlay to:***
    - ***Include the guidance provided in Chapter 2.2 Arrival Experience of the Colac CBD and Entrances Project relating to the treatment of interfaces with the highway;***
    - ***Include an objective relating to minimising of visual clutter;***
    - ***Delete decision guidelines referring to external documents; and***
    - ***Include the Colac Structure Plan 2007 and the Colac CBD and Entrances Project 2012 as reference documents.***
  - b. ***Amend the DDO1, DDO3 and DDO8 to limit the role of external documents to that of a reference document.***
  - c. ***Change the following Clause 21.03-2 strategy to add the underlined words:***  
***“Retain heritage places and areas as significant components of Colac’s character and attractiveness and encourage their adaptive reuse and restoration including by supporting innovative uses that attract visitors and customers into disused retail areas.”***
2. ***Forwards the adopted amendment to the Planning Minister for approval.***

~~~~~v~~~~~

GENERAL BUSINESS

| ITEM | |
|---------------------------|---|
| <u>OM132310-19</u> | <u>ASSEMBLY OF COUNCILLORS</u> |
| <u>OM132310-20</u> | <u>ITEM FOR SIGNING & SEALING - STOCK UNDERPASS -
RATTRAYS ROAD, ONDIT</u> |

OM132310-19**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*.

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 Colac Botanic Gardens | 12 September 2013 |
| • Councillor Workshop | 18 September 2013 |
| • Councillor Briefing Session | 25 September 2013 |
| • Councillor Workshop | 2 October 2013 |
| • Councillor Workshop | 9 October 2013. |

Attachments

1. Friends of Colac Botanic Gardens - 20130912
2. Councillor Workshop - 20130918
3. Councillor Briefing Session - 25 September 2013
4. Councillor Workshop - 20131002
5. Councillor workshop - 9 October 2013

Recommendation(s)

That Council notes the Assembly of Councillors reports for:

- | | |
|--|---------------------------------|
| • <i>Friends of the Colac Botanic Gardens</i> | <i>12 September 2013</i> |
| • <i>Councillor Workshop</i> | <i>18 September 2013</i> |
| • <i>Councillor Briefing Session</i> | <i>25 September 2013</i> |
| • <i>Councillor Workshop</i> | <i>2 October 2013</i> |
| • <i>Councillor Workshop</i> | <i>9 October 2013.</i> |

~~~~~v~~~~~



**OM132310-20****ITEM FOR SIGNING & SEALING - STOCK UNDERPASS -  
RATTRAYS ROAD, ONDIT**

|             |               |           |           |
|-------------|---------------|-----------|-----------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive     | FILE REF: | 11/95455  |

Stock Underpass Agreement between Colac Otway Shire and R. C. & C. L. Angus of 280 Ondit-Warrion Road, Ondit.

A Section 173 Agreement between Colac Otway Shire and Rodney Charles Angus and Christine Lee Angus of 280 Ondit-Warrion Road, Ondit is presented for signing and sealing by Council. The Agreement relates to a stock underpass constructed by the Angus' under Rattrays Road, Ondit and the two connecting parcels of land at either end of the underpass.

The parcels of land subject to this Agreement are described as lot 5 LP8005 (90 Rattrays Road, Ondit) and Crown Allotment 25A, Parish of Ondit (95 Rattrays Road).

The Term of the Agreement is five (5) years with three further options of five (5) years.

**Attachments**

1. Agreement for Signing By Council

**Recommendation(s)**

***That Council sign and seal the Stock Underpass Agreement between Colac Otway Shire Council and R. C. & C. L. Angus for a stock underpass under Rattrays Road, Ondit.***

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NOTICES OF MOTION

| ITEM | |
|---------------------------|---|
| <u>OM132310-21</u> | <u>NOTICE OF MOTION - WASTE WATER TREATMENT REGULATIONS
REVIEW</u> |

OM132310-21**NOTICE OF MOTION - WASTE WATER TREATMENT
REGULATIONS REVIEW (CR FRANK BUCHANAN)**

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 23 October 2013:

That Council:

- Requests the State Minister for Water review Waste Water (Sewerage) Treatment regulations in water catchments in light of what is seen as over onerous conditions relating to sewerage treatment on residential properties.
- Seeks consideration of modern onsite treatment systems as acceptable alternatives in these water catchment zones.

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:***

| <b><i>SUBJECT</i></b>                                            | <b><i>REASON</i></b>                                                                                                                                             | <b><i>SECTION OF ACT</i></b> |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Contract Approval<br>Contract 1323 - Bituminous<br>Sealing Works | this matter deals with<br>contractual matters                                                                                                                    | Section 89 (2) (d)           |
| Contract 1322 - Bluewater<br>Fitness Centre<br>Redevelopment     | this matter deals with<br>contractual matters                                                                                                                    | Section 89 (2) (d)           |
| Proposed Rates Recovery<br>Sales                                 | this matter may cause<br>personal hardship of any<br>resident or ratepayer; AND<br>this matter may prejudice<br>the Council or any person                        | Section 89 (2) (b) (h)       |
| CEO's Remuneration<br>Review                                     | this matter deals with<br>personnel matters; AND this<br>matter deals with<br>contractual matters; AND<br>this matter may prejudice<br>the Council or any person | Section 89 (2) (a) (d) (h)   |



# ORDINARY COUNCIL MEETING

## WEDNESDAY, 23 OCTOBER 2013

### ATTACHMENTS

PAGE NO.

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## **GENERAL BUSINESS**

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# Colac Otway Shire Municipal Public Health and Wellbeing Plan 2013-17

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*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
- Community capacity

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.

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.
- Support healthy eating and food security.
- Support mental health and wellbeing.
- Prevention of violence against women and children.
- Support healthy behaviours.
- Reduce harm from alcohol, tobacco 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.

We would like to acknowledge all of the representatives from local and regional agencies, organisations, departments, services, community houses and community members who have contributed to the development of this Plan.

## **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 Health and Wellbeing Plan 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 health 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
- Support healthy eating and food security
- Support mental health and connectedness
- Prevention of violence against women and children
- Support healthy behaviours
- Reduce harm from alcohol, tobacco 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 three G21 regional priorities developed for the G21 Health and Wellbeing Plan 2013 - 2017.

**1. Improve the opportunities for increased access and uptake of physical activity**

- Progress towards a region-wide physical activity strategy
- Work with partners and connect with healthy promotion, health literacy, service coordination and Integrated Chronic Disease Management activities
- Advocate for increased accessibility for people of all abilities in built and natural environments
- Advocate for improved amenities and safer public spaces
- Community wide supports to connect to service coordination and chronic disease management
- Workforce/professional development with the Planning Institute of Australia and the Municipal Association of Victoria about environmental design
- Develop resource information and local community leaders
- Collaborate on social marketing strategy and directory development

**2. Strengthen our advocacy for increased community connectedness and social inclusion**

- Support the Addressing Disadvantage project through policy, evidence and funding
- Investigate regional governance models
- Strengthen regional volunteering profile and strategy
- Support key strategies ie: family violence strategy, public transport, growth plan

**3. Collaborate on building our evidence based planning and practice**

- Update community data profile
- Commission systematic reviews for identified priorities
- Integrate child – adolescent data sets into region wide profile
- Create a Health and Wellbeing web based clearinghouse, regional fact sheets & workforce development tools
- Promote gender and diversity lens across member organisations
- Develop core set of Health and Wellbeing Indicators for evaluation over life of strategy

## 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.<sup>1</sup>
- *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.

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<sup>1</sup> Australian Commonwealth Government, The Road Map for National Mental Health Reform 2012-2022  
<http://www.coag.gov.au/node/482>

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).

## **Regional**

In 2012 the five municipalities in the G21 region including Colac Otway, Golden Plains and Surf Coast Shires, City of Greater Geelong and the Borough of Queenscliffe agreed to collaborate on the 2013-17 public health and wellbeing planning process.

A public health planning framework was developed and adopted. It enabled a common and consistent approach for Municipal Public Health and Wellbeing Plan (MPHWP) development in each municipality and across the region.

This process was designed to enable each Council to develop a MPHWP to reflect place based community needs and meet the requirements of the *Public Health and Wellbeing Act 2008*. In addition, the common and consistent approach through the agreed public health planning framework has resulted in identification of a small number of regional priorities and the establishment of a Regional Health and Wellbeing Plan to support local MPHWP implementation.

A Steering Group including all Councils, the Department of Health and Barwon Medicare Local was established and all Councils contributed funds to resource this innovative regional collaboration. This investment was matched by the Regional Office of the Department of Health. The Department was particularly interested to strengthen the capacity of local governments within the G21 region to strengthen partnerships and enhance health protection, promotion and prevention.

As Council MPHWP took shape, a Regional Health and Wellbeing Plan developed in response.

While Council MPHWP are a statutory requirement under the Act the Regional Health and Wellbeing Plan is not. But it does form an agreed support strategy for common issues across the region including physical activity, social connectedness and inclusion and evidence based policy and practice. Actions in the Regional Health and Wellbeing Plan have been developed to support the implementation of Council MPHWP. Implementation of the Regional Health and Wellbeing Plan will provide resources to projects of mutual interest to Councils where a collective effort from a myriad of agencies across the region that contribute to improved health and wellbeing outcomes is required.

It will be requested that Councils consider formally supporting the Regional Health and Wellbeing Plan by October 2013. It is planned that the G21 Board will be presented with the outcomes of Council decision making processes later in 2013.

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)<sup>2</sup>**

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.*

## **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**

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<sup>2</sup> Aecom, June 2013, G21 Public Transport Strategy, Draft for exhibition.

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

## 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.

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.

### 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%)

### 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%

### ***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  
REMPAN 2012



## **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.

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.

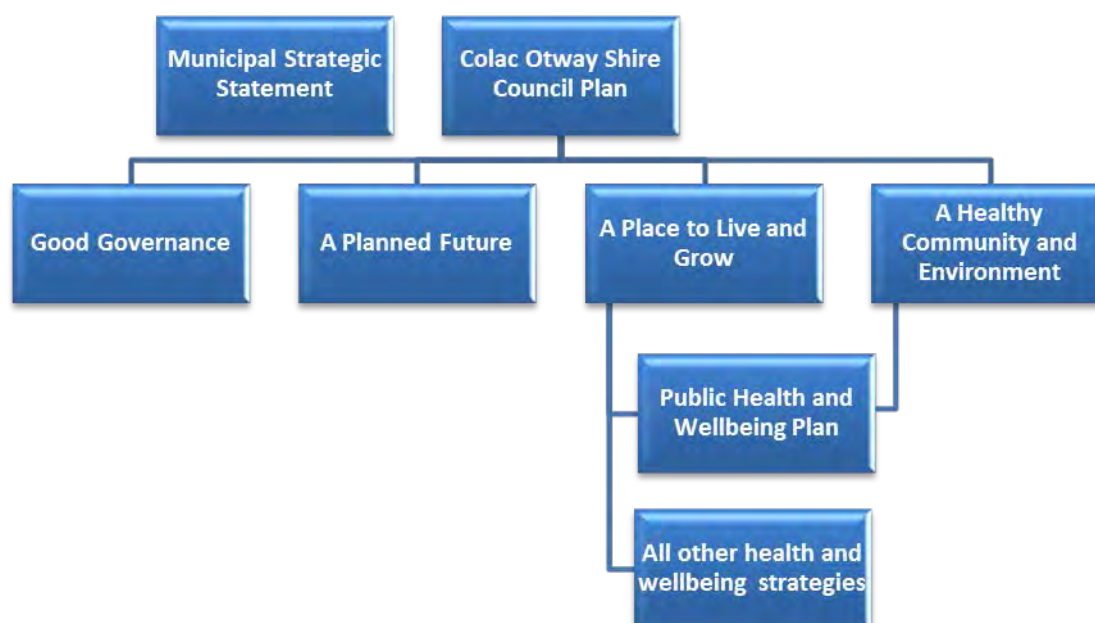


Figure 1: Council Plan structure where this Public Health and Wellbeing Plan and associated pillars of the Council Plan are linked

## 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 are 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.<sup>3</sup>

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<sup>3</sup> Department of Agriculture, Fisheries and Forestry, 2013, *National Food Plan, Our food future*, Department of Agriculture, Fisheries and Forestry, Canberra. [daff.gov.au/nationalfoodplan](http://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).<sup>4</sup>

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.<sup>5</sup>

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.

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<sup>4</sup> [http://www.climatechange.vic.gov.au/\\_data/assets/pdf\\_file/0005/136490/DSE\\_Greenhouse-Report\\_online.pdf](http://www.climatechange.vic.gov.au/_data/assets/pdf_file/0005/136490/DSE_Greenhouse-Report_online.pdf)

<sup>5</sup> 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>

## **Colac Otway Shire Municipal Public Health and Wellbeing Plan 2013-17 - Priorities**

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## Priority: 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.

|                |                                                                                                                                                                                                                                                                                                     |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal:          | Council has a systems approach that enables and enhances health and wellbeing outcomes for whole of community                                                                                                                                                                                       |
| Council Theme: | <i>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.</i> |

| 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 <ul style="list-style-type: none"> <li>• Councillors</li> <li>• Executive</li> <li>• Managers</li> </ul>                                                             | Prepare a report that is accepted by Council's Executive Management Team                                                                                   | June 2014 |
|                                                                                                                       | Develop a partnership of health and wellbeing providers                                                                                                                           | <ul style="list-style-type: none"> <li>• Council*</li> <li>• Health Services</li> <li>• Medicare Locals</li> <li>• Community Services</li> <li>• State Government</li> </ul> | 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                                                                                     | <ul style="list-style-type: none"> <li>• Council</li> </ul>                                                                                                                  | Level of participation in workforce development training                                                                                                   | Oct. 2015 |
|                                                                                                                       | The health and wellbeing of our communities is considered in all Council reports                                                                                                  | <ul style="list-style-type: none"> <li>• Council</li> </ul>                                                                                                                  | 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

## Priority: 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.<sup>6</sup>

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%.<sup>7</sup>

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.<sup>8</sup>

### 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.

<sup>6</sup> Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.

<sup>7</sup> Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.

<sup>8</sup> Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.

**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                                      | <ul style="list-style-type: none"> <li>• Council*</li> <li>• Older people</li> </ul>                                                          | 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 2013 and beyond                                                                          | <ul style="list-style-type: none"> <li>• Council*</li> <li>• ILOP Ambassadors</li> </ul>                                                      | 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                      | <ul style="list-style-type: none"> <li>• Council*</li> <li>• Health Services</li> <li>• Community Services</li> <li>• Older People</li> </ul> | 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 | <ul style="list-style-type: none"> <li>• Council</li> </ul>                                                                                   | Introduce supports for service users that can: <ul style="list-style-type: none"> <li>• Increase their level of physical activity</li> <li>• Promote their mental health</li> <li>• Increase their food security</li> <li>• Promote their connectedness within their communities</li> </ul> | June 2017              |

\* Denotes the lead partner

## Priority: 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.<sup>9</sup>

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.<sup>10</sup>

#### Early Years Vulnerability Indicators

The most recent Australian Early Years Development Index (AEDI) for 2012<sup>11</sup> shows that 5 year old children commencing primary schools 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 or 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).<sup>12</sup>

### 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.

**Goal:** All Colac Otway children will have the best start in life to achieve optimum

<sup>9</sup> Source: Australian Bureau of Statistics, Census of Population and Housing 2011. Compiled and presented in profile.id by .id, the population experts.

<sup>10</sup> 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.

<sup>11</sup> Source: Department of Education Employment Workplace Relations School Census 2012.

<sup>12</sup> Department of Education and Early Childhood Development, 2010, Early Childhood Community Profile, Colac Otway Shire

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                                                                                                                          | <ul style="list-style-type: none"> <li>• Council</li> <li>• DEECD</li> </ul>                                                                                                                   | 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                                                                                                               | <ul style="list-style-type: none"> <li>• Council</li> <li>• DEECD</li> </ul>                                                                                                                   | 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                                                                              | <ul style="list-style-type: none"> <li>• Council*</li> <li>• Glastonbury</li> <li>• DEED</li> <li>• CAH</li> </ul>                                                                             | A future facilities report is prepared and presented to Council                                         | March 2014 |
|                                                                                       | Continually improve early years services                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Council</li> </ul>                                                                                                                                    | Document the implemented service improvements                                                           | Oct. 2015  |
|                                                                                       | Through the Colac Advancing Country Towns (ACT) Project: <ul style="list-style-type: none"> <li>• map early years services to develop an integrated service model; and</li> <li>• address key AEDI issues from the most recent data for Colac</li> </ul> | <ul style="list-style-type: none"> <li>• Glastonbury*</li> <li>• Council</li> <li>• CAH</li> <li>• Early Years service providers</li> <li>• Schools</li> <li>• DEECD</li> <li>• RDV</li> </ul> | 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                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Council*</li> <li>• DEECD</li> <li>• CAH</li> <li>• Health Services</li> <li>• Community Services</li> </ul>                                          | Complete an Early Years Plan                                                                            | Dec. 2014  |
|                                                                                       | Continue to support partnerships within the Kids Early Years Services (KEYS) networks                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Council</li> <li>• CAH</li> <li>• Early Years service providers</li> <li>• Schools</li> <li>• DEECD</li> </ul>                                        | Council continues its lead role in the continuation of the Early Years networks in Colac Otway          | Ongoing    |

\* Denotes the lead partner

## Priority: Increase levels of physical activity

Physical inactivity is a significant risk factor for poor health in Victoria. Physical inactivity is associated with an increased risk to ill health and death, and has been significantly linked to increased rates of overweight, obesity, cardiovascular disease (CVD), some cancers and depression. 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.<sup>13</sup>

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.<sup>14</sup>

The seven best investments to increase physical activity<sup>15</sup> 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.<sup>16</sup> Of the adults who do not meet these physical activity guidelines females account for 60% more than males.<sup>17</sup> The percentage of population in Colac Otway near to public transport is 41.2% which is well below the Victorian average of 74.3%.<sup>18</sup>

### 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** – has identified Physical Activity as a regional health and wellbeing priority.

<sup>13</sup> VicHealth's *Participation in physical activity: Research summary* at [www.vichealth.vic.gov.au/Publications/Physical-Activity/Sport-and-recreation/Participation-in-physical-activity](http://www.vichealth.vic.gov.au/Publications/Physical-Activity/Sport-and-recreation/Participation-in-physical-activity)

<sup>14</sup> Heart Foundation. *Creating heart healthy communities: Working with local government*. Accessed 24 June 2013 [www.heartfoundation.org.au/SiteCollectionDocuments/HF-Creating-Communities.pdf](http://www.heartfoundation.org.au/SiteCollectionDocuments/HF-Creating-Communities.pdf)

<sup>15</sup> 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

<sup>16</sup> Department of Health, July 2013, Victorian Population Health Survey 2011-2012, selected preliminary survey findings, pages 25-30.

<sup>17</sup> Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.

<sup>18</sup> Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.



**Goal:** To increase health and wellbeing outcomes in the Colac Otway Shire through increases in physical activity

**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 |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------|
| Create a physically and socially supportive environment for walking and cycling             | Implement the Active Transport Strategy recommendations                                                                   | <ul style="list-style-type: none"> <li>• Council</li> <li>• OHCS</li> </ul>                                                   | Infrastructural, behavioural, policy promotional and leadership actions are delivered according to the Implementation Plan | Oct. 2017 |
| Support whole of school programs to increase physical activity                              | Support schools across the shire to sign up and implement the Achievements Program                                        | <ul style="list-style-type: none"> <li>• CAH*</li> <li>• Council</li> </ul>                                                   | No. of new schools signed up and implementing the physical activity component of the Achievements Program                  | Oct. 2017 |
| Provide supportive policies, environments and services to encourage a more active lifestyle | Promote active service opportunities for older people within Council's Older Person's and Ability Support Service (OPASS) | <ul style="list-style-type: none"> <li>• Council</li> <li>• Health Services</li> <li>• Community Services</li> </ul>          | An Active Service Plan is developed for each person receiving services                                                     | Oct. 2017 |
|                                                                                             | Implement the Open Space Strategy                                                                                         | <ul style="list-style-type: none"> <li>• Council</li> </ul>                                                                   | Develop an implementation plan and complete within timelines                                                               | Oct. 2017 |
|                                                                                             | Develop a regional strategy that will promote and increase physical activity rates                                        | <ul style="list-style-type: none"> <li>• Council</li> <li>• COGG</li> <li>• G21</li> </ul>                                    | Finalise and implement the Physical Activity Strategy to guide the G21 Region Alliance and Colac Otway Shire long term     | Oct. 2017 |
|                                                                                             | Provide opportunities for people of all abilities to participate in physical activities                                   | <ul style="list-style-type: none"> <li>• Council</li> <li>• Disability support services</li> <li>• Sporting groups</li> </ul> | Conduct a 'Try-athlon' for people of all abilities                                                                         | Dec. 2013 |
|                                                                                             | Develop a region wide strategy to support our communities public transport needs                                          | <ul style="list-style-type: none"> <li>• Council</li> <li>• G21 Councils</li> <li>• DTPLI</li> <li>• Service Users</li> </ul> | G21 Public Transport Strategy is implemented according to recommendations and timeframes                                   | Ongoing   |

\* Denotes the lead partner



## Priority: 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.<sup>19</sup>

### 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.<sup>20</sup>

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.<sup>21</sup>

The percentage of children fully immunised at 24 – 27 months of age is 98.1%, which is the sixth highest rate in Victoria.<sup>22</sup> 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%.<sup>23</sup> 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 of 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.

<sup>19</sup> World Health Organisation, 2013

<sup>20</sup> World Health Organisation, 2013

<sup>21</sup> Department of Health, Communicable Disease Epidemiology and Surveillance – Health Protection Branch 07-June-2013

<sup>22</sup> Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.

<sup>23</sup> Department of Health Update, 2013, Regional Immunisation Initiatives, Barwon South West Region.

|                |                                                                                                                                                                                                                                                                                        |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal:          | Prevent disease, promote health, and prolong life through public and environmental health practices                                                                                                                                                                                    |
| Council Theme: | <i>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.</i> |

| Objectives                                                                              | Actions                                                                                                                                                    | Partners                                                                                                                                           | Indicators                                                                                                                              | Timelines |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Provide for protective health services and healthy environments                         | Ensure that food providers prepare, cook, store and serve food safely                                                                                      | <ul style="list-style-type: none"> <li>• Council</li> <li>• Department of Health (DH)</li> <li>• Food proprietors</li> </ul>                       | <ul style="list-style-type: none"> <li>• Number of food premises inspected annually</li> <li>• Incidence of enteric diseases</li> </ul> | Ongoing   |
|                                                                                         | Reduce health impacts of heatwaves on vulnerable communities                                                                                               | <ul style="list-style-type: none"> <li>• Council</li> <li>• DH</li> <li>• Department of Human Services (DHS)</li> <li>• Health services</li> </ul> | <ul style="list-style-type: none"> <li>• Review and update our heatwave plan annually</li> </ul>                                        | 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 | <ul style="list-style-type: none"> <li>• Council</li> <li>• DH</li> <li>• Medicare Locals</li> <li>• GP's</li> <li>• Secondary Schools</li> </ul>  | <ul style="list-style-type: none"> <li>• Develop and commence implementing the local initiative</li> </ul>                              | June 2014 |
|                                                                                         |                                                                                                                                                            |                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Increase the rate of secondary school Immunisations closer to 95%</li> </ul>                   | Oct. 2017 |
| Provide public health incident and emergency response                                   | Update the local incident and emergency response plan to meet current guidelines                                                                           | <ul style="list-style-type: none"> <li>• Council</li> <li>• Neighbouring Councils</li> <li>• DH</li> <li>• DHS</li> </ul>                          | The plan is prepared and recognises Council's Municipal Emergency Management Plan                                                       | June 2014 |

## Priority: Support healthy eating 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.'*<sup>24</sup> 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 3.2% for the Barwon South West Region and 6.0% for Victoria.<sup>25</sup>

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%.<sup>26</sup>

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<sup>27</sup>

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%.<sup>28</sup>

In Colac Otway 47.1% of adult males and 42.2% of adult females are classified as overweight or obese.<sup>29</sup>

84% of food available to Colac Otway Shire Residents is in the form of take away, restaurants and cafes, this compares to 8% of the food available is from supermarkets or fresh fruit and vegetables stores.

Majority of our shire is classified as a food desert, this means that areas are 1.5km void for supermarkets. In some of our smaller northern and southern towns, if you do not have a car you cannot access supermarkets via public transport.

### Supportive Documents

- **Community Food Security Needs Assessment for the Colac Otway Shire 2012-2013** - this needs assessment was completed in partnership with Colac Area Health and Otway Health and assessed the effect the determinants of food security have on the Colac Otway Shire population. Three action areas for our health professional and community leaders to move

<sup>24</sup> Victorian Health Promotion Website –VicHealth, Fact Sheet Food Security 2006

<sup>25</sup> Community Indicators Vic Website (2008), retrieved 2012, [http://www.communityindicators.net.au/wellbeing\\_reports/colac\\_otway](http://www.communityindicators.net.au/wellbeing_reports/colac_otway)

<sup>26</sup> Department of Health, July 2013, Victorian Population Health Survey 2011-2012, selected preliminary survey findings, pages 8-14

<sup>27</sup> VicHealth, *Supporting healthy eating: local government action guide no.7*, accessed 24 June 2013, [www.vichealth.vic.gov.au/localgovernmentguides](http://www.vichealth.vic.gov.au/localgovernmentguides)

<sup>28</sup> Victorian Government Department of Health, (2012) Barwon South West Region Health Status Profile 2011 – Victorian Population Survey 2008.

<sup>29</sup> Department of Health, July 2013, Victorian Population Health Survey 2011-2012, selected preliminary survey findings, pages 31-39

for with include addressing the issues of food cost, food skills/knowledge and transport/access to fresh food.

- **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.

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal:          | All people in the Colac Otway Shire can obtain nutritionally adequate, culturally acceptable and safe food.                                                                                                                                                                                                                                                                                                                                                              |
| Council Theme: | <i>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.<br/>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.</i> |

| Objective                                                                                                                                 | Actions                                                                                                                                       | Responsibility                                                                                                                                                                | Indicators                                                                                                                                          | Timelines |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Increase capacity to implement food security initiatives that support access to a safe, acceptable nutritious and sustainable food supply | Develop a Colac Otway Community Food Action Plan                                                                                              | <ul style="list-style-type: none"> <li>• Council</li> <li>• CAH</li> <li>• OHCS</li> <li>• CFAG</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>• Developed and adopted</li> </ul>                                                                           | June 2014 |
|                                                                                                                                           |                                                                                                                                               |                                                                                                                                                                               | Incorporate the "Ten ways local government can act on food security", <i>VicHealth, June 2010</i> , into the Colac Otway Community Food Action Plan | Oct. 2016 |
|                                                                                                                                           | Participate in the implementation of the G21 Food Security Network Action Plan                                                                | <ul style="list-style-type: none"> <li>• G21 FSNAG</li> </ul>                                                                                                                 | <ul style="list-style-type: none"> <li>• Actions implemented</li> </ul>                                                                             | Ongoing   |
|                                                                                                                                           | Develop a Community Foodshare operation in Colac that is able to provide free food for agencies to distribute to vulnerable community members | <ul style="list-style-type: none"> <li>• St Laurence*</li> <li>• Council</li> <li>• Agencies with access to the Foodshare</li> <li>• Local Social Food Enterprises</li> </ul> | <ul style="list-style-type: none"> <li>• A Community Food Share enterprise is developed</li> </ul>                                                  | Dec. 2014 |
|                                                                                                                                           | Develop a better understanding of food sensitive planning and urban design                                                                    | <ul style="list-style-type: none"> <li>• Council</li> <li>• Health &amp; Community Services</li> </ul>                                                                        | <ul style="list-style-type: none"> <li>• Conduct a VicHealth training session</li> </ul>                                                            | Apr. 2014 |

\* Denotes the lead partner

## Priority: 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.<sup>30</sup>

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.<sup>31</sup>

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.<sup>32</sup>

### 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.<sup>33</sup> Evidence shows that the natural environment has three main effects on humans.<sup>34</sup> It:

- Increases Physical activity.
- Reduces Chronic Stress.
- Strengthens Communities.

As more Australians are living alone compared to previous generations<sup>35</sup> 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%.<sup>36</sup>

### 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.

<sup>30</sup> THE MELBOURNE CHARTER for Promoting Mental Health and Preventing Mental and Behavioural Disorders, 2008

<sup>31</sup> Cappel D 2002, Social inclusion initiative. Social inclusion, participation and empowerment. Address to Australian Council of Social

Services National Congress 28-29 November, 2002, Hobart.

<sup>32</sup> 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.

<sup>33</sup> 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.

<sup>34</sup> Health Parks Healthy People, International Congress 2010, see [www.hphpcentral.com](http://www.hphpcentral.com) for further information.

<sup>35</sup> Australian Bureau of Statistics, 2004, *Household and family projections: Australia 2001–2006*, cat. no. 3236.0, ABS, Canberra.

<sup>36</sup> Compiled and presented in profile.id for Colac Otway Shire by .id, the population experts.

- **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.

**Goal:** Provide opportunities for increasing community social connections and improving 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 exclusion                                                   | <ul style="list-style-type: none"> <li>• Council</li> <li>• Diversitat</li> <li>• CAH</li> <li>• OHCS</li> </ul>                                                                          | Hold a forum or exhibitions each year                                                                                      | Oct. 2014<br>Oct. 2015<br>Oct. 2016<br>Oct. 2017 |
|                                                                        | Identify opportunities for people to meet and participate together in local healthy activities                                                                                                  | <ul style="list-style-type: none"> <li>• Council*</li> <li>• Health Services</li> <li>• Community Services</li> <li>• Workplaces</li> </ul>                                               | Develop a guide for affordable local recreational and exercise activities                                                  | Dec. 2014                                        |
|                                                                        | Provide a local web-based platform to connect local communities and stakeholders to transport, health, and community information and conversations                                              | <ul style="list-style-type: none"> <li>• Community Hub Inc*</li> <li>• Council</li> <li>• RDV</li> <li>• Health services</li> <li>• Community Services</li> <li>• Stakeholders</li> </ul> | Develop and implement the Access Connect Belong web-based platform                                                         | Oct. 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 | <ul style="list-style-type: none"> <li>• Council</li> </ul>                                                                                                                               | 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                                                                                        | <ul style="list-style-type: none"> <li>• Council</li> </ul>                                                                                                                               | 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 | Implement the principles of Healthy Parks Healthy People                                                                                                                                        | <ul style="list-style-type: none"> <li>• Council</li> <li>• Parks Vic</li> <li>• Medicare Locals</li> <li>• Health Services</li> <li>• People and Parks Foundation</li> </ul>             | Continue discussions supporting health professionals to recruit individuals into physical activity within their local park | Ongoing                                          |

\*Denotes the lead partner



## Priority: Prevention of violence against women and children

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.<sup>37</sup>

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.<sup>38</sup>

### 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%.<sup>39</sup>

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%.<sup>40</sup>

Intimate partner violence is the leading preventable contributor to death, disability and illness in Victorian women aged 15–44 years.<sup>41</sup>

64% of young people in Colac Otway identified violence as being their main health and wellbeing issue.<sup>42</sup>

### Supporting Documents

- **Domestic Violence Resource Centre** - provide and produce booklets, pamphlets, discussion papers, books and other resources for professionals, teachers and schools, people who have experienced violence, and the general community.
- **Family Violence Protection Act 2008** - prevent and reduce family violence; maximise safety for children and adults who have experienced family violence; and promote the accountability of perpetrators.
- **National Plan to reduce violence against women and their children, 2010 – 2022** - believes that involving *all* governments *and* the wider community is necessary to reducing violence in the short and longer terms.

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<sup>37</sup> 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.

<sup>38</sup> VicHealth Preventing violence against women Local government action guide no. 6

<sup>39</sup> Victoria Police Crime Statistics for Victoria, My Place accessed 17 June 2013  
[http://www.vicpolice.com.au/index.php?option=com\\_statistics&task=view&id=62](http://www.vicpolice.com.au/index.php?option=com_statistics&task=view&id=62)

<sup>40</sup> Department of Education and Early Childhood Development, 2010, Early Childhood Community Profile, Colac Otway Shire.

<sup>41</sup> 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.

<sup>42</sup> Colac Area Health Draft, 2012, Youth Health and Wellbeing Needs Assessment Report.

- **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** - focuses 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.
- **VicHealth 2012, Preventing violence against women** – local government action guide no. 6.
- **MAV 2012, Prevention of violence against women leadership statement** – provides support to councils around leadership on the prevention of violence against women.

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goal:</b>          | <p><i>Council is committed to preventing violence against women and children before it occurs by:</i></p> <ul style="list-style-type: none"> <li><i>• addressing the known contributors to such violence</i></li> <li><i>• creating safe, respectful and equitable communities, workplaces and public environments.</i></li> </ul>                                                                                                                                                        |
| <b>Council Themes</b> | <p><i>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.</i></p> <p><i>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.</i></p> |

| 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                                              | <ul style="list-style-type: none"> <li>• Council</li> <li>• Various groups</li> </ul>                                                                                | Attitudinal and behaviour change in demonstrating respectful and non-violent gender relations    | Oct. 2017 |
|                                                                                                                                           | Establish a partnership with local agencies in hosting events for Month of Action including White Ribbon Day                       | <ul style="list-style-type: none"> <li>• Council</li> <li>• Health Services</li> <li>• Community Services</li> <li>• Community</li> </ul>                            | Number and type of activities that occur                                                         | Annually  |
| Implement and support evidence-based family violence prevention activities                                                                | Work with existing agencies to better understand data and services that support victims of family violence                         | <ul style="list-style-type: none"> <li>• Council</li> <li>• CAH</li> <li>• DHS</li> <li>• VicPol</li> <li>• Community Service agencies</li> </ul>                    | Development of a needs assessment document around domestic violence considering all data sources | June 2014 |
|                                                                                                                                           | Collaborate with other initiatives, including the forthcoming sub-regional strategy to prevent violence against women and children | <ul style="list-style-type: none"> <li>• Council</li> <li>• CAH</li> <li>• DHS</li> <li>• VicPol</li> <li>• Community Service agencies</li> <li>• WHW BSW</li> </ul> | Number of new community strengthening initiatives and programs                                   | June 2015 |

## Priority: 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 work with Colac Area Health in developing the workforce and implementing actions that come out of rising needs over the next 4 years as 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.<sup>43</sup>

The rates of people undertaking blood pressure checks, cholesterol checks and diabetes checks at least every two years are well below the Victorian average.<sup>44</sup>

In the Barwon South West region 30.3% children aged under 2 years are exposed to tobacco while in utero.<sup>45</sup> In the Barwon South West region 24.3% of young persons have smoked cigarettes in the past 30 days.<sup>46</sup>

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%.<sup>47</sup> 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.<sup>48</sup>

The cumulative incidence of cancers in Colac Otway for males is 49% and for females 24%, both higher than the Victorian average.<sup>49</sup>

### 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.

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<sup>43</sup> Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.

<sup>44</sup> Department of Health, Victorian Population Health Survey 2011

<sup>45</sup> The Victorian Adolescent Health and Wellbeing Survey (HowRU 2009)

<sup>46</sup> The Victorian Adolescent Health and Wellbeing Survey (HowRU 2009)

<sup>47</sup> Department of Health, July 2013, Victorian Population Health Survey 2011-2012, selected preliminary survey findings, pages 31-39.

<sup>48</sup> 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](http://www.goforyourlife.vic.gov.au/hav/admin.nsf/Images/ssop6_report_6_baew_final.pdf/$File/ssop6_report_6_baew_final.pdf)

<sup>49</sup> Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.

|                |                                                                                                                                                                                                                      |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal:          | Keeping people well through supporting healthy behaviours                                                                                                                                                            |
| Council Theme: | <i>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.</i> |

| Objective                                                                                        | Actions                                                                                                                                                                                                      | Partners                                                                                              | Indicators                                            | Timelines |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------|
| Implementation of the Department of Health's Healthy Together Achievements Program for settings. | Engage schools, early years settings and workplaces to register for the program.                                                                                                                             | <ul style="list-style-type: none"> <li>• CAH*</li> <li>• Council</li> <li>• OHCS</li> </ul>           | Settings are registered for the program               | Apr. 2014 |
|                                                                                                  | Develop a workplan and resource requirements for each setting to get work started.                                                                                                                           | <ul style="list-style-type: none"> <li>• CAH*</li> <li>• Council</li> <li>• OHCS</li> </ul>           | Document workplans and requirements for each setting. | Dec. 2014 |
|                                                                                                  | CAH, COS and OHCS's Healthy Together Achievements Program Staff will continuously mentor and guide settings to complete the benchmarks and ensure they are adhering to requirements outlined by the program. | <ul style="list-style-type: none"> <li>• CAH*</li> <li>• Council</li> <li>• OHCS</li> </ul>           | Workplan outcomes are reviewed annually               | Oct. 2017 |
| Increase supportive health measures                                                              | Identify the reasons for very low emergency department presentations and health checks                                                                                                                       | <ul style="list-style-type: none"> <li>• Council</li> <li>• CAH</li> <li>• Medicare Locals</li> </ul> | Present report to Council for consideration           | Dec. 2014 |

\* Denotes the lead partner

## Priority: Reduce harm from alcohol, tobacco 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).<sup>50, 51</sup>

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) and protecting the health of the community through actions such as enforcement of the *Tobacco Act 1987* and promotion of smoke free areas.

### 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.<sup>52</sup>

48.7% of persons in the Colac Otway Shire purchased alcohol in the last 7 days. This is the fourth highest rate in Victoria.<sup>53</sup>

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 long-term risky/high risk is 3.1% (Vic. 3.3%).<sup>54</sup>

In the Barwon South West region 61% of adolescents aged 12-17 years reported that it is 'easy/very easy' to get alcohol.<sup>55</sup>

In the Barwon South West region 30.3% children aged under 2 years are exposed to tobacco while in utero.<sup>56</sup> In the Barwon South West region 24.3% of young person's have smoked cigarettes in the past 30 days.<sup>57</sup>

### 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.

<sup>50</sup> City of Greater Geelong draft Public Health and Wellbeing Plan 2013-2017

<sup>51</sup> VicHealth, *Reducing harm from alcohol: local government action guide no.9*, accessed 24 June 2013, [www.vichealth.vic.gov.au/localgovernmentguides](http://www.vichealth.vic.gov.au/localgovernmentguides)

<sup>52</sup> Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.

<sup>53</sup> Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.

<sup>54</sup> Department of Health, July 2013, Victorian Population Health Survey 2011-2012, selected preliminary survey findings, pages 15-24.

<sup>55</sup> The Victorian Adolescent Health and Wellbeing Survey (HowRU 2009)

<sup>56</sup> The Victorian Adolescent Health and Wellbeing Survey (HowRU 2009)

<sup>57</sup> The Victorian Adolescent Health and Wellbeing Survey (HowRU 2009)

- **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.
- **Quit Victoria Strategic Plan** - aims to reduce smoking rates, reduce smoking behaviours and reduce exposure to tobacco smoking and smoking behaviours.
- **NHMRC, 2001, Australian alcohol guidelines** – provide the standard for identifying risky drinking in the short and long term.
- **Dept. of Health, 2012, New directions in alcohol and drug treatment services. A roadmap** – aims to reform services so they can support people to make positive changes in their lives when they decide to seek help for an alcohol or drug problem.

|                |                                                                                                                                                                                                                      |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal           | Reduce harm from alcohol, tobacco and other drugs                                                                                                                                                                    |
| Council Theme: | <i>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.</i> |

| 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                                                                                                  | <ul style="list-style-type: none"> <li>• Council</li> <li>• VicPol</li> </ul>                                                                                                                             | 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                                             | <ul style="list-style-type: none"> <li>• Council</li> <li>• Heath Services</li> <li>• Community Services</li> <li>• Industry and interested groups</li> </ul>                                             | Assessment is prepared and used to direct the Alcohol and Other Drugs action plan | June 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                     | <ul style="list-style-type: none"> <li>• Council</li> <li>• CAH A&amp;OD team</li> <li>• Heath Services</li> <li>• Community Services</li> <li>• G21</li> <li>• Industry and interested groups</li> </ul> | Complete and document findings from local 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                                       | <ul style="list-style-type: none"> <li>• Council</li> <li>• Heath Services</li> <li>• Community Services</li> <li>• G21</li> <li>• Industry and interested groups</li> <li>• VicPol</li> </ul>            | Attend workshops and training sessions on enforcement of regulatory systems       | Oct. 2015              |
| Objective                                                                                                                                              | Actions                                                                                                                                                             | Partners                                                                                                                                                                                                  | Indicators                                                                        | Timelines              |
|                                                                                                                                                        | Ensure best practice models are adopted in relation to response and management of alcohol and other drug misuse                                                     | <ul style="list-style-type: none"> <li>• Council</li> <li>• Heath Services</li> <li>• Community Services</li> <li>• G21</li> <li>• Industry and interested groups</li> </ul>                              | Align and measure models against best practice for each partner                   | Dec. 2014 to Oct. 2017 |
| Reduce the prevalence of smoking and its associated health, social and economic costs                                                                  | Work towards all children's playgrounds, junior sporting competitions, council buildings, surrounds of health services, and council funded events being smoke free. | <ul style="list-style-type: none"> <li>• Council</li> <li>• CAH</li> <li>• OHCS</li> <li>• QUIT</li> </ul>                                                                                                | Policy is developed                                                               | June 2014              |

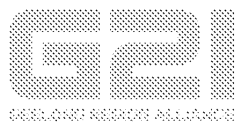


|                                                               |                                                                                                                                               |                                                                                            |                                                                                      |           |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------|
| Support and encourage smoking cessation services              | Support Colac Area Health to continue a free smoking cessation service and scope the potential of Smoking Cessation Clinic expanding to OHCS. | <ul style="list-style-type: none"> <li>• CAH</li> <li>• OHCS</li> <li>• Council</li> </ul> | Increase in the number of clinic cessation sites                                     | Oct. 2017 |
| Ensure compliance with the Victorian Tobacco Act requirements | Participate in the Department of Health's Tobacco Education and Enforcement Program                                                           | <ul style="list-style-type: none"> <li>• Council</li> </ul>                                | Actions are completed in accordance with the agreement with the Department of Health | Ongoing   |

## **APPENDIX A**

### **Abbreviations**

|             |                                                                                                                                     |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------|
| A&OD        | Alcohol and Other Drugs                                                                                                             |
| CAH         | Colac Area Health                                                                                                                   |
| CFAG        | Community Food Action Group                                                                                                         |
| 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<br>(formerly Department of Planning and Community<br>Development – DPCD) |
| G21         | G21 Region Alliance                                                                                                                 |
| G21 FSNAG   | G21 Food Security Network Action Group                                                                                              |
| Glastonbury | Glastonbury Community Services                                                                                                      |
| GP          | General Practitioner                                                                                                                |
| LGA         | Local Government Authority                                                                                                          |
| MPHWP       | Municipal Public Health and Wellbeing Plan                                                                                          |
| OHCS        | Otway Health and Community Services                                                                                                 |
| RDV         | Regional Development Victoria                                                                                                       |
| VicPol      | Victoria Police                                                                                                                     |
| WHW BSW     | Women's Health and Wellbeing - Barwon South West Inc.                                                                               |



# HEALTH AND WELLBEING PLAN

2013 – 2017

HEALTH & WELLBEING PILLAR



G21 is an alliance of the government, industry and community organisations working to improve people's lives in the Geelong region.



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## EXECUTIVE SUMMARY

### IMPLEMENTATION FRAMEWORK FOR G21 HEALTH AND WELLBEING PLAN 2013-2017

#### CONTEXT

In 2012 the five councils of the G21 Region:

- Borough of Queenscliffe
- Colac Otway Shire
- Golden Plains Shire
- City of Greater Geelong
- Surf Coast Shire

Agreed to collaborate on planning for regional health and wellbeing. Each Council identified its own priorities and working together, then developed

three common regional priorities. Each Council has a municipal public health & wellbeing plan in accordance with the requirements under the Victorian Public Health & Wellbeing Act. Each Council has also identified common priorities, and aligned local action that has become the basis of the G21 Health & Wellbeing Plan.

Both local and regional planning has consulted with many individuals and organisations, many of which will be involved in the implementation of the strategic

priorities. A planning framework based on systems thinking has been developed that is consistent with state, national and international policy and practices, and reflects the essential elements (enablers) of governance & leadership; partnership; evidence focus; finance & resources; workforce development; and community capacity. These underpin future HWB outcomes and the G21 health and wellbeing plan provides a common basis for ongoing, collaborative work and will support partners during 2013-17.

| LOCAL COMMUNITIES                                                                                                                                                                                                                                                                                    | GOVERNANCE & LEADERSHIP                                                                                                                                                                                                                                                                                                                          | PARTNERSHIP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | EVIDENCE FOCUS                                                                                                                                                                                                                                                                                                                             | FINANCE & RESOURCES                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Healthy, inclusive &amp; connected community.</li> <li>• Planning for population change.</li> <li>• Advocating access to services.</li> <li>• Facilitating the best start in life.</li> <li>• Protect &amp; promote the health of the community.</li> </ul> | <ul style="list-style-type: none"> <li>• Accessible, nutritious food.</li> <li>• Physical activity &amp; active communities.</li> <li>• Community connectedness.</li> <li>• Reducing harm from alcohol &amp; other drugs.</li> <li>• Reducing tobacco use.</li> <li>• Establish a sustainable &amp; coordinated system of prevention.</li> </ul> | <ul style="list-style-type: none"> <li>• Embed health &amp; wellbeing enablers through systems approach.</li> <li>• Plan for an ageing population.</li> <li>• Decrease significant levels of disadvantage in early years.</li> <li>• Increase levels of physical activity.</li> <li>• Protect through public &amp; environmental health.</li> <li>• Support healthy eating and food security.</li> <li>• Support mental health &amp; connectedness.</li> <li>• Prevention of violence against women and children.</li> <li>• Support healthy behaviours.</li> <li>• Reduce harm from alcohol, tobacco &amp; other drugs.</li> </ul> | <ul style="list-style-type: none"> <li>• Healthy active communities.</li> <li>• Access to health &amp; community services.</li> <li>• Healthy built environment.</li> <li>• Access to local education and employment opportunities.</li> <li>• Connected communities.</li> <li>• Access to transport.</li> <li>• Public health.</li> </ul> | <ul style="list-style-type: none"> <li>• Healthy &amp; engaged communities.</li> <li>• Local opportunities.</li> <li>• Service accessibility.</li> </ul> |

| HOW | THAT STRATEGY ENABLING WITH COMMUNITY | 1. Strengthen the capabilities for leadership, service and uptake of physical activity | 2. Strengthen the advocacy for increased community ownership, leadership, initiatives | 3. Collaborate on building our evidence based planning and practice |
|-----|---------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------|
|-----|---------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------|

| HOW | THAT STRATEGY ENABLING WITH COMMUNITY | Governance & leadership | Information systems (Evidence focus) | Finance & resource allocation            |
|-----|---------------------------------------|-------------------------|--------------------------------------|------------------------------------------|
| HOW | THAT STRATEGY ENABLING WITH COMMUNITY | Partnerships            | Workforce development                | Community Capacity (Equity & engagement) |

| WHERE | LOCAL ACTION PLANS | COGG | BOQ | COS | GPS | SCS |
|-------|--------------------|------|-----|-----|-----|-----|
|       |                    |      |     |     |     |     |

#### G21 Region HWB plan implementation & summary of actions

| WHAT | IMPLEMENTATION ACTION, STRATEGY AND RESULTS | PHYSICAL ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | COMMUNITY OWNED STRATEGIES & LOCAL PRIORITIES                                                                                                                                                                                                                                                                                                         | EVIDENCE BASED PLANNING & PRACTICE                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |                                             | <ul style="list-style-type: none"> <li>• Progress towards a region-wide physical activity strategy</li> <li>• Work with partners &amp; connect with health promotion, health literacy, ICDM and service coordination</li> <li>• Advocate for increased accessibility for people of all abilities in built &amp; natural environments</li> <li>• Advocate for improved amenities &amp; safer public spaces</li> <li>• Community wide supports to connect to service coordination &amp; chronic disease management</li> <li>• Workforce/professional development with PIA/MAV about environmental design</li> <li>• Develop resource information &amp; local community leaders</li> <li>• Collaborate on social marketing strategy &amp; directory development</li> </ul> | <ul style="list-style-type: none"> <li>• Support the Addressing Disadvantage project through policy, evidence and funding</li> <li>• Investigate regional governance models</li> <li>• Strengthen regional volunteering profile and strategy</li> <li>• Support key strategies ie: family violence strategy, public transport, growth plan</li> </ul> | <ul style="list-style-type: none"> <li>• Update community data profile</li> <li>• Commission systematic reviews for identified priorities</li> <li>• Integrate child - adolescent data sets into region wide profile</li> <li>• Create HWB web based clearinghouse, regional fact sheets &amp; workforce development tools</li> <li>• Promote gender and diversity lens across member organisations</li> <li>• Develop core set of HWB Indicators for evaluation over life of strategy</li> </ul> |





G21 has been operating since 2012, as a forum to discuss issues across different groups and municipalities resulting in better coordinated research, consultation and planning. G21 is also the Strategic Planning Committee for the region and is responsible for leading the development and implementation of the region's strategic plan. This approach has resulted in many positives for our communities and has seen G21 held up at all levels of government as an exemplar model for planning and coordination.

The G21 Region Plan continues to inform planning across the region, and in particular the objective that seeks to strengthen communities and support healthy lifestyles through a range of pillar-led projects as well as local strategies provides a coherence and context for collaborative health and wellbeing planning. G21 is organised through a set of pillars, one being Health & Wellbeing, which is responsible for the development and delivery of this regional health and wellbeing plan for 2013-17.

The G21 Health & Wellbeing (HWB) Pillar's vision is that communities in the G21 region experience the highest quality of life achievable through accessibility, participation, innovation and vibrant, collaborative relationships.

There are four strategic directions to guide their progress:

- Understand populations, planning & impacts of change
- Connect people, communities and services
- Build healthy, resilient and innovative communities
- Strengthen community infrastructure and service systems.

The G21 Region Health and Wellbeing Plan delivers a way forward for building collaborative action on a set of key priority issues, as identified through the consultation process at both the regional and local levels. The Plan supports and links to the local action plans that each of the participating councils has developed to meet the requirements as set out in the Victorian Public Health and Wellbeing Act (2008). This Plan will strengthen the region's capacity to positively impact on health and wellbeing from a whole of population perspective.

The Plan identifies three strategic action areas for which the G21 HWB Pillar will lead the implementation and evaluation. Where it is relevant and opportune, the Plan seeks to identify links to other completed or potential regional strategies such as regional growth, public transport and physical activity.

The Plan will strengthen the ongoing effort to address some of the more complex and entrenched issues underlying public health & wellbeing across the region. This will enhance Councils' ability to partner with service providers, other sectors and government departments to maximise effort and resources.

## INTRODUCTION

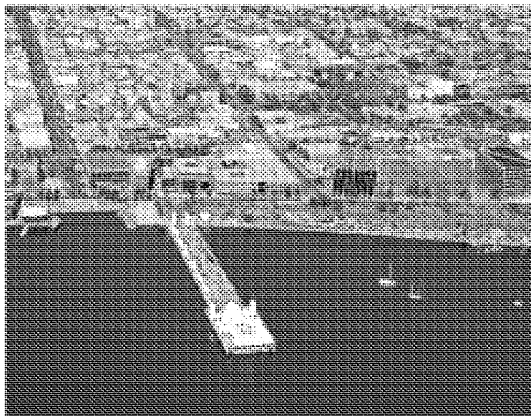
### BACKGROUND

The five municipalities in the G21 region have a record of achievement in regional planning, across a range of issues and systems, to inform and influence critical decision making for the region. Since 2006 there has been collaborative effort in identifying issues and analysing systems that impact across boundaries or jurisdictions. Local government is responsible for developing, leading and implementing local policies that influence many determinants of health. The legislative requirement under the *Victorian Municipal Public Health & Wellbeing Act 2008* (the Act) is to develop and implement a municipal public health and wellbeing plan within twelve months of a general council election. The MPHWP will be submitted to the Minister in October 2013 for approval.

Each of the five municipalities in G21 has prepared its plan and considered how the plan intersects with the regional plan in order to gain a collaborative effort and advantage on the identified regional priorities.

Given the opportunity to undertake the project, the G21 HWB Pillar established a Steering Group comprising membership from the five municipalities, Barwon Medicare Local and the regional office of the Department of Health. The aim to produce a regional strategy would occur by identifying shared regional health and wellbeing priorities and developing local action plans through harnessing the collaboration and resources of local government, state government, statutory and community organisations and local communities to achieve the overarching goal of improving health and wellbeing of communities through the G21 Region.

The development and endorsement of a regional HWB planning framework to guide the Plan and where possible, local action plans, was foundational to facilitating Councils in their partnerships with service providers, other sectors and government departments.



### BENEFITS

This is an innovative approach to HWB planning in the G21 region. There has been a robust partnership across local government, health & community services in recent years, however through this initiative a sharper focus on region-wide improvement in health & wellbeing is possible.

The benefits particularly for councils are:

- Increased joint planning between local and regional partners that addresses the complexities of the health & wellbeing system more collaboratively
- Increased evidence based planning available to consider the impact that life-stage, gender, culture, disability, GLBTI and Indigenous status has on health and wellbeing experiences and outcomes in local communities within the region
- Provision of resources, professional development and training to re-orient planning and service delivery in a more coordinated and integrated manner for each Council, based on individual assessment of good, better or best practice for each council
- Application of a continuous improvement lens for Councils to identify whether their responses to local or regional health and wellbeing issues are good, better or best on a continuum of practice and how they might shift practices and outcomes to the next level.



## INTRODUCTION

### PROJECT GOVERNANCE

G21 has been responsible for the delivery of the project with project oversight allocated to the G21 Region HWB Plan Steering Group. The project lead was the City of Greater Geelong and with the support of the G21 Director Health and Wellbeing, the Project Control Group was formed. The consultants reported to the Project Control Group on a monthly basis.

The key deliverables for the project were:

1. Application of sound consultation practice throughout the project, with key community and stakeholder project participants
2. Development of a regional planning framework
3. Identification of a set of health and wellbeing priorities
4. Development of a regional strategy informed by evidence-based interventions
5. Development of strategies or actions that build the capacity of organisations and communities to plan, lead, deliver and evaluate population health and wellbeing outcomes
6. Development of a set of five municipal local action plans
7. Development of a communication strategy

The project formally commenced in December 2012 and expects to deliver the G21 Region Health & Wellbeing Plan that will include individual local actions based on the municipal PHWB plans developed by each council and endorsed by October 2013.



### METHODOLOGY

The methodology selected to undertake the consultation phase of the project was based on a nominal group process because it provided an opportunity to engage multiple organisations across a range of communities to develop shared perspectives about the communities in question. It was expected that this process would generate a sense of shared responsibility in order to set the momentum and conditions under which partnerships would benefit and identifying priorities in common would increase collaboration. The consultation process occurred in place-based sessions.

A series of stakeholder consultations was conducted involving more than 500 participants across the five council sponsored sessions and one regional forum. Council officers through their local communications and networks invited participants to local stakeholder sessions. A set of participatory activities was conducted which introduced the context and impetus for the development of a G21 health and wellbeing plan followed by a presentation from local leadership on the specific issues for their particular council.

Given the planning context and using a nominal group process, participants were asked to consider the current needs of their population, identify priorities for the local MPHWP during the next four years. Lists of priorities were generated individually (4-5 priorities per 20-40 participants) and then refined in small groups (usually 8-12 groups of 3 per session) to identify three top priorities from the broader list.

Representatives from each group reported back on the key priorities for each small group and any redundancies across groups were identified and removed. This generated a set of about 15 priority areas across the full group. Priority areas were posted on a noticeboard and each participant invited to identify by voting which priority from the full list they felt should be the focus of the broader plan.

To this stage each individual had identified their full list of priorities, discussed and honed these in small groups, discussed and further refined as a large group and finally, voted to place the core list into a clear, score-driven list of highest perceived priorities.

## INTRODUCTION

Small groups of three people worked on a priority with usually 3-5 priorities identified, and in some cases, where a large number of votes was received for one priority more than one group was set up. Approximately 160 small group discussions occurred. Participants moved into groups representing the priority they felt most important. Focusing on the priority, participants then commented on the current system capacity performance.

Using the key enablers as outlined in the G21 HWB planning framework that are:

- leadership and governance;
- financing and resource allocation;
- information systems;
- partnerships;
- workforce development; and
- community capacity (engagement & equity).

A subsequent activity asked participants to consider the future scenario; what they would want the plan to deliver at the end of the four year planning cycle and to again, describe this in detail based on the key enablers. Results from each session were fed back to the full group of participants for final reflections and comments.

Each of the priority mapping sheets were subsequently analysed by identifying agreed priorities across the full range of consultation sessions and clearer pictures of the current systems elements across the full G21 region were generated. The consultation sessions (502 participants) and an on line community survey generated approximately 2,450 individual ideas and comments.

In conjunction with the local evidence under analysis by councils and the results from an online survey (264 respondents), the complete lists of priorities then informed the Project Steering Group in its selection of three key priorities using the following set of inclusion criteria:

- Is this priority identified as a need in the G21 region, supported by evidence?
- Is there sufficient commitment to work on priority across member agencies through shared planning, implementation and evaluation?
- What capacity exists to implement shared initiatives to address this priority focusing on preventative system interventions?
- Does it have potential to reduce health inequalities?
- Can the priority link with G21 strategic directions/strategies, Regional Management Forum priorities and Victorian Public Health and Wellbeing Plan priorities?
- What is the capacity to leverage off other local/regional/state/national initiatives to enhance overall impact?
- Is there potential to achieve a level of immediate results and long term improvement?

The next step was to produce an evidence summary on the top two priorities being:

- physical activity; and
- community connectedness/social inclusion.

A third priority was resolved to be a process priority rather than an issue or determinant based priority, however the Steering Group considered the strategic importance of building a strong evidence base as critical to strengthening the system and understanding any improvement in the G21 region's future health and wellbeing. Further details on the findings and evidence summaries are included in the appendices.

## LEGISLATIVE, POLICY AND PLANNING CONTEXTS

### VICTORIAN CONTEXT

The current *Victorian Public Health and Wellbeing Plan 2011-15* (State Plan) defines public health as:

*'Public health is what we, as a society, do collectively to assure the conditions in which people can be healthy. Public health focuses on prevention, promotion and protection rather than on treatment, on populations rather than individuals, and on the factors and behaviour that cause illness and injury.'*  
(2013:9)

The *Victorian Municipal Public Health & Wellbeing Act 2008* (the Act) requires that each Council develop and implement a municipal public health and wellbeing plan (MPHWP) within twelve months of a general council election. When approving the MPHWP, Council is expected to have regard to the Council Plan as well as other relevant legislation such as the *Climate Change Act 2010* and *Tobacco Act 1987*.

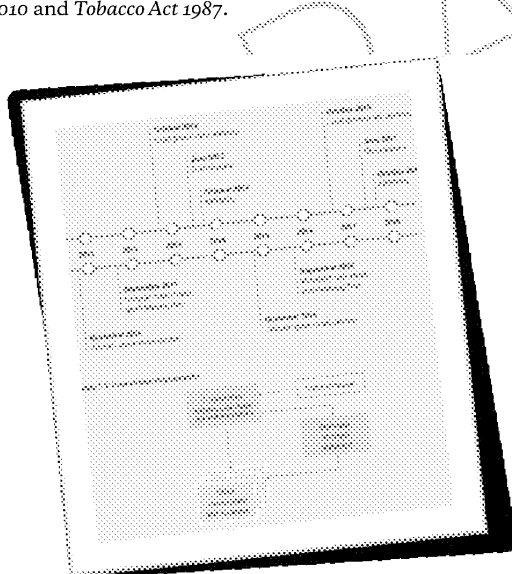
The MPHWP also takes account of associated Council policy that impacts on the social, economic, natural and built environments as they affect community health and wellbeing.

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*. At the state level it is expected that any population health based planning will take into account the statewide priorities for both health conditions and health issues that are outlined in the *Primary Care Partnership Program Logic 2013-17* (Final consultation draft 22 May 2013).

Through the Victorian Department of Health there is also the *Primary Care Partnership (PCP)* model that focuses on integrated health promotion planning and service system improvement for chronic disease.

Another key Victorian health policy direction is about 'Building the Victorian Prevention System' about which the Department of Health states:

*'(It) is redesigning its approach to preventive health to slow the growth of lifestyle-related chronic disease in Victoria. Reducing the chronic disease burden and maximising health and wellbeing requires a consistent, long term approach - not quick fixes.'*



Public Health & Wellbeing Planning timeframe

The PCP is integral to the delivery of a collaborative effort to integrate planning across sectors and tiers of government, and across the health and wellness continuum. The orientation towards a prevention system for Victoria has been at the forefront of both policy and service development and given that G21 is the signatory on the PCP service agreement for the Barwon region, the PCP role in integrated health promotion, service coordination and client and community empowerment will be critical to the effective implementation of the G21 Region HWB Plan.

## LEGISLATIVE, POLICY AND PLANNING CONTEXTS

### AUSTRALIAN CONTEXT

In Australia there is also 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 that is overseeing major investments in policy and program changes to impact more on priority areas such as tobacco, alcohol consumption, healthy eating and physical activity. One of the major investments through the National Preventive Health Partnership Agreement is the initiative, known locally as Healthy Together Geelong. This also relates to the Victorian policy and program initiative mentioned earlier, Building the Prevention System.

The release of the National Primary Care Strategy and the emergence of the national primary care planning organisational structure, Medicare Locals are also acknowledged as contributing to the development of robust population health based evidence.

There is broad agreement in the key policy and position statements that strengthening municipal planning in public health and population health will significantly reduce the expenditure burden on health care in the long term nationally. Subsequently an emphasis on preventive health is behind the redirection and the imperative to collaborate on complex problems that determine or strongly influence national health and wellbeing outcomes.

### INTERNATIONAL CONTEXT

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). This appears to be the fundamental premise for most of the strategic and policy directions being generated in those countries often viewed as leaders in public health planning such as the United Kingdom, Sweden, Norway and Canada.

Some key points to note about contemporary public health analysis and planning are:

- Leadership in public health thinking emphasises that it is complex, ongoing, and costly to undertake what is required, yet it is more costly not to 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*.

The level of complexity refers directly to increasingly urbanized and globalised futures where the impacts of change require new strategies across sets of problems rather than developing a single-issue focus or strategy. Whilst there is still absolute need and support for addressing disease through prevention and amelioration of chronic conditions, it is counterbalanced in all key examples by the need to develop a preventive system to deal more proactively and from a population perspective.

This raises the challenge to build capability, what the Swedish model refers to as public health competency in order to positively impact on longer-term change. Whilst there are no common measures, most examples propose professional development, partnership development, organisational systems re-orientation and leadership as the enabling factors.

Whilst there are multiple frameworks operating in public health planning environments, internationally or within Australia, very few have been required to be as collaborative as proposed in this project.

The role and responsibilities of local government and regional bodies to cooperate to achieve this is clearly articulated, however there is less evidence that it has been implemented effectively or that over time, has been able to demonstrate positive impacts.

## LEGISLATIVE, POLICY AND PLANNING CONTEXTS

A SYSTEMS-ORIENTED, MULTILEVEL FRAMEWORK HAS THE ABILITY TO INFLUENCE ENVIRONMENTAL, CULTURAL AND SOCIAL FACTORS THROUGH INTEGRATED POLICIES, PARTNERSHIPS AND ACTIONS.

(Huang et al. 2009; Foresight 2007)

### KEY ELEMENTS OF PLANNING FRAMEWORKS

#### Systems thinking

Public health planning frameworks and processes provide the tools to share common understanding of current health challenges, and develop cohesive responses to them.

The steering group for the project had already identified that a systems-oriented approach to problem solving views 'problems' as part of a wider, dynamic system (WHO 2009).

Across a number of frameworks reviewed, the key factors for effective sustainable frameworks were: 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.

Within the broader sector, notably health services and more recently, in population health policy, there has been uptake of the WHO systems building blocks framework in public health planning, and specifically in the Victorian State plans and as the underpinning framework of the Healthy Together Communities Victoria model.

There is a range of different frameworks that provide varying levels of support to identify key priorities and develop strategic action. Critical to these is the flexibility to be adaptable to specific local context and place based needs. A second important success factor is the provision for consultation in the use of these frameworks.

The current Public Health Outcomes Framework developed in the United Kingdom has an explicit outcomes focus establishing an unequivocal position about reducing health inequities and by focusing on 'how well we live, not only how long', so improving life expectancy at the same time, reducing the difference in life expectancy and healthy life expectancy between communities are the two, and only, high level outcomes. It is just under implementation at this time so impacts are yet to be assessed.

The Victorian Healthcare Association in collaboration with Monash University and the Victorian Department of Health jointly developed a population - based health planning framework to assist health planners in their efforts with local public health planning. Again, the rationale for public health improvement is squarely set in the need to reduce social and health inequities.

Other key documents that have clearly informed the State Plan, are the WHO health systems framework, the evaluation of the Victorian Environments for Health framework and proposed paradigms of a new public health - all of which contribute to a more innovative planning process that addresses complex problems that determine health and wellbeing, affect sustainable social and economic conditions and can accommodate multiple players learning and collaborating on shared goals.

The WHO health systems framework and the State Plan together provide a clearly organised set of common elements. When complemented with the key public engagement principles, the selected frameworks were assessed against the key principles and key elements that underpin a systems approach.

## LEGISLATIVE, POLICY AND PLANNING CONTEXTS

### Key elements for effective population based health planning

The key elements for effective population health planning described under the Victorian Government's State Health and Wellbeing Plan capture the intention of the G21 Region HWB Planning Framework. They are:

- A focus on the health of the community
- Consideration of the environments that impact on health and wellbeing: social, economic, built/physical, and natural
- A comprehensive mix of interventions delivered in multiple settings
- Investment and commitment to:
  - Leadership
  - Partnership - collaboration across sectors
  - Community engagement and participation
  - Evidence focus - demonstrating accountability for health outcomes
  - Workforce capacity
  - Resource allocation

Presented by J Nankervis Local Government Forum, 2013

### Guiding 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 provide a strong, clear set of core principles when developing a specific population based planning framework for health and wellbeing to guide the G21 Region HWB Plan.

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

More specifically to health and wellbeing planning, the steering group determined that a set of guiding principles was required to underpin the proposed framework, as follows:

| HEALTH AND WELLBEING PLANNING PRINCIPLES |                                                                                                                                                    |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Create the vision</b>                 | Set a vision with the community that relates health & wellbeing to broader economic, social, physical and environmental goals and future prospects |
| <b>Address fundamental inequities</b>    | Population-based social or health inequities and reduce illness                                                                                    |
| <b>Deal with complexities</b>            | Imperative to respond to the impact of complex problems by using systems approach                                                                  |
| <b>Reorient leaders</b>                  | Develop leadership & governance that can rise to challenges of collaborative change                                                                |
| <b>Actively engage</b>                   | Build collaboration through informed public involvement in decision-making and shared responsibility                                               |
| <b>Map and measure</b>                   | Build knowledge to influence resource challenges with clear planning, review and outcomes based evaluation                                         |



## DEVELOPING A HWB PLANNING FRAMEWORK

### Key considerations

In developing a framework for the G21 planning context, a range of examples consistently highlighted some common drivers as critical for an effective and sustainable framework such as:

- 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

A range of public health planning frameworks reviewed demonstrated that there is a level of strategic readiness through policy and strategy settings, however the level of operational readiness necessary to implement accordingly is much less evident. It appears that in other jurisdictions or countries, despite appearing to be more progressive, are equally caught between the policy settings being and the reality of implementation to achieve optimal outcomes.

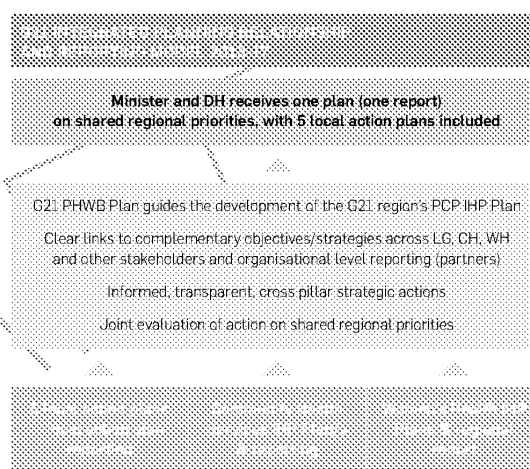
All Councils have had experience with the 'Environments for Health' framework to guide MPHWP development. This framework was introduced in 2001 and evaluated in 2006.

The 'Environments for Health' framework has been found to change the way local government thought about health and the partnerships needed to effectively work on complex and inter-related issues in local places. Having effective health and wellbeing outcomes for communities required aligning organisational capability with the expanded scope of public health and wellbeing.

As indicated earlier, the State Plan identifies the use of a systems approach, using building blocks of governance and leadership, information systems, financing and resource allocation, partnerships and workforce development. The WHO 'Systems Thinking for Health Systems Strengthening' has a set of building blocks that are similar. They address service delivery, financing, health information systems, leadership and governance, access to essential medicines and health workforce.

### Relationship with other health promotion planning and reporting requirements

This diagram represents the relationship with the broader Integrated Health Promotion planning and reporting that will occur through G21. Whilst there is one plan and one report required for the region-wide priorities, health service providers and councils will report on other activity as required.



### Settings and systems approaches: a balance of people, place and systems

It is important to demonstrate that the strategy incorporates actions that has a:

|                             |                                                                                  |
|-----------------------------|----------------------------------------------------------------------------------|
| <b>People focus</b>         | Relate directly to residents either as groups or individuals with specific needs |
| <b>Place based approach</b> | Interact with people in the environments where they live, work and play          |
| <b>Systems strength</b>     | Build and sustain prevention system across sectors, interests and communities    |

## G21 REGION HWB PLANNING FRAMEWORK

The aim of the G21 Region HWB Planning Framework is to:

- facilitate a collaborative effort to municipal HWB planning for the communities in the G21 region
- enable a regional strategy to address identified priorities
- align local action plans to govern municipal level priorities and interventions, and
- develop evidence-based knowledge through planning, implementation, monitoring and evaluation processes in both regional and local settings

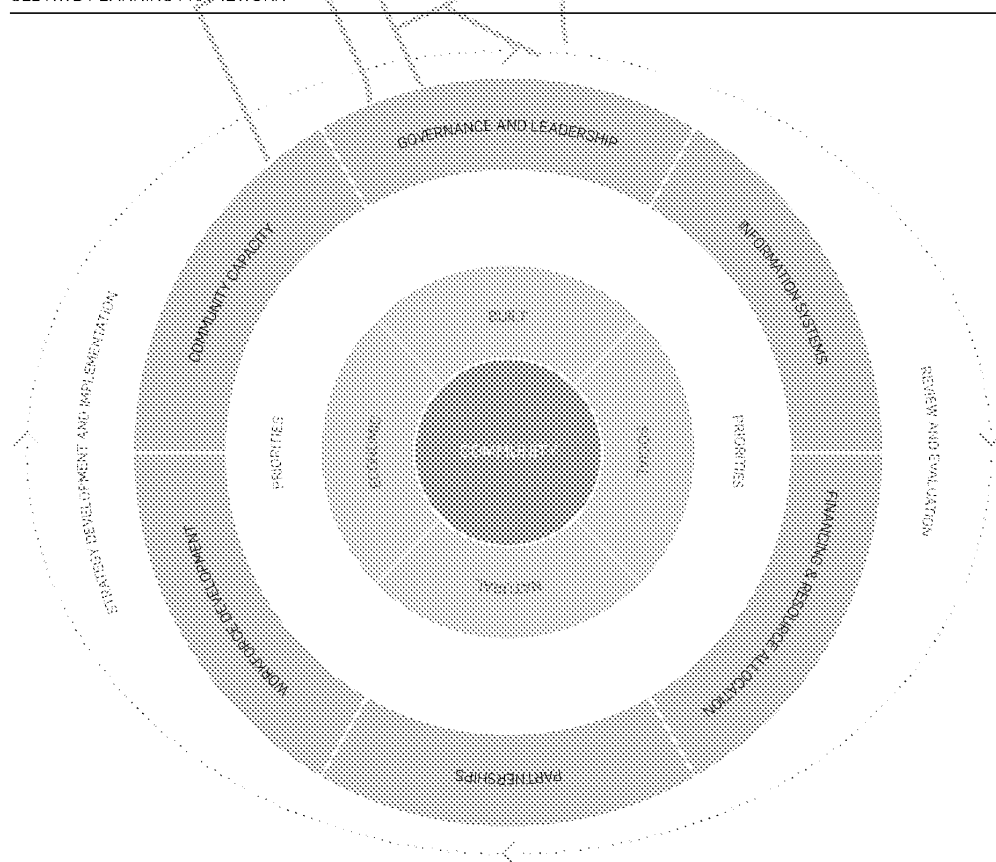
### UNDERSTANDING THE FRAMEWORK'S DIMENSIONS

There are six dimensions to the framework. Each dimension cascades through to arrive at the point of strategy implementation and review. For each dimension critical strategic questions are generated to inform the type, scale and relevance of the response.

With community at the centre, the four environments for health are considered and priorities set. The key enablers are then analysed to assess the level of governance & leadership; information systems; finance & resource allocation; partnerships; workforce development; and community capacity.

This leads to the building of a region wide strategy based on identified priorities, resources and commitment. See below for detailed description.

G21 HWB PLANNING FRAMEWORK



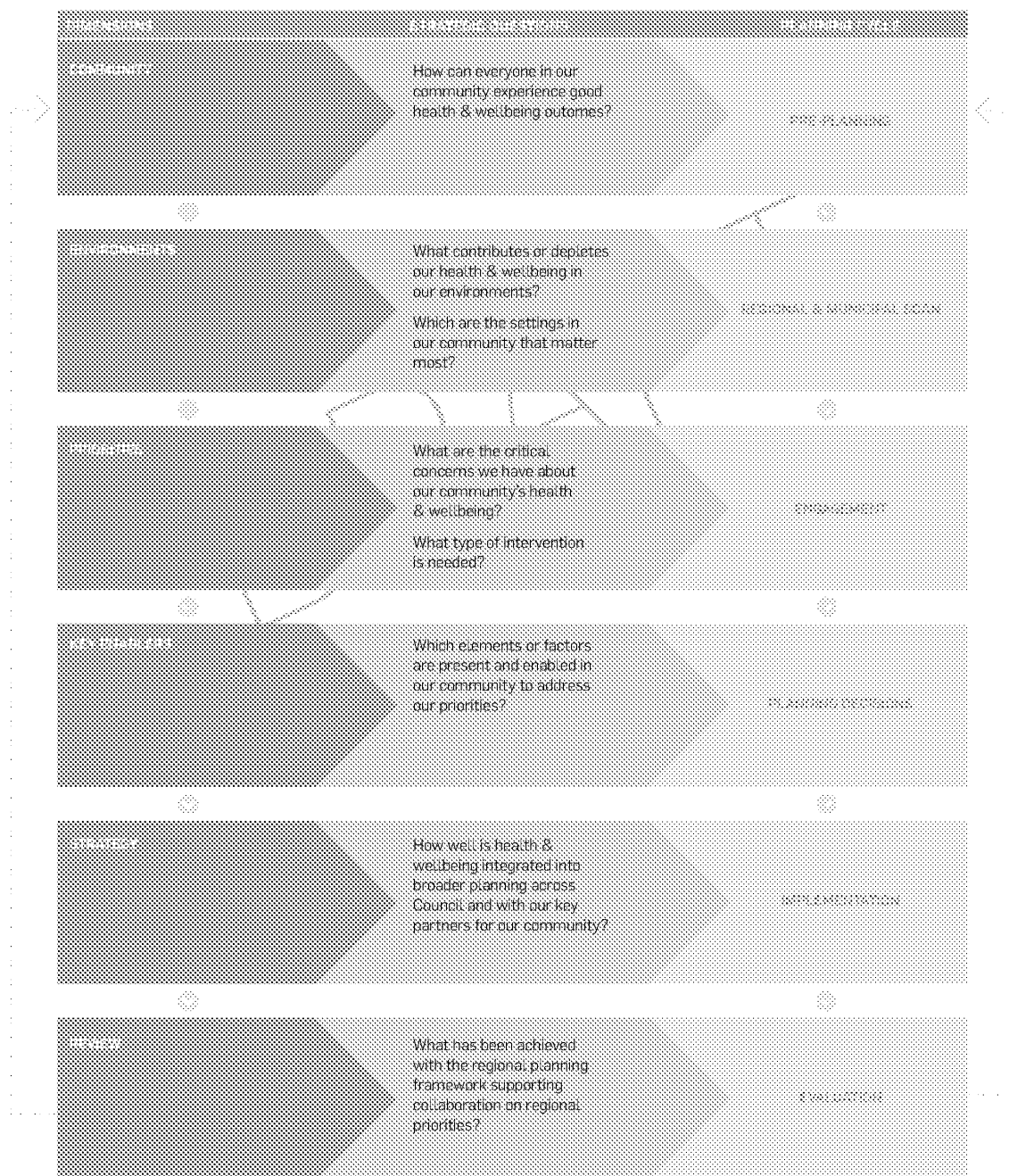


## G21 REGION HWB PLANNING FRAMEWORK

| DEFINITIONS                    | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Community</b>               | General population of defined boundary, recognising specific needs for individuals, places or cohorts that may be understood as sub-populations.                                                                                                                                                                                                                                                                                                                                                        |
| <b>Environments for Health</b> | Evidence clearly indicates the critical relationship between environment and health, be it the built, social, economic and natural environments in which we live, and their current or potential capacity to impact on health and wellbeing.                                                                                                                                                                                                                                                            |
| <b>Priorities</b>              | Evidence-based knowledge about issues, conditions or settings that require remediation, modification or transformation to meet overall goal of good health & wellbeing outcomes for all. Sourced through local data as well as state and national priorities currently identified.                                                                                                                                                                                                                      |
| <b>Key Enablers</b>            | Organisational elements that are often referred to as building blocks in frameworks. Enablers by nature strengthen and sustain the system in its effectiveness, efficiency, quality and relevance. The key enablers proposed are: <ul style="list-style-type: none"> <li>• Governance &amp; leadership</li> <li>• Information systems (evidence focus)</li> <li>• Financing &amp; resource allocation</li> <li>• Partnerships</li> <li>• Workforce development</li> <li>• Community capacity</li> </ul> |
| <b>Strategy</b>                | A blueprint of decisions and propositions that sets out objectives and goals, and plans for achieving these goals, underpinned by guiding principles to ground the work to be achieved. It indicates the organisational resources it seeks, and the contribution it plans to make to achieve the desired outcomes proposed.                                                                                                                                                                             |
| <b>Review</b>                  | A structured process of evaluation, established from the outset of the project, occurring throughout (monitoring) and specifically concluded to assess against a range of criteria (process, impact and outcome) that measures effectively of stated objectives and purpose.                                                                                                                                                                                                                            |

## G21 REGION HWB PLANNING FRAMEWORK

See below for the relationship between the framework's dimensions, strategic focus and relevant phase of the planning cycle.



## G21 REGION HWB PLANNING FRAMEWORK

### Key enablers

The following key enablers are adapted from a range of sources including WHO health systems strengthening framework; the Victorian 'Guide to public health and wellbeing planning'; and general health equity literature.

| KEY ENABLERS                                |                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Governance &amp; leadership</b>          | Leadership and governance 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. |
| <b>Information systems (evidence focus)</b> | 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.                |
| <b>Financing and resource allocation</b>    | 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.                                                                                |
| <b>Partnerships</b>                         | 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.                                                                                                                                           |
| <b>Workforce development</b>                | 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.                                                                                                                            |
| <b>Community capacity</b>                   | 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. Includes community plans, public engagement policy and transparency in decision-making.                                      |

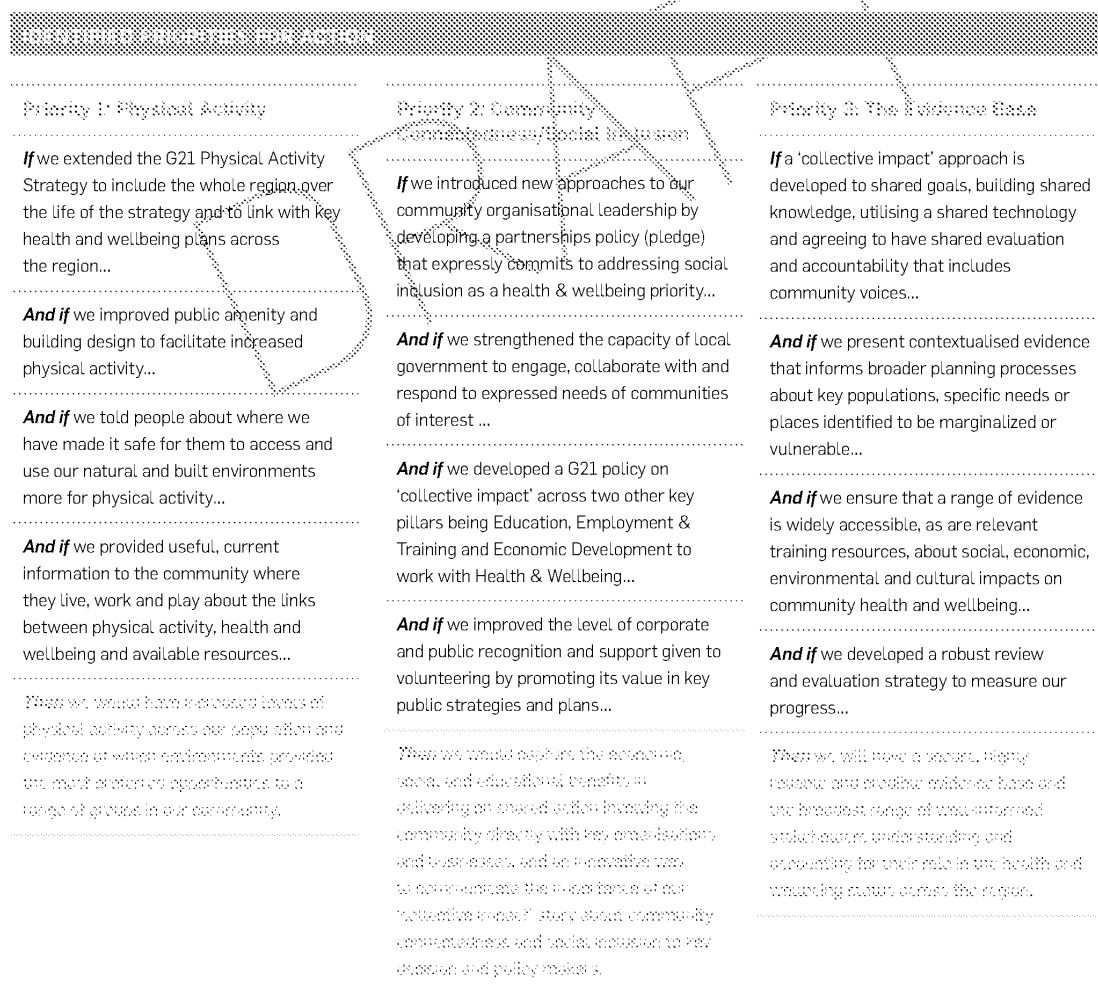
## G21 REGION HWB PLAN

The G21 HWB Pillar's vision is that communities in the G21 region experience the highest quality of life achievable through accessibility, participation, innovation and vibrant, collaborative relationships.

Throughout the consultation and review processes, in excess of 2450 ideas and suggestions about what matters to, and potential improvements for, the region's health and wellbeing were provided. Reflecting on the state level priorities and the emergent issues for individual municipalities, the G21 HWB Plan identifies three specific priorities for action over the next four years.

The first step was to capture the layers and inter-dependencies of action that were identified for each priority in order to remain focussed on an outcome-based approach and to be clear about the regional level response to the identified priority. So, using a 'The Theory of Change' statement (Robinson, 2012) that highlights the layers and links, the following statements set the G21 HWB position.

For the identified three priorities to be effectively improved over the next four years, we need to link our thinking and initiate concurrent action with other pillars and member agencies. The following represents the context for creating change strategies that include people; place; and systems that will determine our success.



## G21 REGION HWB PLANNING FRAMEWORK

### G21 Region HWB Plan Outline

The following table describes the overall structure of the Plan for the next four years.

| WHY                                                     | WHAT  | Improve health and wellbeing of communities in the G21 region by identifying shared regional health and wellbeing priorities and implementing a G21 region HWB strategy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |                                                                           |
|---------------------------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------|
| WHO                                                     | WHERE | Borough of Queenscliffe (BoQ)<br>Colac Otway Shire (COS)<br>City of Greater Geelong (COGG)<br>Golden Plains Shire (GPS)<br>Surf Coast Shire (SCS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                          | G21 Pillars and key service provider networks<br>Statutory bodies<br>Health services<br>Community service organisations<br>Community groups                                                                                                                                                                                                                                                                                                                                    |     |                                                                           |
|                                                         |       | 1 Increase the opportunities for increased access and uptake of physical activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                          | 2 Strengthen our secondary prevention and community care systems and mental health                                                                                                                                                                                                                                                                                                                                                                                             |     | 3 Collaborate on building our evidence based planning and practice        |
| HOW                                                     | HOW   | Governance & leadership<br>Partnerships                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                          | Information systems (Evidence focus)<br>Workforce development                                                                                                                                                                                                                                                                                                                                                                                                                  |     | Finance & resource allocation<br>Community Capacity (Equity & engagement) |
|                                                         |       | LOCAL ACTION PLANS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |                                                                           |
| WHERE                                                   | WHERE | COGG                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | BOQ                                                                                                                                                                                                                                                                                                                                      | COS                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | GPS | SCS                                                                       |
| G21 Region HWB plan implementation & summary of actions |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |                                                                           |
| WHAT                                                    | HOW   | PHYSICAL ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | COMMUNITY CONNECTEDNESS & SOCIAL WELLBEING                                                                                                                                                                                                                                                                                               | EVIDENCE BASED PLANNING & PRACTICE                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |                                                                           |
|                                                         |       | <ul style="list-style-type: none"><li>Progress towards a region-wide physical activity strategy</li><li>Work with partners &amp; connect with health promotion, health literacy, ICDM and service coordination</li><li>Advocate for increased accessibility for people of all abilities in built &amp; natural environments</li><li>Advocate for improved amenities &amp; safer public spaces</li><li>Community wide supports to connect to service coordination &amp; chronic disease management</li><li>Workforce/professional development with PIA/MAV about environmental design</li><li>Develop resource information &amp; local community leaders</li><li>Collaborate on social marketing strategy &amp; directory development</li></ul> | <ul style="list-style-type: none"><li>Support the Addressing Disadvantage project through policy, evidence and funding</li><li>Investigate regional governance models</li><li>Strengthen regional volunteering profile and strategy</li><li>Support key strategies ie: family violence strategy, public transport, growth plan</li></ul> | <ul style="list-style-type: none"><li>Update community data profile</li><li>Commission systematic reviews for identified priorities</li><li>Integrate child – adolescent data sets into region wide profile</li><li>Create HWB web based clearinghouse, regional fact sheets &amp; workforce development tools</li><li>Promote gender and diversity lens across member organisations</li><li>Develop core set of HWB Indicators for evaluation over life of strategy</li></ul> |     |                                                                           |



## G21 REGION HWB PLANNING FRAMEWORK

### G21 Region Public Health and Wellbeing Plan

The following table shows the relationship with municipal public health plan local priorities.

| Local Priority                                          | Physical Activity                                           | Community Connectedness & Social Inclusion                  | Evidence based planning                        |
|---------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------|
| Healthy active communities.                             | Embed health & wellbeing enablers through systems approach. | Accessible, nutritious food.                                | Healthy, inclusive & connected community.      |
| Access to health & community services.                  | Plan for an ageing population.                              | Physical activity & active communities.                     | Planning for population change.                |
| Healthy built environment.                              | Decrease significant levels of disadvantage in early years. | Community connectedness.                                    | Advocating access to services.                 |
| Access to local education and employment opportunities. | Increase levels of physical activity.                       | Reducing harm from alcohol & other drugs.                   | Facilitating the best start in life.           |
| Connected communities.                                  | Protect through public & environmental health.              | Reducing tobacco use.                                       | Protect & promote the health of the community. |
| Access to transport.                                    | Support healthy eating and food security.                   | Establish a sustainable & coordinated system of prevention. |                                                |
| Public health.                                          | Support mental health & connectedness.                      |                                                             |                                                |
|                                                         | Prevention of violence against women and children.          |                                                             |                                                |
|                                                         | Support healthy behaviours.                                 |                                                             |                                                |
|                                                         | Reduce harm from alcohol & other drugs.                     |                                                             |                                                |

### G21 Region Public Health & Wellbeing Plan

Our vision is that communities in the G21 region experience the highest quality of life achievable through accessibility, participation, innovation and vibrant, collaborative relationships.

| Physical Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Community Connectedness & Social Inclusion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Evidence based planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Harness the combined interest in pillar priorities through existing planned actions across key G21 pillars (Environment; Sport &amp; Recreation; Transport) to improve access and levels of physical activity and progress towards a region wide physical activity strategy.</p> <p>Work with service providers to connect their action in integrated health promotion, health literacy, chronic disease management and service coordination to focus on increased physical activity.</p> <p>Advocate for, and engage in the development of Access G21 and associated tools that will guide priority setting and implementation in the built and natural environments in local places to increase social and economic participation for people with disabilities.</p> <p>Facilitate professional development seminars in collaboration with PIA/MAV on urban design and workplace design; strategic planning and crime prevention through environmental design (CPTED) that supports place based physical activity and health.</p> <p>Advocate for improved amenities that will increase physical activity (bike paths, trails) through safer public spaces and encourage more vulnerable population groups to increase their incidental activity.</p> <p>Develop local resource information that promotes physical activity in natural environments with local community champions.</p> | <p>Investigate regional models of community governance that could strengthen inclusive behaviours, policies and practices.</p> <p>Support key strategies that can positively impact on social inclusion such as the G21 regional family violence strategy; the G21 public transport plan; and the G21 regional growth plan.</p> <p>Strengthen key relationships to support an advocacy role in community groups and organisations collaborating on shared interests.</p> <p>Promote the principles of the IAP2 community engagement participation spectrum with councils and support Councils in their community engagement strategies.</p> <p>Establish a cross pillar mechanism with high-level independent regional leader and oversee pooled resources, beyond political cycles, international and national connections to develop policy on 'collective impact' and progressing the work of the Disadvantage Taskforce.</p> | <p>Update and promote the G21 Region HWB Profile including a collation and promotion of agreed indicators.</p> <p>Introduce a gender and diversity lens through organisation audit tools, policy &amp; professional development and induction.</p> <p>Introduce a continuum of data collection from AEDI through to the Geelong Project by developing a data set for 8 – 12 year old children.</p> <p>Build a shared understanding about the experiences of young people and their families and their views about what is needed and how it should happen.</p> <p>Provide a HWB web platform for sharing information, research, project activities, including hosting of workforce development tools for LGA access.</p> <p>Produce a set of facts sheets on identified determinants &amp; issues relating to population groups or place.</p> <p>Develop and implement an evaluation strategy for life of the Plan based on annual reviews</p> |

### Local Priorities Legend:

Physical Activity Community Connectedness/Social Inclusion Evidence based planning

## G21 REGION HWB PLANNING FRAMEWORK

### PRIORITY 1: IMPROVE THE OPPORTUNITIES FOR INCREASED ACCESS AND UPTAKE OF PHYSICAL ACTIVITY

#### THIS MATTERS BECAUSE

Physical inactivity places a significant burden on community health, with inactivity directly contributing to one fifth of heart disease cases, and 16,000 premature deaths per year, representing 6.6% of the global burden of disease in Victoria. Local governments are well placed to influence physical activity within the community as they are locally focused, can provide locally oriented solutions, and have a legislated mandate over the social and built environment of their communities.

The majority of physical activity promotion strategies for local government focus on built environment, regulatory intervention, or community engagement.

| What we would like to see happen                                                                                                                                                                   | What we would like to see happen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | What we would like to see happen                                                                                                                                                                                                                         | What we would like to see happen     | What we would like to see happen                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------|
| If we extended the G21 Physical Activity Strategy to include the whole region over the life of the strategy and to link with key health and wellbeing plans across the region...                   | <p><b>1.1</b> Harness the combined interest in pillar priorities through existing planned actions across key G21 pillars (Environment; Sport &amp; Recreation; Transport) to improve access and levels of physical activity and progress towards a region wide physical activity strategy.</p> <p><b>1.2</b> Work with service providers to connect their action in integrated health promotion, health literacy, chronic disease management and service coordination to focus on increased physical activity.</p>                                             | <ul style="list-style-type: none"> <li>Evidence in identified plans &amp; pillar projects across pillars</li> <li>Each council signed up to Physical Activity strategy</li> </ul>                                                                        | <b>Sport &amp; Recreation Pillar</b> | Physical Activity Strategy<br>Public Transport Strategy              |
| And if we improved public amenity and building design to facilitate increased physical activity...                                                                                                 | <p><b>1.3</b> Advocate for, and engage in the development of Access G21 and associated tools that will guide priority setting and implementation in the built and natural environments in local places to increase social and economic participation for people with disabilities.</p> <p><b>1.4</b> Facilitate professional development seminars in collaboration with PIA/MAV on urban design and workplace design; strategic planning and crime prevention through environmental design (CPTED) that supports place based physical activity and health.</p> | <ul style="list-style-type: none"> <li>Number of service providers with physical activity as high priority</li> <li>Establishment of funding for implementation of model and integration of model across participating councils</li> </ul>               | <b>HWB Pillar</b>                    | Regional Growth Plan                                                 |
| And if we told people about where we have made it safe for them to access and use our natural and built environments more for physical activity...                                                 | <p><b>1.5</b> Advocate for improved amenities that will increase physical activity (bike paths, trails) through safer public spaces and encourage more vulnerable population groups to increase their incidental activity.</p> <p><b>1.6</b> Develop local resource information that promotes physical activity in natural environments with local community champions.</p>                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Design, delivery &amp; feedback on seminar program over 2 year period</li> <li>Evidence of cross pillar initiatives and place based data about public space and access by vulnerable groups</li> </ul>            | <b>LGAs</b>                          | Healthy Parks, Healthy People program<br>Bicycle Improvement Project |
| And if we provided useful, current information to the community where they live, work and play about the links between physical activity, health and wellbeing and available resources...          | <b>1.7</b> Coordinate whole of population social marketing strategy & update a region wide directory that links physical activity projects being delivered and service provider information and referral through bi-annual G21 member meetings.                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Action based research project funded and conducted in a minimum of 5 communities</li> <li>Evidence of collaborative planning &amp; action between pillars to produce strategy, directory &amp; updates</li> </ul> | <b>HWB Pillar</b>                    | Physical Activity Strategy                                           |
| Then we would have increased levels of physical activity across our population and evidence of which environments provided the most preferred opportunities to a range of groups in our community. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                          |                                      |                                                                      |

## G21 REGION HWB PLANNING FRAMEWORK

### PRIORITY 2: STRENGTHEN OUR ADVOCACY FOR INCREASED COMMUNITY CONNECTEDNESS AND SOCIAL INCLUSION

#### THIS MATTERS BECAUSE

Community connectedness refers to interaction that a person has with others in their community and the community as a whole, whereas social inclusion recognises that others are excluded from the opportunities they need to create the life they want. Local Governments are best placed within communities to deliver and coordinate localised solutions.

Common strategies for social inclusion and community connectedness refer to building capacity and awareness, targeting disadvantaged groups, and addressing negative attitudes and social stigma.

Our progress will be assessed against these external indicators:

|                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                         |                    |                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------|
| <p><b>If we introduced new approaches to our community organisational leadership by developing a partnerships policy (pledge) that expressly commits to addressing social inclusion as a health &amp; wellbeing priority...</b></p>                                                                                                                                 | <p><b>2.1</b> Investigate regional models of community governance that could strengthen inclusive behaviours, policies and practices</p>                                                                                                                                                       | <ul style="list-style-type: none"> <li>New models introduced and trialed</li> </ul>                                                                                                                     | <b>LGAs</b>        |                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                     | <p><b>2.2</b> Support key strategies that can positively impact on social inclusion such as the G21 regional family violence strategy; the G21 public transport plan; and the G21 regional growth plan</p>                                                                                     | <ul style="list-style-type: none"> <li>Evidence – Community Indicators Victoria and Vic Health data for transport and family violence</li> <li>Social inclusion indicators &amp; growth plan</li> </ul> | <b>G21 Pillars</b> | <p>Regional Family Violence Strategy</p> <p>Regional Growth Plan</p> <p>Library Plan</p> |
| <p><b>And if we strengthened the capacity of local government to engage, collaborate with and respond to expressed needs of communities of interest...</b></p>                                                                                                                                                                                                      | <p><b>2.3</b> Strengthen key relationships to support an advocacy role in community groups and organisations collaborating on shared interests</p>                                                                                                                                             | <ul style="list-style-type: none"> <li>Case studies of effective policy development and practice</li> </ul>                                                                                             | <b>G21 Pillars</b> | <p>Climate Resilient Communities</p>                                                     |
|                                                                                                                                                                                                                                                                                                                                                                     | <p><b>2.4</b> Promote the principles of the IAP2 community engagement participation spectrum with councils and support Councils in their community engagement strategies</p>                                                                                                                   | <ul style="list-style-type: none"> <li>Support councils in their plan, implementation &amp; review of relevant services and programs is evident</li> </ul>                                              | <b>LGAs</b>        |                                                                                          |
| <p><b>And if we developed a G21 policy on 'collective impact' across two other key pillars being Education, Employment &amp; Training and Economic Development to work with Health &amp; Wellbeing...</b></p>                                                                                                                                                       | <p><b>2.5</b> Establish a cross pillar mechanism with high-level independent regional leader and oversee pooled resources, beyond political cycles, international and national connections to develop policy on 'collective impact' and progressing the work of the Disadvantage Taskforce</p> | <ul style="list-style-type: none"> <li>Policy-led initiatives across in minimum of 3 communities</li> </ul>                                                                                             | <b>LGAs</b>        | <p>Addressing Disadvantage priority project</p>                                          |
| <p><b>And if we improved the level of corporate and public recognition and support given to volunteering by promoting its value in key public strategies and plans...</b></p>                                                                                                                                                                                       | <p><b>2.6</b> Promote the establishment of a volunteering strategy as part of each G21 stakeholder's strategic and health &amp; wellbeing plan and advocate for accountability indicators to be incorporated in those key plans</p>                                                            | <ul style="list-style-type: none"> <li>Evidence of volunteering as integrated element in plans</li> <li>Targets set to achieve over time</li> </ul>                                                     | <b>HWB Pillar</b>  | <p>Physical Activity Strategy</p> <p>Cross pillar volunteer development</p>              |
|                                                                                                                                                                                                                                                                                                                                                                     | <p><b>2.7</b> Support the development of shared tools and processes for people interested in volunteering to become volunteers</p>                                                                                                                                                             | <ul style="list-style-type: none"> <li>Evidence of collaboration in resources that support volunteer recruitment and retention</li> </ul>                                                               | <b>HWB Pillar</b>  | <p>Health &amp; Community Services Workforce Strategy</p>                                |
| <p><b>Then we would capture the economic, social and educational benefits in delivering on shared action involving the community directly with key organisations and businesses, and an innovative way to communicate the importance of our 'collective impact' story about community connectedness and social inclusion to key decision and policy makers.</b></p> |                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                         |                    |                                                                                          |



## G21 REGION HWB PLANNING FRAMEWORK

### PRIORITY 3: COLLABORATE ON BUILDING OUR EVIDENCE BASED PLANNING & PRACTICE

#### THIS MATTERS BECAUSE

Across the G21 region, the need for an integrated approach to building the evidence about our community's health & wellbeing has been widely recognised. In the absence of a shared understanding of the population's needs, discrete community experiences and subsequent impacts on health and wellbeing, there has been a lack of baseline data to inform planning across a range of health determinants. This continues to diminish our collaborative capacity to join up planning processes, inform our responses and scrutinize our progress.

|                                                                                                                                                                                                                                             |                                                                                                                                                                       |                                                                                                                                               |                                         |                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------|
| <p>If a 'collective impact' approach is developed to shared goals, building shared knowledge, utilising a shared technology and agreeing to have shared evaluation and accountability that includes community voices...</p>                 | <p><b>3.1</b> Update and promote the G21 Region HWB Profile including a collation and promotion of agreed indicators</p>                                              | <ul style="list-style-type: none"> <li>Completed and set of agreed indicators implemented</li> </ul>                                          | <p><b>HWB Pillar</b></p>                | <p>Regional Profile Update Project</p>                             |
|                                                                                                                                                                                                                                             | <p><b>3.2</b> Introduce a gender and diversity lens through organisation audit tools, policy &amp; professional development and induction</p>                         | <ul style="list-style-type: none"> <li>Women's Health Victoria tools implemented in use in the majority of organisations</li> </ul>           | <p><b>Women's Health Barwon SWR</b></p> | <p>Access G21</p>                                                  |
| <p>And if we present contextualised evidence that informs broader planning processes about key populations, specific needs or places identified to be marginalized or vulnerable...</p>                                                     | <p><b>3.3</b> Introduce a continuum of data collection from AEDI through to the Geelong Project by developing a data set for 8 – 12 year old children</p>             | <ul style="list-style-type: none"> <li>Complementary data set established and project embedded across key pillars with G21 members</li> </ul> | <p><b>Education Pillar</b></p>          | <p>Service Coordination &amp; Chronic Disease Management Plans</p> |
|                                                                                                                                                                                                                                             | <p><b>3.4</b> Build a shared understanding about the experiences of young people and their families and their views about what is needed and how it should happen</p> | <ul style="list-style-type: none"> <li>Partner project established and underway</li> </ul>                                                    | <p><b>Education Pillar</b></p>          | <p>Regional Education &amp; Training Project</p>                   |
| <p>And if we ensure that a range of evidence is widely accessible, as are relevant training resources, about social, economic, environmental and cultural impacts on community health and wellbeing...</p>                                  | <p><b>3.5</b> Provide a HWB web platform for sharing information, research, project activities, including hosting of workforce development tools for LGA access</p>   | <ul style="list-style-type: none"> <li>Established and utilization monitored</li> <li>Evaluation implemented</li> </ul>                       | <p><b>HWB Pillar</b></p>                | <p>Physical Activity Strategy</p>                                  |
| <p>And if we developed a robust review and evaluation strategy to measure our progress...</p>                                                                                                                                               | <p><b>3.6</b> Produce a set of facts sheets on identified determinants &amp; issues relating to population groups or place</p>                                        | <ul style="list-style-type: none"> <li>Established and annually updated</li> </ul>                                                            | <p><b>HWB Pillar</b></p>                | <p>Service Coordination &amp; Chronic Disease Management Plans</p> |
|                                                                                                                                                                                                                                             | <p><b>3.7</b> Develop and implement an evaluation strategy for life of the Plan based on annual reviews</p>                                                           | <ul style="list-style-type: none"> <li>Reviewed methodology providing evidence on progress</li> </ul>                                         |                                         |                                                                    |
| <p><b>Then</b> we will have a secure, highly reliable and credible evidence base and the broadest range of well-informed stakeholders understanding and accounting for their role in the health and wellbeing status across the region.</p> |                                                                                                                                                                       |                                                                                                                                               |                                         |                                                                    |

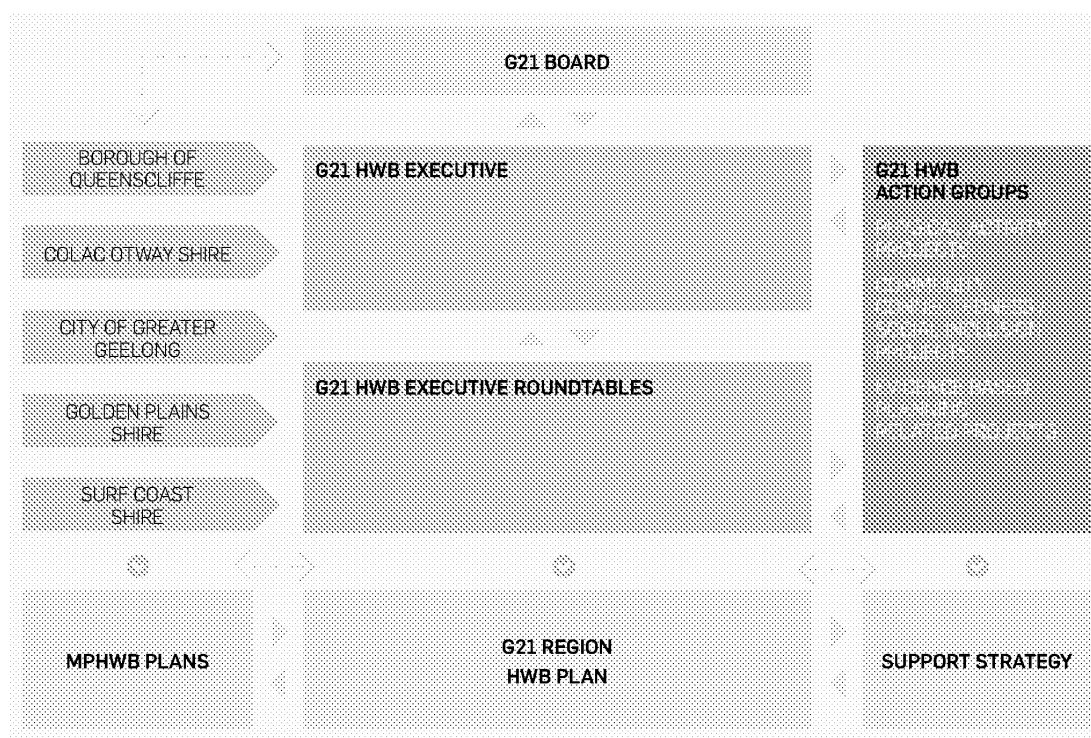
## G21 REGION HWB PLANNING FRAMEWORK

| G21 REGION HEALTH AND WELLBEING PLAN     |                                                                                                                                                                                                                                                                              |   |   |   |   |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|
| PHYSICAL ACTIVITY                        |                                                                                                                                                                                                                                                                              |   |   |   |   |
| 1.1                                      | Harness the combined interest in pillar priorities through existing planned actions across key G21 pillars (Environment; Sport & Recreation; Transport) to improve access and levels of physical activity and progress towards a region wide physical activity strategy      | • |   |   |   |
| 1.2                                      | Work with service providers to connect their action in integrated health promotion, health literacy, chronic disease management and service coordination to focus on increased physical activity.                                                                            | • |   |   |   |
| 1.3                                      | Advocate for, and engage in the development of Access G21 and associated tools that will guide priority setting and implementation in the built and natural environments in local places to increase social and economic participation for people with disabilities.         | • | • |   |   |
| 1.4                                      | Facilitate professional development seminars in collaboration with PIA/MAV on urban design and workplace design; strategic planning and crime prevention through environmental design (CPTED) that supports place based physical activity and health.                        |   | • |   | • |
| 1.5                                      | Advocate for improved amenities that will increase physical activity (bike paths, trails) through safer public spaces and encourage more vulnerable population groups to increase their incidental activity.                                                                 |   |   |   | • |
| 1.6                                      | Develop local resource information that promotes physical activity in natural environments with local community champions.                                                                                                                                                   |   | • |   |   |
| 1.7                                      | Coordinate whole of population social marketing strategy & update a region wide directory that links physical activity projects being delivered and service provider information and referral through bi-annual G21 member meetings.                                         |   |   | • | • |
| COMMUNITY CONNECTEDNESS/SOCIAL INCLUSION |                                                                                                                                                                                                                                                                              |   |   |   |   |
| 2.1                                      | Investigate regional models of community governance that could strengthen inclusive behaviours, policies and practices                                                                                                                                                       |   | • | • |   |
| 2.2                                      | Support key strategies that can positively impact on social inclusion such as the G21 regional family violence strategy; the G21 public transport plan; and the G21 regional growth plan                                                                                     | • | • | • | • |
| 2.3                                      | Strengthen key relationships to support an advocacy role in community groups and organisations collaborating on shared interests                                                                                                                                             | • | • |   |   |
| 2.4                                      | Promote the adoption of the IAP2 community engagement participation spectrum across all councils                                                                                                                                                                             | • | • | • | • |
| 2.5                                      | Establish a cross pillar mechanism with high-level independent regional leader and oversee pooled resources, beyond political cycles, international and national connections to develop policy on 'collective impact' and progressing the work of the Disadvantage Taskforce | • | • | • | • |
| 2.6                                      | Promote the establishment of a volunteering strategy as part of each G21 stakeholder's strategic and health & wellbeing plan and advocate for accountability indicators to be incorporated in those key plans                                                                |   | • | • |   |
| 2.7                                      | Support the development of shared tools and processes for people interested in volunteering to become volunteers                                                                                                                                                             | • | • |   | • |
| THE EVIDENCE BASE                        |                                                                                                                                                                                                                                                                              |   |   |   |   |
| 3.1                                      | Update and promote the G21 Region HWB Profile including a collation and promotion of agreed indicators                                                                                                                                                                       | • | • |   | • |
| 3.2                                      | Introduce a gender and diversity lens through organisation audit tools, policy & professional development and induction                                                                                                                                                      |   | • | • |   |
| 3.3                                      | Introduce a continuum of data collection from AEDI through to the Geelong Project by developing a data set for 8 – 12 year old children                                                                                                                                      | • | • | • | • |
| 3.4                                      | Collaborate to collectively understand the experiences of young people and their families and their views about what is needed and how it should happen                                                                                                                      | • | • | • | • |
| 3.5                                      | Produce a set of facts sheets on identified determinants & issues relating to population groups or place                                                                                                                                                                     |   | • | • | • |
| 3.6                                      | Develop and implement an evaluation strategy for life of the Plan based on annual reviews                                                                                                                                                                                    | • | • | • | • |

## G21 REGION PHWB PLAN – GOVERNANCE & IMPLEMENTATION STRUCTURE

The benefits of establishing and implementing a region wide HWB Plan is that it provides opportunities for the five participating councils to seek support on priorities and any emergent issues at the regional level. Being well informed by the G21 HWB regular updates will be provided to the G21 Board and pillar partners and will include any evidence based advocacy positions it may seek the Board to consider.

The leadership group will meet with the HWB Pillar Executive every six months to monitor and interpret the progress against the plan. Each action group will have an appointed Convenor.



G21 REGION PHWB PLAN –  
GOVERNANCE & IMPLEMENTATION STRUCTURE

| INDICATORS                                                                                       |                                                                                                                                                                                                                                                                         |                                                                                   |                                                               |                                                                                                                                                    |                                                                                                                       |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| PRIORITY                                                                                         | DESCRIPTION                                                                                                                                                                                                                                                             | ENVIRONMENT                                                                       | ENVIRONMENT                                                   | ENVIRONMENT                                                                                                                                        | ENVIRONMENT                                                                                                           |
| <b>PRIORITY 1 IMPROVE THE OPPORTUNITIES FOR INCREASED ACCESS AND UPTAKE OF PHYSICAL ACTIVITY</b> |                                                                                                                                                                                                                                                                         |                                                                                   |                                                               |                                                                                                                                                    |                                                                                                                       |
| 1.1                                                                                              | Harness the combined interest in pillar priorities through existing planned actions across key G21 pillars (Environment; Sport & Recreation; Transport) to improve access and levels of physical activity and progress towards a region wide physical activity strategy | Sustainable built & natural environments<br>Culturally rich & vibrant communities | Transport accessibility<br>Open Space<br>Leisure & recreation | Dedicated walking and cycling trails<br>Access to areas of public open space<br>Opportunities to participate in sporting & recreational activities | Evidence in identified plans & pillar projects across pillars<br>Each council signed up to Physical Activity strategy |
| 1.2                                                                                              | Work with service providers to connect their action in integrated health promotion, health literacy, chronic disease management and service coordination to focus on increased physical activity                                                                        | Healthy, safe & inclusive communities                                             | Personal health & wellbeing                                   | Subjective wellbeing<br>Adequate physical exercise                                                                                                 | Number of service providers with physical activity as high priority                                                   |
| 1.3                                                                                              | Advocate for, and engage in the development of Access G21 and associated tools that will guide priority setting and implementation in the built and natural environments in local places to increase social and economic participation for people with disabilities     | Healthy, safe & inclusive communities                                             | Community connectedness                                       | Feeling part of the community                                                                                                                      | Establishment of funding for implementation of model and integration of model across participating councils           |
| 1.4                                                                                              | Facilitate professional development seminars in collaboration with PIA/MAV on urban design and workplace design; strategic planning and crime prevention through environmental design (CPTED) that supports place based physical activity and health                    | Sustainable built & natural environments<br>Healthy, safe & inclusive communities | Open Space<br>Personal & community safety                     | Access to areas of open public space<br>Appearance of public space<br>Crime<br>Perceptions of safety                                               | Design, delivery & feedback on seminar program over 2 year period                                                     |
| 1.5                                                                                              | Advocate for improved amenities that will increase physical activity (bike paths, trails) through safer public spaces and encourage more vulnerable population groups to increase their incidental activity                                                             | Sustainable built & natural environments                                          | Transport accessibility                                       | Dedicated walking and cycling trails<br>Roads and footpaths<br>School walkability                                                                  | Evidence of cross pillar initiatives and place based data about public space and access by vulnerable groups          |
| 1.6                                                                                              | Develop local resource information that promotes physical activity in natural environments with local community champions                                                                                                                                               | Sustainable built & natural environments                                          | Open Space                                                    | Access to areas of open public space<br>Appearance of public space                                                                                 | Action based research project funded and conducted in a minimum of 5 communities                                      |
| 1.7                                                                                              | Coordinate whole of population social marketing strategy & update a region wide directory that links physical activity projects being delivered and service provider information and referral through bi-annual G21 member meetings                                     | Healthy, safe & inclusive communities                                             | Service Accessibility                                         | Access to services                                                                                                                                 | Evidence of collaborative planning & action between pillars to produce strategy, directory & updates                  |

G21 REGION PHWB PLAN –  
GOVERNANCE & IMPLEMENTATION STRUCTURE

| INDICATORS                                                                                            |                                                                                                                                                                                                                                                                              |                                                                               |                                                      |                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AP                                                                                                    | AP Description                                                                                                                                                                                                                                                               | Health & Wellbeing                                                            | Community                                            | Environment                                                                                                                                                                     |
| <b>PRIORITY 2: STRENGTHEN OUR ADVOCACY FOR INCREASED COMMUNITY CONNECTEDNESS AND SOCIAL INCLUSION</b> |                                                                                                                                                                                                                                                                              |                                                                               |                                                      |                                                                                                                                                                                 |
| 2.1                                                                                                   | Investigate regional models of community governance that could strengthen inclusive behaviours, policies and practices                                                                                                                                                       | Democratic & engaged communities<br><br>Healthy, safe & inclusive communities | Citizen Engagement<br><br>Community Connectedness    | Opportunity to have a say on important issues<br><br>New models introduced and trialed                                                                                          |
| 2.2                                                                                                   | Support key strategies that can positively impact on social inclusion such as the G21 regional family violence strategy; the G21 public transport plan; and the G21 regional growth plan                                                                                     | Healthy, safe & inclusive communities                                         | Personal & community safety<br>Service Accessibility | Feeling part of the community<br>Perceptions of safety<br>Family violence<br>Road safety<br>Access to services<br><br>Case studies of effective policy development and practice |
| 2.3                                                                                                   | Strengthen key relationships to support an advocacy role in community groups and organisations collaborating on shared interests                                                                                                                                             | Democratic & engaged communities                                              | Citizen Engagement                                   | Membership of local community organisations & decision making bodies                                                                                                            |
| 2.4                                                                                                   | Promote the adoption of the IAP2 community engagement participation spectrum across all councils                                                                                                                                                                             | Democratic & engaged communities                                              | Citizen Engagement                                   | Opportunity to have a say on important issues<br><br>Adoption by Councils                                                                                                       |
| 2.5                                                                                                   | Establish a cross pillar mechanism with high-level independent regional leader and oversee pooled resources, beyond political cycles, international and national connections to develop policy on 'collective impact' and progressing the work of the Disadvantage Taskforce | Dynamic resilient local economies                                             | Employment<br><br>Income and wealth                  | Local employment<br><br>Distribution of income<br><br>Policy-led initiatives across in minimum of 3 communities                                                                 |
| 2.6                                                                                                   | Promote the establishment of a volunteering strategy as part of each G21 stakeholder's strategic and health & wellbeing plan and advocate for accountability indicators to be incorporated in those key plans                                                                | Healthy, safe & inclusive communities                                         | Community Connectedness                              | Volunteering<br><br>Evidence of volunteering as integrated element in plans<br><br>Targets set to achieve over time                                                             |
| 2.7                                                                                                   | Support the development of shared tools and processes for people interested in volunteering to become volunteers                                                                                                                                                             | Healthy, safe & inclusive communities                                         | Community Connectedness                              | Volunteering<br><br>Evidence of collaboration in resources that support volunteer recruitment/retention                                                                         |

G21 REGION PHWB PLAN –  
GOVERNANCE & IMPLEMENTATION STRUCTURE

| INDICATORS                                                                           |                                                                                                                                                         |                                         |                                                  |                                                                                                                              |                                                                                                                                          |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| INDICATOR                                                                            | GOALS                                                                                                                                                   | POLICY                                  | STRATEGY                                         | INDICATOR                                                                                                                    | INDICATOR                                                                                                                                |
| <b>PRIORITY 3 COLLABORATE ON BUILDING OUR EVIDENCE BASED PLANNING &amp; PRACTICE</b> |                                                                                                                                                         |                                         |                                                  |                                                                                                                              |                                                                                                                                          |
| <b>3.1</b>                                                                           | Update and promote the G21 Region HWB Profile including a collation and promotion of agreed indicators                                                  |                                         |                                                  |                                                                                                                              | Completed profile and set of agreed indicators commissioned for life of plan                                                             |
| <b>3.2</b>                                                                           | Introduce a gender and diversity lens through organisation audit tools, policy & professional development and induction                                 | Culturally rich & diverse communities   | Cultural diversity                               | Community acceptance of diverse cultures                                                                                     | Women's Health audit tools circulated to member agencies                                                                                 |
| <b>3.3</b>                                                                           | Introduce a continuum of data collection from AEDI through to the Geelong Project by developing a data set for 8 – 12 year old children                 | Healthy, safe and inclusive communities | Early Childhood<br>Personal health & wellbeing   | AEDI<br>Child health assessments                                                                                             | Complementary data set established and project embedded across key pillars with G21 members                                              |
| <b>3.4</b>                                                                           | Collaborate to collectively understand the experiences of young people and their families and their views about what is needed and how it should happen | Healthy, safe and inclusive communities | Personal health & wellbeing<br>Lifelong learning | Subjective wellbeing<br>Destination of school leavers<br>Apprenticeship & vocational training enrolments<br>School retention | Potential partner project established and underway                                                                                       |
| <b>3.5</b>                                                                           | Provide a HWB web platform for sharing information, research, project activities, including hosting of workforce development tools for LGA access       | Democratic & engaged communities        | Citizen engagement                               | Opportunity to have a say on important issues                                                                                | Established and utilization monitored through web based evidence<br><br>Evaluation – workforce development against 10 competencies (WHO) |
| <b>3.6</b>                                                                           | Produce a set of facts sheets on identified determinants & issues relating to population groups or place                                                | Democratic & engaged communities        | Citizen engagement                               | Opportunity to have a say on important issues                                                                                | Established and annual updates                                                                                                           |
| <b>3.7</b>                                                                           | Develop and implement an evaluation strategy for life of the Plan based on annual reviews                                                               | Democratic & engaged communities        | Citizen engagement                               | Opportunity to have a say on important issues                                                                                | Review methodology provides for evidence informed action                                                                                 |



## G21 REGION PHWB PLAN – GOVERNANCE & IMPLEMENTATION STRUCTURE

### SUPPORT STRATEGY

The Victorian Public Health and Wellbeing Plan 2011/15 clearly highlights the centrality of local government municipal public health and wellbeing plans to the building of a prevention system at the local level. It also recognises that local government needs to strengthen its partnerships with other service providers in order to identify key priorities, collaborate on shared interventions and evaluate openly and appropriately the interventions implemented as a result of this planning re-orientation.

In developing the G21 HWB Plan it was acknowledged that the knowledge, capacity and confidence about how to strengthen the prevention system across the G21 region would be critical to its future effectiveness.

Through this planning process a range of potential resources and tools have been identified and will form an electronically based training package specific to the G21 councils. The range of training resources and education tools for Councils to access will support staff orientation and development; strengthen opportunities across council programs and services to collaborate; and guide key partnerships to plan, deliver and monitor what are often complex interventions to improve health and wellbeing outcomes for their communities.

There will be an opportunity for the training resources to be integrated as a learning management system through the proposed website supported by the G21 HWB Pillar in the near future. In the interim, the resources will be provided to each Council in an electronic format for their consideration and internal application by October 2013.

Planned resources to include:

- Introductory module on population health based planning
- 'I' Stories about population health and local government's role - a short series of interviews with leaders in population health planning
- Web based links to related resources including
  - integrated health promotion
  - population based health planning
  - public health policy and plans
  - community engagement and participation
  - inclusive planning practices that consider the impact that life-stage, gender, culture, disability, GLBTI and Indigenous status has on health and wellbeing experiences and outcomes in local communities
- Electronic versions of the tools used in the planning process

The application of a capability audit tool that will support Councils in their continuous improvement against the key enablers in the G21 HWB planning framework will specifically identify their current capability according to the key enablers (as identified in the G21 HWB planning framework) in light of their local or regional health and wellbeing issues. It will self-assess the council's practices to be good, better or best in order to identify which require improvement and where resources may be allocated.



#### BOROUGH OF QUEENSCLIFFE

The listed actions are drawn from the Council Plan 2013/17 and/or Public Health and Wellbeing Plan 2013/17 that have been identified for Council and that also align with the region wide priorities.

| PRIORITY 1<br>PROVIDING SUPPORT                                 | PRIORITY 2<br>IMPROVING COMMUNITY LIFE<br>(COMMUNITY ENGAGEMENT)                                                                                                                                                                                                                                                                                                                                                                                                                                  | PRIORITY 3<br>PROTECTING AND IMPROVING<br>THE ENVIRONMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Facilitate access to a range of sport and recreation activities | Encourage and recognise volunteers                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Advocate to other levels of Government on issues of key concern to the local community                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Support local clubs and community organisations                 | Promote shared use of community facilities<br>Foster partnerships with community organisations, business, our municipal neighbours and other levels of Government<br><br>Investigate/promote ways to improve information sharing between community clubs and organisations<br>Investigate and develop an effective welcoming procedure for new residents<br><br>Investigate and encourage the sharing of resources and innovative governance structures between community clubs and organisations | Research and understand the demographic trends and likely future changes in population and lifestyle and the implications for the ongoing sustainability of the local economy, and community organisations & volunteering<br><br>Hold a 'population change' summit<br>Review and understand the outcomes of the 'population change' summit<br>Implement actions derived from the 'population change' summit<br><br>Improve the coordination and quality of early years services through facilitating an Early Years Memorandum of Understanding between relevant local community organisations |
|                                                                 | Increase residents' access to information<br><br>Support older residents and people with disabilities to access services and live independently                                                                                                                                                                                                                                                                                                                                                   | Undertake an annual review of demographic trends and opportunities and issues impacting on the delivery of early years services                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



## LOCAL ACTION PLANS



### COLAC OTWAY SHIRE

The listed actions are drawn from the Council Plan 2013/17 and/or Public Health and Wellbeing Plan 2013/17 that have been identified for Council and that also align with the region wide priorities.

| PRIORITY 1<br>Active and Healthy Communities                                                   | PRIORITY 2<br>Inclusive and Resilient Communities                                                                                                                                               | PRIORITY 3<br>Safe and Thriving Communities                                                                           |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Provide supportive environments and services to encourage a more active lifestyle              | Increase the level of participation by older people in decision making around their needs                                                                                                       | Undertake planning and implement practices that promote positive health and wellbeing outcomes for whole of community |
| Develop a regional strategy that will promote and increase physical activity rates             | Decrease the level of disadvantage and vulnerability of children in their early years                                                                                                           | Plan for improving the quality of life for older people                                                               |
| Develop a strategy that will specifically promote walkability and cycling                      | Develop a region wide strategy to support our communities public transport needs                                                                                                                | Identify and document a plan to promote early years development within children from 0 - 8 years                      |
| Promote active service opportunities for older people                                          | Hold regular forums or exhibitions with local multicultural and indigenous groups and others who may experience social isolation or inclusion                                                   | Work with existing agencies to better understand data and services that support victims of domestic violence          |
| Provide opportunities for people of all abilities to participate in physical activities        | 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 |                                                                                                                       |
| Provide built environments that support active transport                                       | Provide diversity training for staff to ensure appropriate sensitivity and awareness in service delivery                                                                                        |                                                                                                                       |
| Identify opportunities for people to meet and participate together in local healthy activities | Provide a local web-based platform to connect local communities and stakeholders to transport, health, and community information and conversations                                              |                                                                                                                       |
| Implement the principles of Healthy Parks Healthy People                                       | Provide leadership across communities to prevent violence against women by promoting gender equity and equal and respectful relationships                                                       |                                                                                                                       |
|                                                                                                | Provide a local web-based platform to connect local communities and stakeholders to transport, health, and community information and conversations                                              |                                                                                                                       |

## LOCAL ACTION PLANS



### CITY OF GREATER GEELONG

The listed actions are drawn from the City Plan 2013/17 and/or the draft Public Health and Wellbeing Plan 2013/17 that have been identified for Council and that also align with the region wide priorities.

| PRIORITY 1<br>ACTIVE LIVING                                                                                                                                                                                            | PRIORITY 2<br>COMMUNITY ENGAGEMENT                                                                                                                                                              | PRIORITY 3<br>PLANNING AND DESIGN                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Council will work to increase participation in physical activity by supporting populations to increase active travel, sport and active recreation.                                                                     | Support local efforts to engage more people in community volunteering and citizenship activities such as volunteer groups, churches, service clubs, and professional and political associations | Provide place based support to build communities in identified areas vulnerable to poor health                           |
| Develop and implement Healthy Together Geelong health promotion initiatives, policies and programs to support more active and healthy environments (early years services, schools, workplaces and the wider community) | Support participation in social activities that bring people together, such as those run by community groups, sport clubs or art groups                                                         | Support Council and urban planners to enhance 'Healthy by Design' principles into existing and future urban growth areas |
| Develop and support implementation of the Geelong Region Physical Activity Strategy                                                                                                                                    | Identify and develop with communities community based methods of support (walking groups) to empower community to action on their own health                                                    | Review local planning approaches to strengthen community facilities in each neighbourhood                                |
| Use 'Healthy by Design' principles to support active living in existing and future growth areas                                                                                                                        | Strengthen Council's connection with the community by increasing staff awareness of different groups' needs and barriers to participation                                                       |                                                                                                                          |
| To develop an Open Space Strategy to accommodate all ages and abilities                                                                                                                                                |                                                                                                                                                                                                 |                                                                                                                          |
| Develop an integrated transport plan that includes provision for walking and cycling and priorities the needs of pedestrians and cyclists in council transport decision making                                         |                                                                                                                                                                                                 |                                                                                                                          |
| Build partnerships at a regional and local level to work together towards addressing local barriers to active living                                                                                                   |                                                                                                                                                                                                 |                                                                                                                          |
| Work with sports clubs to encourage and facilitate the implementation of health promoting policies                                                                                                                     |                                                                                                                                                                                                 |                                                                                                                          |
| Use sport and active recreation settings to improve the wellbeing of residents (e.g. increasing participation among newly arrived communities, volunteer skill development)                                            |                                                                                                                                                                                                 |                                                                                                                          |



## LOCAL ACTION PLANS



### GOLDEN PLAINS SHIRE

The listed actions are drawn from the Council Plan 2013/17 and/or Public Health and Wellbeing Plan 2013/17 that have been identified for Council and that also align with the region wide priorities.

| PRIORITY 1<br>ACTIVE LIFESTYLES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | PRIORITY 2<br>HEALTHY BUILT ENVIRONMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | PRIORITY 3<br>COMMUNITY ENGAGEMENT                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Develop a Physical Activity Strategy</p> <p>Suitably designed, maintained and accessible paths and trails network through programs in partnership that support the community to be physically activity (structured &amp; unstructured). Specifically looking at programs which support:</p> <ul style="list-style-type: none"> <li>• Older Adults</li> <li>• Children</li> <li>• Youth</li> <li>• Women</li> </ul> <p>Recreation and active participation opportunities that provide for population groups and changing demographics within the Shire</p> | <p>Create healthy built environments which address and acknowledge how people interact with each other, how they move around, and how they use a place by a whole of Council approach to urban and rural planning that promotes liveability, access to essential services, recreation, cultural and community activities</p> <p>Connected paths and trails networks that encourage community participation, active travel and safe movement around townships via the implementation of recommendations in the Path and Trails Strategy which focus on creating links between townships and community facilities and paths within urban and rural areas</p> <p>Improved physical access to the built environment via new public infrastructure design processes for streetscapes, footpaths, buildings and public open spaces are universally accessible</p> | <p>Build a local picture to establish an evidence base to identify local participation rates in both structured and non-structured physical activities, which will inform:</p> <ul style="list-style-type: none"> <li>• local need</li> <li>• open space and facility provision</li> <li>• future funding requirements</li> <li>• identify key partnerships</li> </ul> <p>Build the local picture – establish an evidence base</p> |

LOCAL ACTION PLANS



**SURF COAST SHIRE**

The listed actions are drawn from the Council Plan 2013/17 and/or Public Health and Wellbeing Plan 2013/17 that have been identified for Council and that also align with the region wide priorities.

| PRIORITY 1<br>ENVIRONMENT                        | PRIORITY 2<br>COMMUNITY ENGAGEMENT                                                                                                                                                                                                                                         | PRIORITY 3<br>POPULATION HEALTH                                                                                                                                                                                                                            |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To increase participation in physical activities | Build community and organisational capacity to achieve better outcomes for children<br><br>Build community and organisational capacity to achieve better outcomes for youth<br><br>Build community and organisational capacity to achieve better outcomes for older people | To build organisational capacity to plan, lead, deliver and evaluate population health and wellbeing outcomes<br><br>Understand changing community demographics<br><br>Planning for and maximising use of infrastructure for health and wellbeing outcomes |

## EVALUATION STRATEGY



Given the level of planning, monitoring and evaluation that individual Councils and service providers will be engaged in throughout the designated period, the evaluation of the plan comprises three parts:

- Externally controlled indicators that are identified as relevant to actions in the plan and the results are in the public domain
- Commissioning of a specific set of indicators that potentially 'tells a story' about the multiple levels of impact and inform about their compound effect
- Reflective practice using on results based accountability to assess and evaluate performance

The data sets that are established and managed by Community Indicators Victoria through the McCaughey Centre has been nominated as the most applicable set of externally controlled indicators. The range of indicators available will be refined during the initial implementation phase and in most cases councils are also choosing to engage with CIV data given its accessibility.

The opportunity to commission a specific set of indicators will improve the rigour of a regional evidence base and will communicate both the bigger picture in the cross impacts and inter-dependencies of a range of determinants impacting on health and wellbeing, as well as measuring change resulting from the actions proposed to address key priorities over the life of the plan.

The following table is provided to consider both what is learned and then how, with whom and where to communicate the lessons and progress for each of the priorities.

There is a set of queries to guide the reflective practice through the implementation. Using the Results Based Accountability (RBA) process, these are:

- Did we do what we said we would do? (Quantity & effort)
- Did we do it well? (Quality)
- Did what we did make a difference? (Effectiveness)

In addition to this, the following questions would facilitate the evidence based approach that the G21 HWB Pillar is seeking to develop by determining audience, type of evidence and accountability on progress. Potential questions are:

- Who is interested in the findings?
- What is the source/base of evidence?
- What are the indicators or measures?
- Who is responsible for leading this?
- When?



## APPENDICES

### 1. EVIDENCE

The following information is a compilation of snapshot information drawn from municipal web sites, Vic Health Indicators Survey 2012 and extracts from id profiles.

G21 Region and local profiles

| G21 Region                                   | 2011           | 2011         | 2011         |
|----------------------------------------------|----------------|--------------|--------------|
| Babies and pre-schoolers (0 to 4)            | 17,510         | 6.3          | 6.5          |
| Primary schoolers (5 to 11)                  | 24,368         | 8.7          | 8.4          |
| Secondary schoolers (12 to 17)               | 22,472         | 8.1          | 7.3          |
| Tertiary education & independence (18 to 24) | 23,778         | 8.5          | 10.1         |
| Young workforce (25 to 34)                   | 31,890         | 11.4         | 15.4         |
| Parents and homebuilders (35 to 49)          | 58,095         | 20.8         | 22.0         |
| Older workers & pre-retirees (50 to 59)      | 37,433         | 13.4         | 12.1         |
| Empty nesters and retirees (60 to 69)        | 30,660         | 11.0         | 9.0          |
| Seniors (70 to 84)                           | 28,325         | 9.4          | 7.4          |
| Elderly aged (85 and over)                   | 6,358          | 2.3          | 1.8          |
| <b>Total population</b>                      | <b>278,893</b> | <b>100.0</b> | <b>100.0</b> |

The G21 region's estimated population at the start of 2012 was 298,853. During the year the population will exceed 300,000. Population forecasts prepared by Department of Planning and Community Development indicate that most of the growth in the G21 region to 2026 will occur in the Surf Coast and Golden Plains Shires, with the City of Greater Geelong also contributing a significant proportion to the future growth.

Across the G21 region approximately rates are as follows:

- Surf Coast - East (3.0% pa)
- South Barwon-Inner (2.6% pa)
- Golden Plains - South East (2.3% pa)
- Greater Geelong - Pt B (Bellarine Peninsula - 1.7% pa)
- Greater Geelong - Pt C (1.3% pa).

This growth reflects the attractiveness of the region and planned growth in the City of Greater Geelong's Armstrong Creek urban growth area. Although not mentioned above, Colac-Otway is expected to have marginal growth, while Queenscliffe is not expected to experience much increase from its current population.

#### An ageing population

An important feature of the overall projected population growth is the anticipated ageing of the population, with the region expected to have a significantly older population than the Victorian and Australian average. The G21 region's population over 65 is expected to make up 26.9% in 2031, compared with Victoria being 23.8%, and nationally, 21.3%. Between 2006 and 2026, the number of people in the G21 region aged 60 and over is projected to nearly double, from 55,113 in 2006 to 99,787 in 2026. By 2026 it is expected that those aged 60+ will increase to 28.1% (up from 20.4% in 2006) and those aged 0 to 19 will increase by 15,453 persons (from 71,641 in 2006 to 87,094 in 2026). It is projected that there will be a slight decrease in the proportion of 0 to 19 year olds between 2006 and 2026, from 26.5% of the population to 24.5% whilst those aged 20 to 59, will increase by 25,162 (from 143,234 in 2006 to 168,396 in 2026). The population percentage in this age cohort will drop from 53.0% in 2006 to 47.4% in 2026.

## APPENDICES

### G21 REGION AND LOCAL PROFILES



#### Borough of Queenscliff

The Borough of Queenscliff is located approximately 105 kilometres southwest of Melbourne and 35 kilometres east of Geelong. The Borough comprises small seaside towns of Queenscliff and Point Lonsdale and is the smallest local government area in Victoria (10.83 square kilometres). The Borough has a permanent population of around 3,054 and up to 12,000 in peak holiday times. Many property owners only holiday or live part-time in the Borough. The 53% of private dwellings unoccupied during the 2011 census is indicative of the large temporary population. One of the Borough's main service deliveries is health and community services as a high percentage per population (43.1%) of residents are aged over 60. Tourism accounts for 45% of the local economy. The Borough has a lower proportion of pre-schoolers and a higher proportion of people at post retirement age than Greater Melbourne.

Residents of the Borough of Queenscliff gave their wellbeing an average score of 81.5 that is significantly higher than the state average of 77.5. They were significantly more likely to have purchased alcohol in the previous week (52.1%), compared with the state average (36.3%). However, those who purchased alcohol at licensed premises spent significantly less (\$22) than the state average (\$45).

Of all Victorians, Queenscliff residents were the most likely to visit green space regularly. More than three-quarters of residents (79.3%) had visited green space at least weekly in the previous three months, compared with the Victorian average (50.7%). Most residents of Queenscliff felt safe walking alone in their local area at night; 93.5% reported that they felt safe or very safe, which is significantly more than the state average (70.3%). Queenscliff residents were significantly more likely to volunteer at least once a month (62.1% - the highest result in the state) and to report any type of citizen engagement in the previous 12 months (66.1%), compared with the state averages (34.3% and 50.5% respectively). Compared with the Victorian average (63.6%), a significantly higher proportion of Queenscliff residents (77.6%) attended arts activities or events in the previous three months.

## APPENDICES

### City of Greater Geelong

With a population of over 215,000 people, the City of Greater Geelong is Victoria's largest regional centre. Located some 75 kilometers from the Melbourne CBD, the municipality covers square 1,245kms, comprising country, coastal and suburban areas. Total residential dwellings are estimated at 95,962 across more than 50 suburbs and townships. A high proportion of the project growth will occur in new 'greenfield' growth areas identified for development, most notably Armstrong Creek, as well as other suburban expansions. The city is a major centre for investment with over 15,000 businesses and a highly skilled labour force of 91,930 (2006 Census estimate).

As part of the local effort towards developing a consistent approach in dealing with population health issues, the City of Greater Geelong has committed to enhance healthy lifestyle behaviours, through support and opportunities for participation in lifestyle education programs and leisure activity options for the Geelong community. The City of Greater Geelong is focused to:

- assist and encourage the community and business sectors to make informed nutritious choices
- improve the physical health and wellbeing developmental outcomes for children Implement relevant recommendations and strategies contained within Council's Municipal Early Years Plan
- encourage older residents to remain physically active as long as possible
- support initiatives that reduces obesity and overweight in the general population
- encourage participation in physical activity by people of all ages and abilities.

According to the VicHealth indicators summary, the City had an average wellbeing score consistent with the Victorian average; 78.4 out of 100, compared with the state average of 77.5. More than two-thirds of Greater Geelong residents (68.4%) shared a meal with their families at least five days a week, which was similar to the Victorian average (66.3%).

Residents of Greater Geelong were significantly more likely (98.7%) to feel safe or very safe walking alone in their local area during the day compared with the Victorian average (97.0%). More than half of Greater Geelong residents (52.2%) had visited green space at least weekly in the previous three months.

Consistent with state averages, more than one-third of Greater Geelong residents (34.0%) volunteered at least once per month and almost half (48.9%) reported some type of citizen engagement in the previous 12 months. Most residents (71.2%) in Greater Geelong supported a ban on smoking in outside dining areas. This was in line with the Victorian average of 69.8%.

### Colac Otway Shire

In 2031, the population of Colac Otway Shire is forecast to be 25,120. In 2006, the most populous age group in Colac Otway Shire was 10-14 year olds, with 1,562 persons. In 2021 the most populous forecast age group will be 35-39 year olds, with 1,529 persons. The number of people aged under 15 is forecast to increase by 217 (5.2%), representing a rise in the proportion of the population to 19.4%. The number of people aged over 65 is expected to increase by 1,190 (34.2%), and represent 20.5% of the population by 2021. The age group that 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 main changes in household type between 2006 and 2021 are forecast to be:

- The largest increase is forecast to be in Lone person households, which will increase by 523 households, comprising 29.7% of all households, compared to 27.5% in 2006.
- Group households are forecast to decrease by 5 households, to comprise 2.2% of all households in 2021, compared to 2.5% in 2006.

Residents of Colac-Otway Shire reported significantly greater wellbeing than the Victorian average. Residents gave their wellbeing an average score of 80.5 out of 100, compared with the state average of 77.5. Compared with the Victorian average (36.3%), a significantly greater proportion of Colac-Otway residents purchased alcohol in the previous week (48.7%). However, those who purchased packaged liquor (\$38) or alcohol from licensed premises (\$36) did not spend significantly more than state averages (\$45 for both).

Colac-Otway residents were significantly less likely to feel rushed or pressed for time (31.9%) or that a lack of time prevented time with family and friends (19.0%), compared with Victorian averages (41.3% and 27.4% respectively). Compared with the state average (32.6%), residents of Colac-Otway were significantly less likely to spend seven hours or more sitting on an average weekday (23.5%).

Colac-Otway residents were significantly more likely to volunteer at least once a month (50.1%) and to report some type of citizen engagement in the previous 12 months (67.8%), compared with Victorian averages (34.3% and 50.5% respectively). While a significantly lower proportion of Colac-Otway residents had internet access at home (80.9%), compared with the Victorian average (88.8%), there was no significant difference in their use of social networking to organise spending time with friends and family (Colac-Otway 28.4%; Victorian average 35.1%).



## APPENDICES



Golden Plains Shire

In 2031, the population of Golden Plains Shire is forecast to be 27,577, an increase of 10,565 persons (62.10%) from 2006. This represents an average annual growth rate of 1.95%. In 2006, the most populous age group in Golden Plains Shire was 10–14 year olds, with 1,496 persons. In 2021 the most populous forecast age group will continue to be 10–14 year olds, with 1,769 persons. The number of people aged under 15 is forecast to increase by 940 (23.3%), representing a rise in the proportion of the population to 22.0%. The number of people aged over 65 is expected to increase by 1,690 (113.1%), and represent 14.1% of the population by 2021. The age group forecast to have the largest proportional increase (relative to its population size) by 2021 is 85 and over year olds, who are forecast to increase by 194.9% to 289 persons.

In 2006, the dominant household type in Golden Plains Shire was Couple families with dependents, which accounted for 41.5% of all households. The main changes in household type between 2006 and 2021 are forecast to be:

- The largest increase is forecast to be in Lone person households, which will increase by 687 households, comprising 19.1% of all households, compared to 15.2% in 2006.
- Couple families with dependents are forecast to increase by 589 households, to comprise 36.7% of all households in 2021, compared to 41.5% in 2006.

The proportion of Golden Plains residents who purchased alcohol in the previous week (42.0%) was not significantly different from the state average (36.3%). However, those who purchased packaged liquor and those who purchased alcohol from licensed premises spent significantly less (\$35 and \$20 respectively) than the Victorian average (both \$45). A significantly greater proportion of Golden Plains residents shared a meal with their families at least five days a week (73.7%), compared with the state average (66.3%).

Compared with the Victorian average (32.6%), residents of Golden Plains were significantly less likely to spend seven hours or more sitting on an average weekday (24.9%). Most residents of Golden Plains Shire felt safe walking in their local area alone at night; 85.4% reported that they felt safe or very safe, which was significantly more than the state average (70.3%).

Compared with the Victorian average (63.6%), residents were significantly less likely to have attended arts activities or events in the previous three months (53.6%). However, there was no significant difference in the proportion of residents who made or created their own art or crafts in that same timeframe (40.1%), compared with the Victorian average (34.9%).

## APPENDICES

### Surf Coast Shire

The Shire's age structure highlights a larger than Victorian average proportion of 'primary schoolers' and 'Parents and homebuilders' (35 to 49 year olds), 'Older workers & pre-retirees' and 'Empty nesters and retirees'. There is a smaller proportion of 'tertiary independent' and 'young workforce' (18-34 year olds).

Surf Coast Shire experienced strong population growth between 2006 and 2011, with the Shire's population forecast to increase to 44,101 in 2013. It is one of only four regional municipalities forecast with average annual growth rates over 2.0% between 2011 and 2013 in Victoria.

The growth drivers include a large number of baby boomers entering retirement age and relocating to the coast; the improved access with opening of Geelong Ring Road; and the limited development capacity in other Victorian coastal areas within 2 hours of Melbourne such as the Mornington Peninsula. Over the last ten years Surf Coast Shire has experienced growth in all age groups. This is due to the attraction for young families with the coast lifestyle and access to services, as well as retirees. The main changes in household type between 2006 and 2021 are forecast to be: 'Couples without dependents' to increase by 2,180 households, comprising 35.6% of all households; and 'Other families' to increase by 45 households, to comprise 1.0% of all households in 2021, compared to 1.1% in 2006.

Traditional population counts only capture part of the story for Surf Coast Shire. Over half of Council's services are impacted by part time populations, with seasonal holiday population peaks being just one of many part time populations. Others include: non-resident ratepayers; weekenders; seasonal workers, day trippers, school year residents and event populations. The number of people on an age pension, disability support pension and carers payment have increased whilst those on supporting parenting payment numbers have decreased.



Residents of Surf Coast Shire reported significantly greater wellbeing scores with an average of 80.2 compared with the Victorian average of 77.5. They were significantly more likely to have purchased alcohol in the previous week (47.9%), compared with the state average (36.3%) and have a higher proportion of residents who run out or could not afford food than other municipalities in the G21 region.

A significantly greater proportion of Surf Coast residents (74.7%) had visited green space at least weekly in the previous three months, compared with the Victorian average (50.7%). Most residents of Surf Coast Shire felt safe or very safe walking in their local area alone both during the day (99.8%) and at night (88.7%). These figures were significantly higher than the Victorian averages of 97.0% (day) and 70.3% (night).

Surf Coast residents were significantly more likely to volunteer at least once a month (43.7%) and to report some type of citizen engagement in the previous 12 months (69.3%), compared with state averages (34.3% and 50.5% respectively). Compared with the Victorian average (63.6%), a significantly higher proportion of Surf Coast residents (74.1%) attended arts activities or events in the previous three months.

Residents were also significantly more likely to make their own art or crafts; 48.0% reported making or creating art or crafts in the previous three months, compared with the state average (34.9%).



## APPENDICES

### 2. CONSULTATION SESSIONS – FINDINGS SUMMARY

#### Consultation Data

There are three key sets of data compiled through this planning process:

- Concept mapping that established and prioritised the key themes
- Interactive stakeholder sessions that identified local and regional priorities
- On line survey that scoped perceptions about community health and wellbeing aligned with the four environments of health

The key findings are summarised for each of these activities and more detailed discussion can be found in the documents prepared for the G21 PHWB Strategy Steering Group.

#### Concept Mapping

A concept-mapping workshop with the Steering Group was scheduled to prepare a set of common themes to guide developing a set of regional public health and wellbeing priorities. The stated purpose of the workshop was to: 'conceptualise and prioritise what the G21 Regional Public Health and Wellbeing Plan should look to achieve in the next four years'.

The results were processed through specialised software that generates clusters of concepts and indicates any relationships between them. The proximity or correlation of some concepts can illustrate complex dependencies and may indicate a set of systems that are inter-related. Participants were asked to generate ideas (brainstorm) in response to the following seeding statement: What should the G21 Regional Public Health and Wellbeing Plan look to achieve by the end of four years?

Using a five-point scale, the importance of each brainstormed statement and how consistently this currently occurred was rated according to the following questions:

- How important is this statement as an aspect of what the Regional Public Health and Wellbeing Plan should look to achieve at the end of four years?
- In your personal experience of services and the population in the G21 region, to what extent is this statement currently met?
- How feasible is it that this statement will be achieved to a significant extent within four years?

| Key findings from the<br>consultation data and<br>concept mapping | Key findings from<br>the consultation data                                                      | Key findings from<br>the concept mapping                                                        | Key findings from<br>the on line survey |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------|
| Organisational quality development (including workforce)          | Leadership                                                                                      | G21 priorities are recognised in each Council Plan                                              | See Priority 1, 2 & 3                   |
| Good practice in implementation                                   | A clearer picture of what is required to plan for well-being in the G21 region                  | A shared understanding of the population in the G21 region and their health and wellbeing needs | See Priority 3                          |
| Commitment, leadership and systems for common action              | Measurable improvements in what we do                                                           | A clearer picture of what is required to plan for well-being in the G21 region                  | See Priority 1, 2 & 3                   |
| Measurable outcomes                                               | A shared set of priorities and actions to improve health and wellbeing                          | Interaction with other G21 pillars & their strategies to create shared benefit and added value  | See Priority 1 & 2                      |
|                                                                   | A shared understanding of the population in the G21 region and their health and wellbeing needs | Leadership                                                                                      | See Priority 3                          |

## APPENDICES

### Initial stakeholder engagement

The primary methodology to determine the local and regional level priorities was through six initial stakeholder consultation sessions during which participants undertook a series of exercises to identify, consider and select priorities as described.

The range of priorities identified in each location were:

| Council Name            | Range of priorities                                                                                                                                                     |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bannockburn (GPS)       | Physical activity<br>Urban design<br>Service accessibility<br>Place based issues for rural communities                                                                  |
| Colac (COS)             | Community development action models<br>Mental health/connectedness<br>Physical activity<br>Nutrition/ Food security<br>Supporting healthy behaviours                    |
| G21 Regional Forum (RF) | Social determinants<br>Community capacity<br>Evidence based planning & practice<br>Education & employment                                                               |
| Geelong (COGG)          | Community connectedness<br>Access & equity<br>Local data & evaluation<br>Growth, integrated planning & impact of change<br>Community experiences, capacity & engagement |
| Queenscliffe (BCQ)      | Planning for a changing population<br>Community connectedness<br>Social inclusion<br>Safety<br>Transport between & within communities<br>Young People                   |
| Torquay (SC)            | Access to services for rural communities<br>Local opportunities<br>Healthy & engaged communities                                                                        |



Each of the councils incorporated this information into their MPHWP planning. It provided a basis on which to test local input and perceptions against the population-based data where possible. This process facilitated a way for councils to quickly respond to both perceived needs by integrating some issues into other planning processes as appropriate, ie: public transport and regional growth plans. The comparative assessment of the current scenario against preferred future provided a range of diverse actions that would decrease the gap between current and future, most of which has been included in the support strategy. The following tables set out a summary of the findings on which the identified priorities for action in this plan were based.

## APPENDICES

### PRIORITY 1: PHYSICAL ACTIVITY

Under this theme participants described the current situation as comprising traditional sports and sports clubs (GPS) as well as walking groups, rail trails (GPS). Identified gaps included a lack of transport and swimming facilities and a high-risk reliance on volunteer support (GPS). Other opportunities identified including leisure networks and facilities such as fitness centres (COS). Participants described the potential for a plan to deliver increased numbers in traditional sports, targeted programs to increase female participants, efforts to address inclusion, equity and diversity and to encourage volunteer involvement (GPS). They also described the need to provide accessible and safe spaces for walking tracks and parks and providing funding support to access sporting clubs (COS). A further emphasis was improved delivery of active transport (COS) and connections with the public transport strategy to make this effective (COGG).

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Governance &amp; Leadership</b> | Currently described as volunteer led with support from the shire and Leisure Networks (GPS). Other leaders include Council, DHS, neighbourhood houses, community hubs and sporting clubs (COS).                                                                                                                                                                                                                                                                                                                | Increased access for women to leadership roles within clubs and programs and increasing commitment to support volunteers in recognition of their leadership and to fund childcare (GPS) to ensure participation of women (COGG). Other leadership structures noted included sporting clubs, multiple levels of state government departments and private operators (COS) that can support and impact on local leadership. |
| <b>Finance &amp; Resources</b>     | Finance and resources identified from the AFL, philanthropy and trusts, differing levels of government and Barwon Health (GPS). Other sources of finance included rates, CSO and Vic Health (COS).                                                                                                                                                                                                                                                                                                             | Identified sources including VicHealth, Council, Grants, Trusts and multiple levels of government (GPS) as well as community groups and clubs and associations (COS).                                                                                                                                                                                                                                                    |
| <b>Partnerships</b>                | Existing partners included G21 and PCPs (GPS), Vic Health, Leisure Networks, community hubs, Rotary.                                                                                                                                                                                                                                                                                                                                                                                                           | Key partners to the plan include NGOs, Council, Shell and the CLIP program (GPS), neighbourhood houses, service groups, clubs and associations and particularly schools (COS).<br><br>Actual local residents were also identified (COGG).                                                                                                                                                                                |
| <b>Information Systems</b>         | Existing information systems identified included the Internet, Vic Health data and LGA data (GPS). Colac participants identified community feedback and participation rates including surveys and ABS data. Deakin University was identified as undertaking evaluation (COS).                                                                                                                                                                                                                                  | Information is included about the number of women on committees and measures of communication and use of DHS data (GPS). Information systems should collect participation rates through surveys and network feedback and engagement through schools and via different activity types (COS).                                                                                                                              |
| <b>Workforce Development</b>       | Some support for training clubs and coaching (COS).                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Strategy provides for community education and training (GPS), work with volunteers (COGG) and bring together with program and facility management staff (COS).                                                                                                                                                                                                                                                           |
| <b>Community Capacity</b>          | Access and distribution to opportunities for physical activity was considered inequitable across the shire (GPS). Inequities in spending were identified (COS) and that cost of equipment and uniforms, memberships were a major barrier (COS) leading to inequity for people from disadvantaged populations (COS, COGG). Current engagement includes outreach to rural communities networks and via clubs and associations (COS) along with programming in facilities advertised through various media (COS). | Strategy delivers reduced costs to make physical activity affordable and accessible (GPS, C) under a whole of family approach with some consideration of enhanced childcare (GPS).                                                                                                                                                                                                                                       |



## APPENDICES

### PRIORITY 2: COMMUNITY CONNECTEDNESS AND SOCIAL INCLUSION

This theme related to the range of dispersed and isolated communities (GPS, Q), and diverse populations (e.g. early years and older persons) (BOQ), engaging new and long-term residents (BOQ), and establishing strong township connections (GPS). Some groups identified less than optimal communication between groups, and difficulty accessing existing quality resources (BOQ) as well as challenges with seasonal population change (BOQ) and the provision of a range of facilities and hubs for people to congregate and connect (GPS). Under this theme mental health and connectedness was identified as a key related theme (COS).

| Area                               | Current Situation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Future Vision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Governance &amp; Leadership</b> | Plans in place for education and community health (GPS) and that there was some connectivity across plans (GPS). Gaps identified between consultation and participatory decision-making (GPS) and community groups acting in silos (BOQ). Local government identified as a key leader (BOQ) along with local business (BOQ) although the responsibility sits with specific individuals (BOQ).                                                                                                                                                                                                                                                                      | Local government identified as the key leader under this theme (BOQ) along with Bellarine Community Health (BOQ), local business, the community and social groups. Others proposed that there is a role for central governance including G21 and local council in promoting a healthy and engaged community (SC) across all ages with strong and clear policy relating to shared-use of community facilities (SC).                                                                                                                                                                                                                    |
| <b>Finance &amp; Resources</b>     | Community grants (GPS) and finance community plans by council important streams of finance and resources (GPS). Other resources include community buses (BOQ) and people/volunteers (GPS, Q). Other sources of finance identified include fines, rates and fees (BOQ). Mental health and connectedness funding for adult, youth and children's mental health identified state and philanthropic funding as well as private health insurance (COS).                                                                                                                                                                                                                 | Strategy needs to increase knowledge of the funding grants available and connect the human resources to need (BOQ). Specific resources identified included a community bus (BOQ), a business association (BOQ) and seed funding for support positions (COS).                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Partnerships</b>                | Existing partnerships identified under this theme include HWB forums (GPS), PCPs (GPS), local businesses (BOQ), and the MAV (GPS). Specific to mental health and connectedness were GPs, councilors, other health workers and men's sheds.                                                                                                                                                                                                                                                                                                                                                                                                                         | Council-facilitated coordination of social and sporting clubs (Q, C) that engages and connects local community groups and neighbourhood supports for residents, particularly vulnerable individuals (BOQ). Key partners include G21, neighbourhood centres and Bellarine Community Health (BOQ). Specific to mental health connectedness increased partnerships between GPs, mental health, paediatrics and sporting communities (COS).                                                                                                                                                                                               |
| <b>Information Systems</b>         | Current information systems identified under this theme include community newsletters (GPS), websites and social media (GPS) and word of mouth (GPS, Q). Information packs were identified as part of the current system (BOQ) along with specific data sources including the census (BOQ), G21 data (BOQ) and school and community groups (BOQ).                                                                                                                                                                                                                                                                                                                  | Information systems include enhanced community directories that engage web-based technologies (BOQ) and respond to existing demographic data (BOQ) including community ICT hubs/spaces.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Workforce Development</b>       | Participants described the current situation as including transport and recreation (GPS) and training and co-ordination of volunteers (GPS). Other workforce development identified included students (BOQ) and teachers (BOQ) along with council staff (BOQ), service providers and business operators (BOQ).                                                                                                                                                                                                                                                                                                                                                     | Participants suggest the plan needs to provide better workforce development utilising existing skills and providing some paid hours for volunteer service groups to access specific expertise (BOQ). Training should be matched to demand and include enticements to provide training in regional areas.                                                                                                                                                                                                                                                                                                                              |
| <b>Community Capacity</b>          | The current situation raises equity issues for growth pockets (GPS) and for younger populations (BOQ) with particular reference to young mothers (BOQ). A focus on tourism (Q, SC) and the transient nature of populations (Q, SC) was identified as having implications for equity (BOQ). Minority (COS) and low educational attainment (COS) were identified as challenges to equity as was the tension between social and emergency service provision (BOQ). Engagement around this theme currently occurred through volunteers (BOQ), community leaders (BOQ) sporting clubs (BOQ) and community bodies (BOQ) through vehicles such as community forums (BOQ). | Participants proposed an audit of local programs and asking what is working and what is not from an equity lens (BOQ) and ensuring the plan services locals and non-permanent residents (BOQ). One group suggests that community members need to feel enabled to access and create opportunities for community engagement and reduce the negatives of being in minority groups (COS). Specific to mental health and connectedness, a mental health audit at all levels and better access to education relating to mental health first aid training. Community forums were identified as a key source for increasing engagement (BOQ). |

## APPENDICES

### PRIORITY 3: EVIDENCE BASED PLANNING & PRACTICE

This information was compiled from the Regional Stakeholder Forum where it was rated as the number one priority.

| Area                               | Current                                                                                                                                                                                                                               | Future                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Governance &amp; Leadership</b> | Governance and leadership growing in terms of the numbers involved, but a lack of structured leadership                                                                                                                               | Government and Deakin University to be incorporated into the governance structure, as well as G21, identified as leaders in evidence based practice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Finance &amp; Resources</b>     | Finance problematic, with resources directed to planning beyond what capacity would allow in terms of delivery<br><br>Planning seen as 'health risk focussed' and influenced by integrated health promotion priorities                | Finance and resources arrangements ensure that the provision of evidence is a pre-requisite                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Partnerships</b>                | G21 a key partner, as is the disability service provider network, GRAND. Information available largely focussed on individuals, rather than organisations although some work towards a 'systematic approach' to planning and practice | Partnerships involves all stakeholders, where possible, who commit to better sharing of data<br><br>Additional partners including multicultural/ indigenous organisations and increased dialogue between authorities (such as the police) and the local community (RF)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Information Systems</b>         | Information available was largely focussed on individuals, rather than organisations                                                                                                                                                  | Formal systems proposed for the exchange and sharing of information, and existing formal data more uniformly used (census, DOH, pop health etc) with improved collection of outcomes based data measurement underway<br><br>Use of technologies and crowd sourcing via social media to strengthen dialogue and to increase engagement (RF)                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Workforce Development</b>       | An investment in professional development, and an aim to commit to evaluation and disseminate information between organisations<br><br>Organisational support available to develop the workforce                                      | Investment made in workforce development that increases both the availability of evidence and workforce capacity to understand and integrate these practices<br><br>A particular focus on workforce capacity to understand basic analytic and research skills, and provide a learning platform/ system to adapt to more integrated planning process                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Community Capacity</b>          | Some increased use of electronic communications as a way to identify and baseline regional equity issues                                                                                                                              | Equity and engagement encouraged through free exchange or low cost information sharing, acknowledging information privacy principles where appropriate<br><br>Evidence of excluded groups engaged and accessing resources with increased awareness of resources and support available (RF)<br><br>Developed measures of success that rely less on biomedical outcomes and increased use of social media and the internet (COS). Delivery of integrated and shared data that is up to date and representative of the community (place based) and its infrastructure and facilities in qualitative and quantitative ways and supplements existing data such as the census (SC). Support for seniors to develop IT skills and utilising evidence based IT were identified as desired outcomes (RF) |

## APPENDICES

### ON-LINE SURVEY FINDINGS

The community-based on line survey, launched on Wednesday 3 April 2013, provided a baseline for community perceptions about community health and wellbeing issues, priorities and strategies for the G21 region. The on line access closed on Monday 20 May 2013 with 264 respondents having completed the survey. A paper version of the survey was provided to each Council for general distribution from Council offices. None were received.

Approximately 58.5% of respondents were aged between 25-49 years and a further 36.2% were aged between 50-69 years. Other age cohorts were not significantly represented. Sixty-nine suburbs were identified from across the G21 region and very few respondents identified from other cultural backgrounds or status. The majority indicated that they had post secondary levels of education attainment.

#### General responses

Most identified their understanding of health and wellbeing as 'enjoying a state of physical health, mental health and emotional wellbeing'. The top three responses to key ranking questions (in order) were:

#### Those who most contribute to my health and wellbeing:

- Self
- Family and friends
- Health services

#### Two other responses highlighted:

- Work colleagues/workplace
- Pets (specifically) dogs

#### The priorities that would improve my community's health and wellbeing:

- Access to healthy food and water
- Ability to be physically active
- Access to health services

#### Also highlighted:

- Physical activity facilities - bike paths, walking tracks and swimming pools.
- Other areas that would be a priority for improving community health and wellbeing:
- Youth and early years
- Community participation in local area planning, design & infrastructure including transport

#### The concerns about my community's health and wellbeing:

- Alcohol abuse
- Illicit drug use
- Smoking/tobacco control

#### Also highlighted:

- mental health issues
- obesity



## APPENDICES

### Environments for health: priority-setting responses

| Priority   | Issue                                     | Issue                                          | Issue                                  | Issue                          |
|------------|-------------------------------------------|------------------------------------------------|----------------------------------------|--------------------------------|
| 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             |

#### The *natural* environment issues affecting health and wellbeing:

- Pollution & vegetation loss;
- Access to parks, reserves & open spaces;
- Effective recycling in the community with *other issues highlighted*:
  - Global warming /climate change; and
  - Water.

#### The *social* environment issues affecting health and wellbeing:

- Access to affordable & nutritious food;
- Social isolation experienced by some residents;
- Incidence of family violence with *other issues highlighted*:
  - Community connectedness; and
  - Access for people with disability.

#### The *built* environment issues affecting health and wellbeing:

- Access to public & community transport;
- Pedestrian safety & wellbeing; and
- Access to affordable housing with *other issues highlighting*
  - planning for open space; and
  - community infrastructure that supports physical activity.

#### The *economic* environment issues affecting health and wellbeing:

- Availability of local employment opportunities;
- Availability of local education & training;
- Availability of locally grown food; and
- other issues highlighted*:
  - clear shift from traditional manufacturing base to a more diverse and contemporary business enterprises; and
  - inclusion issues for marginalised individuals or groups.

## APPENDICES

### 3. EVIDENCE SUMMARIES OF BEST PRACTICE INTERVENTIONS FOR IDENTIFIED PRIORITIES

The Steering Group confirmed three priorities in July 2013 having considered the local priorities, stakeholder findings and discussion about related strategies.

To fully assess the level of intervention (action) that could be developed, an evidence summary was compiled for both Physical Activity and Community Connectedness/Social Inclusion.

In developing evidence summaries for use by G21 and councils, the research focussed on a review of evidence in the peer reviewed literature and existing key evidence summaries for each of these priorities. The question supporting these evidence summaries was:

*What is the most effective thing that local government can do to address this priority?*

The evidence summaries used a 5-step process as described below:

#### 1. Understanding evidence needs: consultation and topic generation

Topics for the evidence summaries have been developed through a range of consultations with each of the municipalities in G21 and via regional forum.

#### 2. Systematic searching and selection of studies

Searches were undertaken in two ways;

1. for reviews of the peer-reviewed literature; and,
2. a search of existing evidence summaries in the grey literature.

The results of these searches will form a 'data corpus' that will be the basis for the evidence synthesis described in the following steps.

#### 2.1 Reviews in the peer review literature

For each priority area a search was undertaken using the PubMed search facility.

The search terms and exclusions used were as follows:

- The priority term itself (e.g. social inclusion): use additional search terms where they were indicated (for example the physical activity search may include sedentary behaviour, incidental activity and active transport)
- Local government or municipal or place based approach
- This was limited to review studies
- Where a large number of hits are returned a further filter of 'health' was applied
- The reviews included in the evidence summary will be limited to those published between June 2008 and June 2013 (i.e. 5 years)

#### 2.2 Search of existing evidence summaries in the grey literature

For each priority area a search was undertaken using the Google search facility.

The search terms and exclusions used were as follows:

- The priority term itself (e.g. social inclusion): use additional search terms where they were indicated (for example the physical activity search may include sedentary behaviour, incidental activity and active transport)
- Local government or municipal or place based approach
- Limit to documents published in Australia, the United Kingdom, Canada and the United States using the 'site:' search limiter
- Where a large number of hits are returned a further filter of 'health' will be applied
- The reviews included in the evidence summary will be limited to those published between June 2008 and June 2013 (i.e. 5 years)

#### 3. Assessing strength of evidence

No exclusion of any studies on the basis of study with a quality rating using the PRISMA rating tool whereby the following ratings was applied:

| PRISMA Rating | Study Type                                                                              |
|---------------|-----------------------------------------------------------------------------------------|
| High          | Review of randomised controlled trials with blinding                                    |
| Medium        | Quasi experimental designs (including comparison populations but without randomisation) |
| Low           | Qualitative studies without comparison communities                                      |

## APPENDICES

### 4. Synthesising findings (success factors and common themes/critical insights)

A series of tables were developed that summarised the reviews and synthesised the findings according to the needs of the G21 Steering Group. The tables provide descriptions for each of the reviews identified in search strategies 2.1 and 2.2 according to the following criteria:

- Meaning of the term
- Populations involved in studies
- Age groups
- Socio-economic status
- Locality
- Identity/ other identifier
- Urban/ rural/ remote status
- Gender
- Interventions - what are the different types
- Comparison groups used
- Outcomes measured
- Indicators: process, impact & outcomes
- Timelines - time over which the studies operated
- Additional lens/ questions/ thematic areas to report on:
- Key messages against each of the building blocks within each summary
  - Governance and Leadership
  - Information and intelligence
  - Finances and Resources
  - Partnerships and Networks
  - Workforce Development
- What evidence is there of the significance for intervening in this priority?
- What are the different courses of action (different types of intervention)?
- What is the evidence to support a particular level of intervention?

- What is the relationship between economic development/ education and success in the achievement in health?
- Use the environments for health template as another lens in this process
  - Social
  - Natural
  - Built
  - Economic
- Role of local government
- Best practice for prevention in this area
- Evidence of reduction of health inequalities
- Evidence of links with other strategic directions
- Evidence of leverage of other initiatives
- Timing of results (immediate effects versus long term improvement)

### 5. Reporting, dissemination and evaluation

The evidence synthesis described above will create 5-10 meta tables of information based on each priority. A two-page summary that describes what this evidence base can offer local government in the form of direct advice in addressing each priority was produced.

The structure of the evidence summaries contained the following sub-headings:

- Priority area
- Summary panel
- Meaning of the terms
- Why is this priority important?
- Description of the state of evidence
- Key lessons for local government
- Principles for best practice in addressing this priority
- References

## APPENDICES

### Physical Activity

This is a summary of relevant peer reviewed and broader literature describing local government strategies for impacting on physical activity.

The review addresses the following question:

*What is the most effective thing local government can do to address physical activity?*

#### KEY POINTS

- Physical activity is often defined in terms of community participation in active transport, and participation in active community events.
- Local governments are well placed within communities to deliver and coordinate local solutions
- Common strategies for physical activity promotion include development of bike/walk paths, open spaces, community events, and land zoning regulations.

#### BEST PRACTICE FEATURES

- Identify achievable strategies
- Focus on long-term goals
- Educate the community on the benefits of physical activity
- Extensive partnerships which pool resources and reduce duplication
- Collect data both pre and post intervention to allow for thorough evaluation of program outcomes
- Acknowledge needs and barriers within diverse and at-risk community groups

### Meaning of the term

Physical activity is typically presented as the degree of community engagement with active transport and leisure activities,<sup>(1)</sup> specifically walking and cycling,<sup>(2)</sup> or active use of open community spaces such as schools or parks.<sup>(3)</sup>

### Why is this priority important?

Physical inactivity places a significant burden on community health, with inactivity directly contributing to one fifth of heart disease cases, and 16,000 premature deaths per year, representing 6.6% of the global burden of disease in Victoria.<sup>(4)</sup>

Local governments are well placed to influence physical activity within the community as they are locally focused, can provide locally oriented solutions, and have a legislated mandate over the social and built environment of their communities.<sup>(5)</sup>

Given the natural turnover of built infrastructure, local governments are also well placed to use their regulatory powers to ensure that areas of new or refurbished built environment are more conducive to physical activity.<sup>(3)</sup>

### Description of the state of evidence

The majority of physical activity promotion strategies for local government focus on built environment, regulatory intervention, or community engagement.

Commonly suggested strategies included the development of walk/bike tracks, and active transport routes.<sup>(1-5)</sup> Both the availability and quality of available tracks (e.g. use of GPS technology, high traffic volumes and poor lighting) significantly impact active transport. Improving these factors may be an effective way to leverage other council priorities, such as community safety.

Regulatory intervention was discussed as a secondary method for developing the built environment for physical activity opportunities.<sup>(3)</sup> Requirements can be written into land zoning regulations requiring developers to include open spaces and active transport routes in new areas. Regulating for greater active transport options also reduces traffic levels and vehicle emissions, and may further council objectives to those ends.

There are also significant opportunities to engage communities in physical activity through direct engagement (i.e. sporting events).<sup>(4)</sup> It was widely noted that community events centered around physical activity not only afford a direct opportunity for activity, but also draw significant numbers of people into the area from outside the immediate locality, contributing to economic development.<sup>(4, 5)</sup>

The current body of evidence mostly discusses policy options at a qualitative level. There is little quantitative evidence to support some policy options over others in terms of measured outcomes such as health behaviors or biological indicators.



## APPENDICES

### Key lessons for local government

Community education on the benefits of increased activity is a significant factor in engaging community members with activity promotion efforts. Similarly, the set of norms that the community holds around physical activity also influence participation.<sup>(6)</sup>

It is critical for local government to form broad networks and partnerships in order to pool resources and avoid duplication of effort.<sup>(5)</sup> In health promotion areas related to lifestyle, messages may conflict with those of well-financed and highly active private interests, so physical activity promotion efforts need to be as cost-effective as possible.

Collection of evidence (both pre and post intervention) for future evaluation is an integral part of understanding which interventions have the greatest impact.<sup>(4)</sup>

### Principles for best practice in addressing Physical Activity

Best practice, according to the reviewed literature features 6 components. Local governments must: 1) identify achievable strategies around improvement of the built environment, regulatory strategies and community engagement. Strategies should 2) focus on long-term goals, and 3) educate the community on the benefits of physical activity. These strategies should be backed by: 4) extensive partnerships which pool resources and reduce duplication, and 5) collect data both pre and post intervention to allow for thorough evaluation of program outcomes. Strategies must also 6) acknowledge needs and barriers within diverse and at-risk community groups.

#### References:

1. Allender S, Gleeson E, Crammond B, Sacks G, Lawrence M, Swinburn B, et al. Policy change to create supportive environments for physical activity and healthy eating: which options are the most realistic for local government?. *Health Promotion International* [serial on the Internet]. (2012; Jun), [cited June 16, 2013]; 27<sup>(2)</sup>: 261-274.
2. Freudenberg N, Libman K, O'Keefe E. A tale of two obesCities: the role of municipal governance in reducing childhood obesity in New York City and London. *Journal Of Urban Health: Bulletin Of The New York Academy Of Medicine* [serial on the Internet]. (2010, Sep), [cited June 16, 2013]; 87<sup>(5)</sup>: 755-770.
3. Lindholm R. Combating childhood obesity: a survey of laws affecting the built environments of low-income and minority children. *Reviews On Environmental Health* [serial on the Internet]. (2011), [cited June 16, 2013]; 26<sup>(3)</sup>: 155-167.
4. VicHealth. Increasing participation in physical activity - Local government action guide no. 3. [online publication]; Victorian Health Promotion Foundation; 2012. 2 p. Report No.: C-071-CO-3.
5. Be Active Western Australia. Increasing Physical Activity in Local Government Communities - An Integrated Approach. [online publication]; Government of Western Australia; 2010. 4 p.
6. Mitchell C, Cowburn G, Foster C. Assessing the options for local government to use legal approaches to combat obesity in the UK: putting theory into practice. *Obesity Reviews: An Official Journal Of The International Association For The Study Of Obesity* [serial on the Internet]. (2011, Aug), [cited June 16, 2013]; 12<sup>(8)</sup>: 660-667.

## APPENDICES

### Community Connectedness/Social Inclusion

This is a summary of relevant peer-reviewed and broader literature describing local government strategies for improving community connectedness and social inclusion.

#### KEY POINTS

- Community connectedness refers to interaction that a person has with others in their community and the community as a whole. Whereas social inclusion recognizes that many Victorians are excluded from the opportunities they need order to create the life they want.
- Local governments are best placed within communities to deliver and coordinate localized solutions.
- Common strategies for social inclusion and community connectedness refer to building capacity and awareness, targeting disadvantaged groups, and addressing negative attitudes and social stigma.

#### BEST PRACTICE FEATURES

- Evidence-based interventions
- Contextualized interventions
- Local government should tackle problems through innovation, not crisis intervention
- Social Inclusion builds capacity
- Strengthen social networks, particularly among older populations
- Involve disadvantaged groups in decision-making processes and related research

### Meaning of the terms

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 with dignity.<sup>(1)</sup> Community connectedness is the measure of how people come together and interact. It refers to an individual's engagement in an interactive web of key relationships within a community. These interrelationships have particular physical and social structures that are affected by broad economic and political forces.<sup>(2)</sup>

### Why is this priority important?

The importance of understanding 'social capital' has become increasingly apparent in recent years. Social capital represents the benefits of informal sociability, cohesiveness and connection to the community and its social institutions. Research shows links between social connectedness and the performance of the economy and positive outcomes for individual health and wellbeing.<sup>(3)</sup>

Local governments are strategically well placed to influence social inclusion and connectedness within the community as they are locally situated, they can provide locally oriented solutions, as well as influence the legislative mandate over the social and built environments in their communities.<sup>(4)</sup>

### Description of the state of evidence

There is clearly a lack of high-quality evidence available in the peer-reviewed literature, however a set of clear messages are communicated:

- Community capacity needs to be strengthened to improve social inclusion and connectedness
- Social inclusion helps to build capacity among individuals
- Those at greatest risk of exclusion are disadvantaged groups, such as those with mental illness, disability, Indigenous Australians.
- Disadvantaged groups need to be targeted, as well as included in decision-making processes and any related research. This, in turn, enhances self-esteem and self-resilience.

The vast majority of the current body of evidence discusses policy options at a qualitative level. There is little quantitative evidence to support some policy claims over others, in terms of measured outcomes such as general health or quality of life indicators.

### Key lessons for Local Government

Improved community awareness, social networks and professional training are critical to the future success of community connectedness and social inclusiveness.

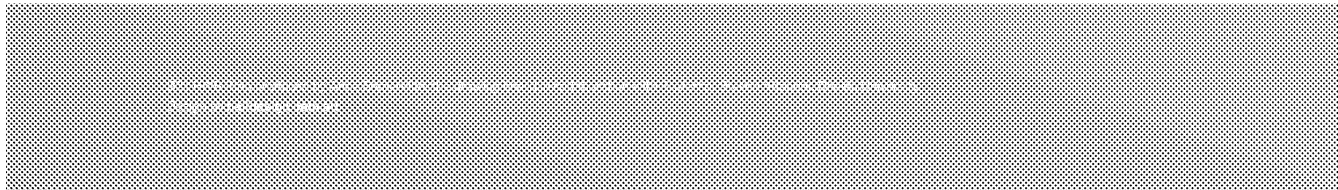
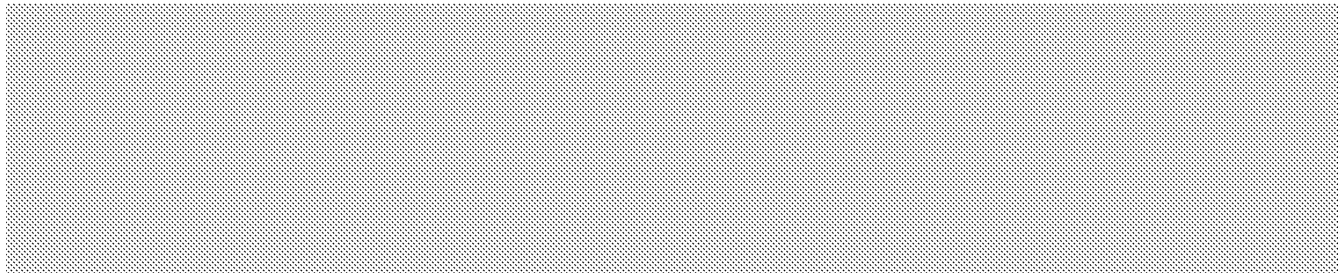
By leading and supporting the development of liveable communities with better access to housing, infrastructure, education, jobs and services and increased opportunities for participation, this is likely to strengthen a community to become a place where people want to live, work and raise families.

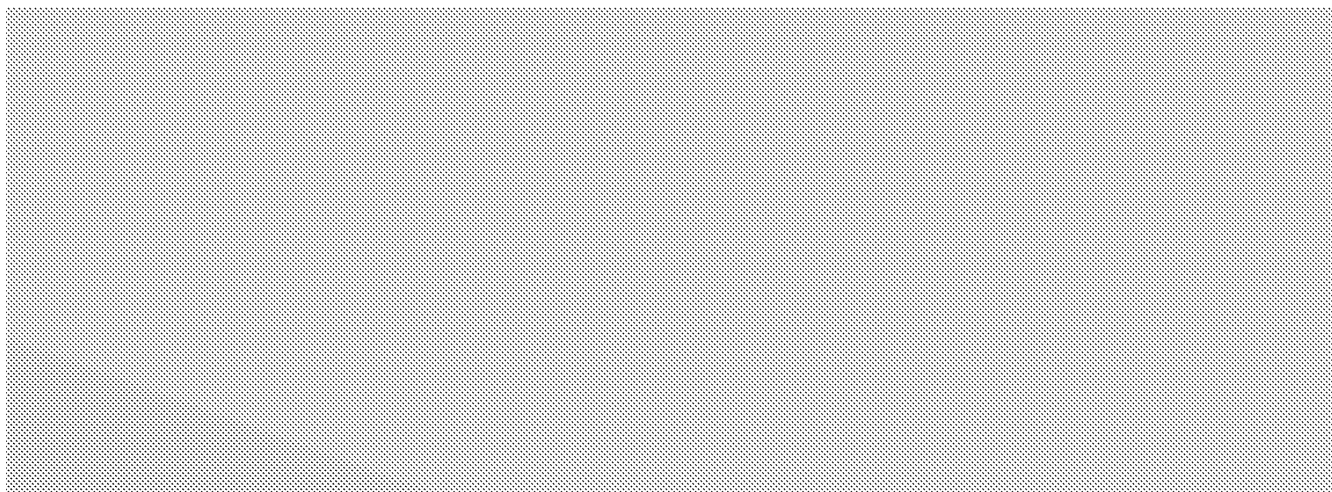
More specifically, governments should aim to tackle social problems through innovation and are focused on key disadvantaged groups. Such as people living with various illness, over-65s, and minority groups.

It is also important for Local government to form broad networks and partnerships in order to reach disadvantaged groups and maximise their opportunities to input into decisions that directly affect them.

#### References

1. VicHealth Research Summary 2005. Social inclusion as a determinant of mental health & wellbeing.
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3. Ministry of Social Development, New Zealand 2010. The Social Report 2010.
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## COUNCIL POLICY

|                                 |                                |
|---------------------------------|--------------------------------|
| <b>Council Policy Title:</b>    | <b>Landscaping Sponsorship</b> |
| <b>Council Policy ref. no:</b>  | 6.1                            |
| <b>Responsible Department:</b>  | Infrastructure and Services    |
| <b>Date of adoption/review:</b> |                                |

### 1. INTRODUCTION

This policy relates to opportunities which arise when businesses or organisations offer to sponsor landscaping material such as; plants, soils, timber etc. and/or labour aimed at beautifying Council property.

### 2. OBJECTIVES

The objectives of this policy are to;

- Provide a framework around business enquiries relating to private sponsorships of Council landscaping projects; and
- Have an alternative means in which to beautify Council property and give the sponsoring businesses or organisations the opportunity to promote growth and /or awareness of their business.

### 3 CRITERIA AND GUIDELINES

This policy applies to any business or organisation wanting to sponsor landscaping material and/or to beautify Council property.

- Preference will be given to Colac Otway Shire businesses and not for profit organisations before businesses outside the Shire.
- Under this policy Council can accept an advertising display to be erected (for sponsorship), but will specify the size (not to exceed 1 m<sup>2</sup>) and location following a recommendation put forward by the applicant.
- The applicant is required to submit a drawing of the sponsor signage display for Council review and approval.
- Council will determine the length of time that sponsor signage is to be displayed.
- The time of display of the sponsor signage will not exceed two years.

- During the time of signage display the sponsor will be required to replace any dead or damaged material in accordance with a sponsorship agreement.

#### 4. IMPLEMENTATION AND REVIEW

This policy is adopted by Council and will be implemented by all Shire Staff, and is subject to a periodic review.

##### ADOPTED/AMENDMENT OF POLICY

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
| 15 November 1995   | Adopted by Council   |
| 24 May 2006        | Review               |
| 25 August 2010     | Review               |



## Application Form Landscaping Sponsorship of Council Property

**Business or organisation name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Project title:** \_\_\_\_\_

**Project location:** \_\_\_\_\_

**Brief project summary:**

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Attach a plan layout, project details and advertising sponsor display (if required). The applicant should provide as much detail as possible, and should state the type of landscaping that will take place including, but not limited to, vegetation and structure to be introduced and/or removed and detailed in a quantifiable manner.

### Office Use only

Date Requested

Request Approved ☐

Request not Approved ☐

Council specifications

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**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.*



## COUNCIL POLICY

|                                 |                                      |
|---------------------------------|--------------------------------------|
| <b>Council Policy Title:</b>    | <b>Investment Attraction</b>         |
| <b>Council Policy ref. no:</b>  | 8.5                                  |
| <b>Responsible Department:</b>  | Sustainable Planning and Development |
| <b>Date of adoption/review:</b> |                                      |

### 1. INTRODUCTION

The Colac Otway Shire is committed to facilitating a healthy and resilient economy through effective leadership, advocacy and partnership.

Council facilitates economic development by resourcing the capacity of the Shire's business community through the development of initiatives and programs that advocate for regional partnerships and collaboration; continued investment in local community and infrastructure, facilitation of industry and business engagement in workforce planning and development issues. The Shire also has a role in leading a municipal response to the impact of climate change and identifying opportunities for sustainable 'green collar industry growth and development'.

### 2. WHAT COUNCIL CAN OFFER BUSINESSES

The Colac Otway Shire has a strong commitment to creating a high quality business environment that develops new jobs, fosters innovation in technology and diversifies the economic base. Council provides a range of services to assist business development, including:

- Identification of developmental Sites
- Infrastructure advice
- Assistance with planning processes to facilitate development approvals
- Introductions to business, authorities and organisations within the Shire
- Relocation and expansion assistance
- Links to government, business and employment support programs
- Access to statistical and general information, feasibility studies and other reports that may assist business.
- Access to business and community network contacts
- Access to people with skill and expertise in business development and marketing.

### 3. SPECIAL DEVELOPMENT ASSISTANCE

Under certain circumstances Council may provide special assistance to encourage business development.

Council is prepared to negotiate with investors on an individual case basis in relation to development assistance which may be offered. The decision to grant special development assistance will be made by Council and a decision whether to disclose such will be made concurrently (in-line with point 5 of this policy).

To be considered for assistance a developer must be a 'preferred business' which leads to considerable community benefits.

A 'preferred business' is a business which in the opinion of Council meets the following criteria:

- Employs or has the potential to employ new or retain employees.
- Has a strong supply base or economic links in the local area.
- Has the potential to provide a new industry type or source of economic input into the community.
- Competes with the outside market within or external to Australia.
- Is financially sound.
- Has a long term commitment to the region.
- Can demonstrate environmental sustainability.

### 4. TYPE AND LEVEL OF ASSISTANCE

The level and types of assistance which may be offered by Council will be determined on an individual case by case basis related to the requirements of the individual business.

### 5. DISCLOSURE

In any instance where development assistance is provided by Council it will be disclosed after the final negotiations have concluded through media releases and inclusion in the Council's Annual Report.

However, where the developer has submitted a written request that information relating to development assistance remains confidential due to reasons relating to "Commercial-in-Confidence", a special resolution of Council is required to withhold such information. The written request must contain the reasons why Council should withhold the details of assistance.

### 6. IMPLEMENTATION & REVIEW

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

#### ADOPTED/AMENDMENT OF POLICY

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
| 24 May 2006        | Adopted by Council   |
| 25 November 2009   | Review               |



## COUNCIL POLICY

|                                 |                                         |
|---------------------------------|-----------------------------------------|
| <b>Council Policy Title:</b>    | <b>Special Rate and Special Charges</b> |
| <b>Council Policy ref. no:</b>  | 11.3                                    |
| <b>Responsible Department:</b>  | Infrastructure and Services             |
| <b>Date of adoption/review:</b> |                                         |

### 1. PURPOSE

This policy has been developed to ensure the procedures for the creation and implementation of contributory projects in providing works and services authorised under the *Local Government Act* 1989 are consistent and equitable, and as a guide for the fair and reasonable distribution of costs for those persons obtaining a special benefit.

### 2. INTRODUCTION

As part of the Council Plan, this policy assists Council with implementing its strategic objectives to narrow the infrastructure funding renewal gap and develop, maintain and manage the road network and other infrastructure assets to meet community needs.

### 3. DEFINITIONS

See Attachment 1 "Guidelines – Special Rate and Special Charges".

### 4. POLICY

#### 4.1 Application

This policy shall apply to the following special rates and charges schemes:

- (i) **Works Schemes** that involve construction of an item or items of infrastructure, and includes but is not limited to the following:
  - a) urban street construction,
  - b) easement drainage,
  - c) local area traffic management,
  - d) footpath construction,
  - e) kerb and channel construction; and
  - f) carpark construction.

Subject to Council's Road Maintenance Policy projects involving the reinstatement of infrastructure to its previously constructed condition, (ie. reconstruction and maintenance projects,) will not be subject to full cost recovery.

- (ii) **Service Schemes** that provide a particular service or bundle of related services; and
- (iii) **Special Purpose Fund Schemes**, where monies raised by the special rate or charge go into a fund for a specified purpose and may include a mixture of works and/or services. In these schemes, the precise services and/o works are not fully specified in advance and a process is therefore established to allocate the funds raised. (e.g. Shopping Centre promotion fund, Tirrengower Drainage Scheme)

#### 4.2 Project Initiation and Preliminary Report

A special rate or special charge process may be initiated by any individual, group or combination of, ratepayer, Councillor or council officer.

Upon receipt of an initiating document, the relevant General Manager shall prepare a preliminary report.

This preliminary report is to generate a decision as to whether or not to proceed with a process of preliminary consultation. The decision to proceed or not to proceed further will be the responsibility of the relevant General Manager as delegated by Council.

The preliminary report will address the following background information:

- a) the scope of the works;
- b) any previous proposal which may have been abandoned or was unsuccessful;
- c) confirmation that the works are within the policy of application of special rates or special charges and function of Council;
- d) whether the works will be of special benefit to the persons required to pay the special rate or charge;
- e) the need for the project taking into account matters of health, safety and amenity;
- f) identification of the likely beneficiaries of the project;
- g) options for the scope, staging and funding of the project; and
- h) a preliminary cost which provides a broad indication of costs per affected property and options for distribution of costs.

#### 4.3. Preliminary Consultation

Following a decision to proceed with preliminary consultation, the relevant General Manager shall invite persons considered to receive a special benefit from the proposal to attend an initial meeting to discuss the options, concept plans, costing, procedures and timing of the proposal. The General Manager will also undertake a survey to determine the level of support for the project.

The meeting and survey is to seek the following information:

- a) whether there is broad support for the scope of the works,
- b) the preference as to the type of design and construction if there are options,

- c) whether there is agreement for the project considering health, safety and amenity,
- d) comments on the preliminary costs including what would be incurred per affected property,
- e) comments on the options for distribution of costs payments that are available and preferred preference of payment; and
- f) nominations for establishment of a "Community Reference Panel"

#### 4.4 Initial Report to Council

The relevant General Manager shall present an initial report to Council.

The report shall address the following items:

- a) outcome of the public consultation and results of survey;
- b) expansion of the preliminary report taking into account the following matters where relevant:
  - (i) the function of Council infrastructure.
  - (ii) health, safety and amenity.
  - (iii) technical matters such as topography of the area, design speeds for local roads, impact in respect to drainage works, road networks traffic volumes etc.
  - (iv) environmental impact e.g. removal of vegetation
  - (v) cost to the community regarding options that include no action (i.e. continuing to maintain the existing facility).
- d) proposed Council contribution to the project, if any;
- e) advice from the Community Reference Panel; and
- f) the need to or not to proceed considering the following matters :

The initial report should include a recommendation that Council either abandon or proceed with the preparation of a Special Rate or Special Charge report.

The Council in determining whether to proceed to a special rates and/or charges report shall have regard to the contents and recommendations of the initial report and:

- The convenience and standard of access to properties by occupiers, servicing authorities and emergency services.
- Motorist and pedestrian safety (includes cyclists and motorised scooters and wheel chairs).
- Problems in providing for stormwater drainage of the adjoining properties and the roadway and the lack of legal points of discharge (if any).
- The importance of the street in the overall traffic system.
- The level of demand for maintenance or improvement works.
- The economics of Council providing maintenance works at the cost to the ratepayer over the long term.
- Such other matters as the Council deems relevant.



#### 4.5 Detailed Project Preparation

If Council decides to proceed with a special rate report then the project detailed design, estimates and apportionment are to be prepared. This should be prepared in consultation with owners through the "Community Reference Panel".

#### 4.6 Special Rate or Special Charge Report

A detailed report is to be presented to Council. This report is to include the following:

- a) **Objectives of the Proposal**  
*including special benefit, special rate or special charge,*
- b) **Detailed Design Plans**  
*defining the scope of the project and to include sufficient information to determine the beneficiaries of the special charge.*
- c) **Detailed Estimate of Cost**  
*to include administration costs and a separate estimate of Council's contribution where appropriate,*
- d) **The Criteria**  
*to include the special benefit and the degree of special benefit to beneficiaries.(refer Attachment 1 & 2).*
- e) **Apportionment of Costs**  
*a detailed apportionment of the estimated cost to each beneficiary including detailed description of the method of distribution of cost amongst beneficiaries. This must include "total cost", 'special benefit' 'total special benefit', 'community benefit and, 'maximum total levy'. (refer Attachment 2).*
- f) **Recommendation for Special Rate or Special Charge**  
*The report is to include a recommendation to notify of the intention to declare a special rate or special charge or a combination of both to defray the cost of the proposed works.*

*The Recommendation of Council's intention to Declare a Special Rate or Charge will include:*

- *the period the Special Rate or Charge remains in force;*
- *the purpose of the Special Rate or Charge;*
- *a description of the groups, users or areas for which the Special Rate or Charge applies;*
- *a definition of the land in relation to which the Special Rate or charge is declared;*
- *a definition of the criteria which forms the basis of the Special Rate or Charge;*
- *a definition of the manner in which the Special rate or Charge will be assessed and levied;*
- *the amount for which the person will be liable and required to pay;*
- *the manner of payment of the Special Rate or Charge;*
- *the penalties for failing to pay;*
- *any incentives available for early payment;*
- *details of the public notice to be given of the intention to declare a Special rate or Charge; and*
- *that submissions made in accordance with section 223 of the Local Government Act 1989 will be considered by Council, or by a special submissions committee nominated by Council for that purpose.*

**4.7 Notification to Declare a Special Rate or Special Charge Declared**

Upon Council Notifying of its intention to declare a special rate or special charge the procedures detailed in sections 163, 163A, 164, 165, 166, 185 and 223 of the *Local Government Act* 1989 shall be followed.

The Council hereby authorises the General Manager to carry out administrative procedures necessary to enable the Council to carry out the functions under these Sections of the *Local Government Act*.

**4.8 Council to Decide Whether to Proceed**

If as a result of submissions received under section 223 of the *Local Government Act*, Council resolves for a substantial variation to the cost or change to the basis of distribution of costs, Council shall resolve to halt the process and return it to the stage of initial declaration in order that those parties that did not make a submission through acceptance of the initial proposal are given the opportunity to make submissions to Council in respect to the substantially modified proposal.

A guide to "substantial" projects has been determined by Council. Issues other than cost may also be determined as substantial and the discretion of Council can be applied.

Generally projects should be halted where a cost increase of greater than 10% or redistribution of costs imposing burdens on beneficiaries greater than 10%.

**4.9 Council Resolution**

Following consideration of written or verbal submissions in accordance with section 223 of the *Local Government Act* 1989 Council shall resolve to abandon, modify or declare the special rate or charge as appropriate.

Anyone making a submission and all parties affected by the scheme are to be advised of the Council's resolution.

**4.10 Levy the Special Rate or Special Charge**

After consideration of submissions and the special rate or charge is declared with or without modification, Council may levy the special rate or charge.

Although required only to notify those parties that have made a submission in respect to the special rate or charge, all beneficiaries who are liable to pay the special rate or charge shall be notified of the decision and their rights of appeal to the Victorian Civil and Administrative Tribunal (VCAT).

**4.11 Notification of Appeal by Victorian Civil and Administrative Tribunal**

If an appeal to Council's decision to levy a special rate or charge is lodged with the VCAT:

- a) Council may determine to contact and negotiate with the applicants prior to the VCAT hearing.
- b) The relevant General Manager shall co-ordinate Council's case for the VCAT hearing.

**4.12 Notification of Final Decision**

After notification of the VCAT's decision and Council's final decision all beneficiaries shall be notified of Council's final decision and the implications of that decision, whether Council is to proceed with the scheme, vary the scheme or discontinue.

**4.13 Tenders for Works or Service**

Tenders shall be invited for the works in accordance with Council's Tendering and Contracts policy.

**4.14 Quotation or Tender Price Exceeds Estimate**

The relevant General Manager shall proceed with the contracts if the quotation or tender price is below the estimate.

If the price exceeds the estimate by 10 percent or less and the relevant General Manager is confident that it is the best price attainable, the scheme shall proceed and the affected property owners are to be advised of the complete situation.

If the price exceeds the estimate by more than 10% the scheme shall be resubmitted to Council for reassessment. If the price is considered a 'material variation' in the amount payable, and if Council decides to continue with the Scheme, Council must treat the variation as if the variation were a declaration.

If the price exceeds the estimate, the relevant General Manager at their discretion may recall tenders.

**4.15 Construction**Commencement

Works are to commence within a reasonable period and as soon as practicable after the notification of a special rate or special charge and appointment of contractor. Works should begin within 12 months of levying of the special rate or special charge or as specified in the declaration.

Completion

General contract obligations will require completion of the works within 6 months of practical completion.

**4.16 Final Report to Council**

The relevant General Manager, after completion of the contract shall submit a report to Council stating the final cost, and final apportionment of costs. The report should include the reasons for any cost variation.

**4.17 Advise the Beneficiaries of Final Costs**

All persons who are liable to pay the special rate or special charge must be notified of any variation and final cost.

**4.18 Administration Costs**

Design, supervision and administration are costs that will be included to convey the "user-pay" and "cost-recovery" principles.

Design costs shall be charged at a rate of :

- (a) 10% for in-house designs; or
- (b) actual design cost where Consulting Engineers or other professionals are engaged.

Council shall add :

- (a) an administration fee for servicing the special rate project of 3% of cost of the project; and
- (b) a supervision fee of 2½% for supervising the works and administering the contract.

**4.19 Legal Costs**

Legal costs associated with land acquisition and title information and implementing the special rate should be a charge against the scheme. Costs do not include any

expenses incurred or anticipated to be incurred which relate to any proceedings or anticipated proceedings before VCAT.

#### 4.20 Payment Options

Section 167 of the *Local Government Act*:

- “(3) A special rate or special charge is due and must be paid by the date specified in the notice requiring payment, which is a date not less than 28 days after the date of issue of a notice.*
- (4) A person who is liable to pay a special rate or special charge must pay the special rate or special charge –*
- (a) as a lump sum; or*
  - (b) if the Council has provided an instalment plan and the person has elected to pay the special rate or special charge in accordance with the instalment plan, in accordance with the instalment plan.*
- (5) If the performance of the function or the exercise of the power in respect of which a special rate or special charge is to be levied relates substantially to capital works, the Council must provide an instalment plan in accordance with subsection (6).*
- (6) An instalment plan –*
- (a) must provide for instalments to be paid over a period of at least 4 years;*
  - (b) may include in the amount of an instalment a component for reasonable interest costs the total of which must not exceed the estimated borrowing costs of the Council in respect of the performance of the function or the exercise of the power in respect of which the special rate or special charge is to be levied by more than 1%.”*

#### 4.21 Incentives for Prompt Payment

(Section 168 *Local Government Act*) allows a Council to declare incentives. In general, incentives will not be offered as works are charged at cost.

#### 4.22 Apportionment of the Special Rate or Special Charge

The method of apportionment of the special rate or special charge is to be based on fairness, equity and betterment to each property within the scheme area.

Council will consider making a contribution where the standard of construction for any component is in excess of what is required to serve the abutting property owners by virtue of Council's infrastructure standards.

The special rate and special charges criteria - Attachments 1 and 2 relate directly to this policy.

### 5. POLICY IMPLEMENTATION

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

### 6. ATTACHMENTS

Attachment 1 “Guidelines – Special Rate & Special Charges”

Attachment 2 “Criteria and Manner of Apportionment to be adopted for Special Rates & Charges.”

**ADOPTED/AMENDMENT OF POLICY**

| <b>Policy Review Date</b> | <b>Reason for Amendment</b> |
|---------------------------|-----------------------------|
| 24 May 2006               | 28 October 2009             |
| 28 October 2009           | Review                      |

**ATTACHMENT 1 – Guidelines Special Rate & Special Charges****DEFINITIONS :**

|                           |                                                                                                                                                                                                                                                           |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Arterial Road             | Principal route in road network carrying high traffic volumes and a high proportion of through traffic and declared as such by VicRoads.                                                                                                                  |
| Collector Road            | Route which collects and distributes traffic from a precinct.                                                                                                                                                                                             |
| Community Benefit         | Exist where there is a tangible and direct benefits to the people in the community.(Not all Schemes have Community Benefits)                                                                                                                              |
| Community Reference Panel | Group of nominated residents to represent the interests of parties affected by the proposed scheme                                                                                                                                                        |
| Construction              | New works providing an asset which the public has previously not had access to or over                                                                                                                                                                    |
| Easement Drain            | Drainage usually provided at the rear of the properties located on the low side of a road constructed within an easement set aside for drainage on title. Concentrated runoff from roof and balance of property is connected to this drain                |
| Govt Rd/Private St        | Generally as set out on parish plans of subdivisions respectively, however in the context of these guidelines there is no distinction between these two categories                                                                                        |
| Local Precinct            | An area characterised by its own local identity and boundaries eg., residential, commercial, industrial.                                                                                                                                                  |
| Local Road                | Route specifically to serve a small number of residential (or commercial/industrial) properties. Predominantly used by abutting property owners.                                                                                                          |
| Main Drain                | Principal drainage route serving a catchment or part catchment into which street and easement drainage is discharged either directly or indirectly                                                                                                        |
| Maintenance               | All works necessary to ensure that previous construction either in full or part is kept in a useable, safe condition.                                                                                                                                     |
| Outfall Structure         | Drainage Works at confluence of main drain with outlet eg. river, lake, bay, water course.                                                                                                                                                                |
| Special Benefit           | Means a tangible benefit (including direct services, identifiable improvements in physical and environmental amenity, and improved safety and economic benefits), over and above that available to persons who are not the subject of the Special Charge. |
| Street Drainage           | Drainage provided which is necessary to drain the street and into which adjoining properties may be connected.                                                                                                                                            |
| Subdivision Road          | Road established through the process of Subdivision. It may serve residential, commercial and industrial areas.                                                                                                                                           |
| Street                    | Alternative term for road.                                                                                                                                                                                                                                |

**NOTES :**

1. Projects in the current Budget will be funded as provided for.
2. In apportioning costs, Council may use "Benefit Units" as means of ensuring equity between contributors. The basis for benefit units will generally be area or number of separate residential titles into which the land may be subdivided.
3. In instances of subdivisional development and major site development eg. Shopping Centres, Hotels/Motels, Recreation developments. Council reserves the right to depart from these guidelines and impose conditions relating to provision of infrastructure, through a Planning Permit process or by negotiation.
4. The guidelines are based on the 'User Pays' system which benefit the key criterion to be used in apportioning costs.
5. Council may amend these guidelines from time to time and in instances where they do not cover specific circumstances, Council will endeavour to apply the true intent of the guidelines to cover such instances.

## ATTACHMENT 2 – Criteria and Manner of Apportionment to be Adopted for Special Rates and Charges

| Project Description                                                                                            | Principal                                                                                                                                                                                                                                                                                                               | Basis of Apportionment of Costs                                                                              | Special Notes                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. ROAD CONSTRUCTION AND ASSOCIATED WORKS</b> (This section does not apply to any roads funded by VicRoads) |                                                                                                                                                                                                                                                                                                                         |                                                                                                              |                                                                                                                                                                                |
| <b>1.1 Arterial Road</b>                                                                                       |                                                                                                                                                                                                                                                                                                                         |                                                                                                              |                                                                                                                                                                                |
| <i>Road Pavement</i>                                                                                           | Fully funded by Council where road performs an arterial function except where road provides access to abutting properties, owners may be charged to the equivalent of a 7.6 m standard road pavement. This width may vary in the case of Commercial/Industrial precincts and each case will be considered on its merit. | Accrued benefit with calculations based on property frontage, area or a combination of both or benefit unit. | Includes construction of service roads, however, Council may contribute a portion of the costs where the road receives substantial use for reasons other than property access. |
| <i>Kerb &amp; Channel</i>                                                                                      | Fully funded by abutting property owners except where kerb and channel is placed solely to provide drainage or protection for an arterial road pavement.                                                                                                                                                                | Accrued benefit with calculations based on property frontage                                                 |                                                                                                                                                                                |
| <i>Footpath</i>                                                                                                | Fully funded by abutting property owners except where it can be demonstrated that pedestrian traffic is predominantly external or is influenced by a major development eg. shopping centre. In this instance Council may fund up to 50% of the cost.                                                                    | Accrued benefit with calculations based on property frontage.                                                | Where footpath is provided wider than normal, to accommodate cyclists, Council shall meet additional costs.                                                                    |
|                                                                                                                |                                                                                                                                                                                                                                                                                                                         |                                                                                                              |                                                                                                                                                                                |



## ATTACHMENT 2 – Criteria and Manner of Apportionment to be Adopted for Special Rates and Charges

| Project Description       | Principal                                                                                                                                                                                                                                                                                                                                                                                                                         | Basis of Apportionment of Costs                                                                                | Special Notes                                                                                                                                                                  |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.2 Collector Road</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                |                                                                                                                                                                                |
| <i>Road Pavement</i>      | Funded by abutting property owners where road provides access to abutting properties and acts as a collector function to immediate residential precinct. Where collector function is based on larger, external area, Council shall fund the road pavement required which is greater than that of a 7m standard. This width may vary in the case of Commercial/Industrial precincts and each case will be considered on its merit. | Accrued benefit with calculations based on property frontage, area or a combination of both or benefit unit.   | Includes construction of service roads, however, Council may contribute a portion of the costs where the road receives substantial use for reasons other than property access. |
| <i>KERB &amp; CHANNEL</i> | Fully funded by abutting property owners                                                                                                                                                                                                                                                                                                                                                                                          | Accrued benefit with calculations based on property frontage                                                   |                                                                                                                                                                                |
| <i>Footpath</i>           | Fully funded by abutting property owners except where external influences affect pedestrian flow eg. shopping centre development. In this instance Council may meet up to 50% of the costs.                                                                                                                                                                                                                                       | Accrued benefit with calculations based on property frontage                                                   |                                                                                                                                                                                |
| <b>1.3 Local Roads</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                |                                                                                                                                                                                |
| <i>Road Pavement</i>      | Fully funded by abutting property owners                                                                                                                                                                                                                                                                                                                                                                                          | Accrued benefit with calculations based on property frontage or area or a combination of both or benefit unit. |                                                                                                                                                                                |
| <i>Kerb &amp; Channel</i> | Fully funded by abutting property owners                                                                                                                                                                                                                                                                                                                                                                                          | Accrued benefit with calculations based on property frontage or area or a combination of both or benefit unit  |                                                                                                                                                                                |

## ATTACHMENT 2 – Criteria and Manner of Apportionment to be Adopted for Special Rates and Charges

| Project Description            | Principal                                                            | Basis of Apportionment of Costs                                                                                                                                                                  | Special Notes                                                                                                                                                                                                   |
|--------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Footpath</i>                | Fully funded by abutting property owners                             | Accrued benefit with calculations based on property frontage or area or a combination of both or benefit unit                                                                                    |                                                                                                                                                                                                                 |
| <b>1.4 Footpaths - General</b> | Funded by Council, property owners or a combination                  | Accrued benefit to property owners or 'catchment' of property owners, balanced by benefit to overall community. Calculations based on property area, number of allotments or distance from path. |                                                                                                                                                                                                                 |
| <b>1.5. Road Maintenance</b>   | Fully funded by Council subject to Council's Road Maintenance Policy |                                                                                                                                                                                                  |                                                                                                                                                                                                                 |
| <b>2. DRAINAGE</b>             |                                                                      |                                                                                                                                                                                                  |                                                                                                                                                                                                                 |
| <b>2.1 Easement</b>            | Fully funded by owners deemed to receive benefit                     | Based on equivalent contributing property area and accrued benefit. Receivers and dischargers of water to receive benefit at an equal rate.                                                      |                                                                                                                                                                                                                 |
| <b>2.2 Main</b>                | Fully funded by owners in catchment deemed to receive benefit        | Based on equivalent <u>contributing property area</u> and accrued benefit                                                                                                                        | Major works such as realignment of water courses may be funded by Council<br><br>• Major outfall structures may be funded in whole or part by Council. History of the outlet shall be taken into consideration. |

## ATTACHMENT 2 – Criteria and Manner of Apportionment to be Adopted for Special Rates and Charges

| Project Description              | Principal                                                                                                                                   | Basis of Apportionment of Costs                                                                                           | Special Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  |                                                                                                                                             |                                                                                                                           | <ul style="list-style-type: none"> <li>• In assessing property owner's level of contributions, Council shall take into consideration any funds previously provided by such owners. eg. developer drainage levy.</li> <li>• Property owners responsibility will be considered to include the proper and effective disposal of stormwater to an approved outfall regardless of whether or not there is a direct pipe connection between the property and the outfall</li> <li>• Minimum pipe size for purpose of the policy shall be 225 mm diameter</li> </ul> <p>Street drainage generally part of a street construction scheme with costs combined.</p> |
| <b>2.3 Street Drainage</b>       | Fully funded by abutting property owners deemed to receive benefit if not part of street construction                                       | Accrued benefit with calculations based on property frontage, area, a combination of both or equivalent contributing area |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>2.4. Drainage Maintenance</b> | Fully funded by Council                                                                                                                     |                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>3. CARPARKS</b>               |                                                                                                                                             |                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>3.1 Reserves</b>              | Generally funded by Council however a cost shared arrangement may be determined with users or user groups to provide carparking facilities. | By negotiation with Council taking into account benefit to users and general public                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## ATTACHMENT 2 – Criteria and Manner of Apportionment to be Adopted for Special Rates and Charges

| Project Description                                                  | Principal                                    | Basis of Apportionment of Costs                                                                                                                                                                                                                                                                                                                                                                                         | Special Notes |
|----------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                                                      |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                         |               |
| <b>3.2 Shopping Centres</b>                                          | Fully or partly funded by shop owners        | Degree of direct benefit to shop owners. Calculations based on property area, nett annual value, carparking requirement for premises under Planning Scheme, distance of property from carpark or a combination of these.                                                                                                                                                                                                |               |
| <b>4. LOCAL AREA TRAFFIC MANAGEMENT</b>                              |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                         |               |
| <b>4.1 Collector, arterial system or perimeter of local precinct</b> | Fully funded by Council or other Authorities |                                                                                                                                                                                                                                                                                                                                                                                                                         |               |
| <b>4.2 Local Precinct</b>                                            | Fully or part funded by abutting owners      | <p>Accrued benefit to abutting owners, however in determining Council contributions the following will be taken into consideration :</p> <ul style="list-style-type: none"> <li>a) Volume of through Traffic</li> <li>b) Generation of traffic by abutting developments</li> <li>c) Degree of residential nature of street</li> <li>d) Nature and extent of problem eg., noise, accident/blackspot location.</li> </ul> |               |

**ATTACHMENT 2 – Criteria and Manner of Apportionment to be Adopted for Special Rates and Charges**

| <b>Project Description</b>                  | <b>Principal</b>                                                 | <b>Basis of Apportionment of Costs</b>                                                                                                                       | <b>Special Notes</b> |
|---------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>5. STREETSCAPES</b>                      |                                                                  |                                                                                                                                                              |                      |
| <b>5.1 Road / Street</b>                    | A cost shared arrangement may be determined with property owners | By negotiation with Council taking into account potential accrued benefits to property owners                                                                |                      |
| <b>5.2 Shopping Centres &amp; Precincts</b> | Fully or part funded by shop owners                              | Degree of direct benefit to shop owners. Calculations based on property area, nett annual value, proximity of premises to site or a combination of the above |                      |





## COUNCIL POLICY

|                                 |                                            |
|---------------------------------|--------------------------------------------|
| <b>Council Policy Title:</b>    | <b>Recreation Reserve Fees and Charges</b> |
| <b>Council Policy ref. no:</b>  | 12.1                                       |
| <b>Responsible Department:</b>  | Corporate and Community Services           |
| <b>Date of adoption/review:</b> |                                            |

### 1. INTRODUCTION

The Recreation Reserve Fees and Charges Policy pertain to the fees collected from users of Recreation Reserves within the Colac Otway Shire for the purposes of recreation, sport, events and other community activities. The intent of the Policy is to provide clarity and consistency for all user groups and Managers of the Recreation Reserves within the Colac Otway Shire and for Council.

For the purpose of this Policy the differing factors between the City and Regional Reserves are detailed and therefore reflected in the Policy.

This Policy also identifies the volunteer community input specifically to the Regional Recreation Reserves and acknowledges the value placed on these contributions. This Policy applies for the period 2013 – 2016 to enable a four year period of the Policy in place to then be reviewed for further consideration.

Council provides recreation reserves to various sporting and community groups and performs regular maintenance to ensure that they meet the needs and demands of these users. The level of maintenance for grounds and associated facilities is guided by Council's Public Open Space Strategy and Parks and Gardens Best Value Review.

Council endeavours to recoup some of these costs through charging of fees for seasonal and casual use of its sporting facilities. Industry standards and benchmarking identifies that recouping around 15% of total expenditure for maintenance and operations is realistic.

### 2. OBJECTIVES / PURPOSE

The purpose of the Policy is to provide Council and Recreation Reserve stakeholders with clarity regarding the fees and charges applied for the use of the Recreation Reserves within the Shire. This Policy also includes the agreements associated with this use and the relevant roles and responsibilities of all parties. Copies of the associated agreements are included as appendices to this Policy.

**3. DEFINITIONS**

The following definitions are referred to throughout this Policy:

**Regular User Group:** refers to a body of people united for sporting or recreation purposes including sports clubs, community organisations, sport associations and other groups that have an agreement with Council permitting use of the nominated Colac City Reserve or an agreement with the Committee of Management for the use of the Regional Recreation Reserve. Typically a regular user group is based at the nominated ground for a specific season.

**Casual Hirer:** refers to a body of people united for sporting or recreation purposes for one-off or irregular use that have a Casual Hire Agreement with Council for City Reserve use and with the Committee of Management for the Regional Recreation Reserve use.

**City:** refers to the Colac township.

**Council:** refers to the Colac Otway Shire.

**Committee of Management:** refers to the governance structure for Regional Recreation Reserves to manage the Regional Recreation Reserves.

**Recreation Reserve:** refers to the nominated sports ground as detailed in the agreement.

**Facilities:** refers to the clubroom or other infrastructure at the Recreation Reserve which is made available for use to the regular user group and casual hirers as per the agreement.

This Policy acknowledges the distinct differences between the City and Regional Recreation Reserves.

This Policy refers to:

The **Colac City Reserves** which include the following:

| Reserve                                     | Location                | Ownership and Management                                             |
|---------------------------------------------|-------------------------|----------------------------------------------------------------------|
| Central Reserve, Premier Recreation Reserve | Gravesend Street, Colac | Colac Otway Shire owned and managed.                                 |
| Eastern Reserve                             | Wilson Street, Colac    | Colac Otway Shire owned and managed.                                 |
| Western Oval                                | Sinclair Street, Colac  | Colac Otway Shire owned and managed.                                 |
| Colac Cricket Ground                        | Queens Avenue, Colac    | Crown Land with Colac Otway Shire delegated Committee of Management. |
| South Colac Reserve                         | Main Street, Elliminyt  | Crown Land with Colac Otway Shire delegated Committee of Management. |

The **Regional Recreation Reserves** which include the following:

| Reserve    | Location                           | Ownership                                    |
|------------|------------------------------------|----------------------------------------------|
| Apollo Bay | Great Ocean Road, Apollo Bay       | Department of Sustainability and Environment |
| Alvie      | 1140 Corangamite Lake Road, Alvie. | Colac Otway Shire                            |
| Beeac      | 55 Lang Street, Beeac              | Department of Sustainability and Environment |
| Birregurra | 19 Strachan Street, Birregurra     | Department of Sustainability and Environment |



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|                              |                                          |                                                                                      |
|------------------------------|------------------------------------------|--------------------------------------------------------------------------------------|
| Beech Forest (Ditchley Park) | 1535 Old Beech Forest Road, Beech Forest | Colac Otway Shire                                                                    |
| Carlisle River               | 45 Gellibrand River Road, Carlisle River | Colac Otway Shire                                                                    |
| Cressy                       | 45 Tennant Street, Cressy                | Department of Sustainability and Environment                                         |
| Forrest                      | 25 Yaughar Road, Forrest                 | Department of Sustainability and Environment                                         |
| Gellibrand                   | Football Road, Gellibrand                | Department of Sustainability and Environment                                         |
| Irrewillipe                  | 2470 Timboon Colac Road, Irrewillipe     | Colac Otway Shire                                                                    |
| Pirron Yallock               | 370 Swan Marsh Road, Swan Marsh          | Colac Otway Shire                                                                    |
| Warrion                      | 25 Glen Street, Warrion                  | Department of Sustainability and Environment                                         |
| Warrowie (Irrewarra)         | McKays Road, Irrewarra                   | Department of Sustainability and Environment<br>(Netball Courts – Colac Otway Shire) |

## 5. POLICY

### Recreation Reserve Management

It is Council Policy to ensure that the three agreements as attached to this Policy are in place and maintained to ensure they are current and accurate;

Attachment A: City Reserve Regular User Group Agreement

Attachment B: Regional Recreation Reserve Committee of Management Agreement with Council

Attachment C: Regional Recreation Reserve Agreement between Committee of Management and the Regular User Groups

It is Council Policy to recognise the mix of Recreation Reserve ownership and management arrangements. Council acknowledges that the regular user groups, namely community clubs and organisations, schools and other community not for profit groups contribute significantly to the health and wellbeing of the Colac Otway community through the provision of various physical activity, sport and recreation activities and programs. It is for these reasons that Council contribute to the maintenance and upkeep of all Recreation Reserves within the Colac Otway Shire to ensure facilities are available to all.

The nature of the activities to be conducted on the Reserves is to be defined by the Agreements. Approval of Events is to be sought through the Colac Otway Shire Event Approval Process.

### Recreation Reserve Maintenance

Council recognises that different demands and activities on the Recreation Reserves have varying impacts and maintenance requirements. By way of example, football has greater wear and tear on a sports field as compared to cricket or little athletics and therefore requires greater preparation and repair works for the start and end of season maintenance. Differing activities and sports have differing requirements due to the specific surface and infrastructure needs.

It is Council Policy for the Cosworks Unit (inclusive of the Parks and Gardens team) to maintain the City Reserves and surrounds in accordance with agreed Grounds Works Programs and budgets which comply with recreation reserve requirements for the purpose of their intended use. These works maintenance programs are developed on an annual basis in consultation between Council's Infrastructure and Services Department and the Recreation, Arts and Culture Unit. These work programs acknowledge both budget and other resource capacities.

The level of maintenance for City Reserves is commensurate with its classification (hierarchy) as per Council's Public Open Space Strategy. The higher the level of classification, the greater Council's contribution to maintenance of the reserve.

The following hierarchy applies to the City Reserves:

- Premier or Regional (Central Reserve)
- Township – football (South Colac Reserve and Western Oval)
- Township – no football (Eastern Reserve and Colac Cricket Ground)

The Schedule and Responsibilities for Occupier and Council is an appendix to the City Reserve Regular User Group Agreement. This Schedule clearly defines the roles and responsibilities of all parties with regard to the internal maintenance of facilities and infrastructure located on City Recreation Reserves.

It is Council Policy not to undertake any maintenance works to the Regional Recreation Reserves but to contribute financially to the Committees of Management in recognition of the volunteer works and other contributions made by the local communities, regular reserve users and the Committee of Management to the Reserve. It is Council Policy that these financial contributions are conditional that each of the Regional Recreation Reserves has a current Master Plan and that current management agreements are in place and operating.

Operational procedures will continue to ensure all casual bookings are formally recorded particularly for the purposes of insurance and maintenance works scheduling. The centralised booking system enables all Council staff with access to the casual bookings information, ensuring venues are not double-booked.

Council provide regular collection of waste from the Colac City Reserve litterbins provided. The management of waste further to the Reserve litterbin needs is the responsibility of the Reserve Regular User Group. Waste Management at the Regional Recreation Reserves is the responsibility of the relevant Committee of Management.

#### **Recreation Reserve Capital Development**

Consistent with Council's Capital Works and Major Projects Program this Policy acknowledges that a ten year capital works program exists which includes proposed capital development works to both the Colac City and Regional Recreation Reserves. It is Council Policy to secure where possible external funding and contributions to assist with the implementation of the Capital Works Program. This applies directly to capital works projects to be undertaken at Recreation Reserves which meet both state and federal government funding program objectives.

Capital improvements or alterations to facilities owned and/or managed by Council are required to be approved by Council.

**City Reserves**

The fees and charges for City Reserves are calculated using a formula which takes into account the following:

- Level of use
- Cost to Council to maintain and insure \*
- Asset depreciation
- Impact of use on the facility eg: football requires a greater level of maintenance than athletics.

The following methodology has been determined to ensure consistency for regular users of City Recreation Reserves:

- Determine 2% of asset value eg: "Asset Replacement Cost".
- Asset Replacement Cost divided by the number of users.
- The annual maintenance cost of the sportsground and the built facility is divided by the total number of Sessions/Units of available time over a year (468) to arrive at a unit cost.
- The Session/Unit cost is multiplied by the number of Session/Units used by a regular user multiplied by the number of weeks within a season to arrive at a gross charge.
- A percentage of the gross cost, as determined by Council (eg: 15%), is recovered from users of sportsgrounds.

An example of the formula used to calculate the fees and charges can be found at Appendix 1.

It should be noted that Fees and Charges for City Reserves will be calculated annually taking into account annual operational costs and asset valuations.

**Note:** The cost of building insurance has been factored into the formula stated in the Policy and therefore a contribution from the Regular User Group will come from the annual fees. Where Regular User Groups have user specific social facilities which provide the Regular User Group with an opportunity to hire out and generate revenue, the Regular User Group is required to pay the full cost of insuring this building.

The following Regular User Groups are subject to this Policy:

| Recreation Reserve      | Regular User Groups                                                                                                                                                                                                                                                |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Central Reserve         | Colac Football Netball Club<br>Colac and District Cricket Association<br>Colac Little Athletics<br>Colac Auskick<br>Colac and District Football League Netball Association<br>Colac and District Football League<br>Colac Dog Obedience Club<br>Colac Otway Rovers |
| Eastern Reserve         | Colac Braves Baseball Club<br>City United Cricket Club<br>Colac Summer Netball Association<br>Colac and District Netball Association                                                                                                                               |
| Western Oval            | Colac Imperials Football Netball Club<br>Colac and District Cricket Association                                                                                                                                                                                    |
| Lake Colac Cricket Oval | Colac Cricket Club<br>Colac and District Football Umpires League                                                                                                                                                                                                   |
| South Colac Reserve     | South Colac Sports Club<br>Colac and District Cricket Association<br>Colac Cycling Club<br>Elliminyt Tennis Club                                                                                                                                                   |

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**Regional Recreation Reserves**

The fees applied for the Regional Recreation Reserves are based on the following formula for defined activities:

|                                                             |         |
|-------------------------------------------------------------|---------|
| Football/Netball                                            | \$2,500 |
| Cricket                                                     | \$1,500 |
| Tennis                                                      | \$1,000 |
| Pony Club                                                   | \$500   |
| Other event one-off eg: Agricultural Show                   | \$500   |
| No formal users but provides open space for local community | \$1,000 |

It should be noted that the amounts attributed to each activity were agreed to by Council in 2009. These amounts have increased by CPI annually and will continue to be increased annually in accordance with CPI increases.

| Recreation Reserve           | Committee of Management Representing Regular User Groups                                                                 | Council Contribution                   | 2009/2010 allocation |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------|
| Apollo Bay                   | Apollo Bay Football/Netball Club<br>Apollo Bay Cricket Club<br>Apollo Bay Tennis Club<br>Apollo Bay Show Society - Event | \$2,500<br>\$1,500<br>\$1,000<br>\$500 | \$5,500              |
| Alvie                        | Alvie Football Netball Club<br>Alvie Cricket Club                                                                        | \$2,500<br>\$1,500                     | \$4,000              |
| Beeac                        | Coragulac Cricket Club<br>Super Rules Football                                                                           | \$1,500<br>\$500                       | \$2,000              |
| Birregurra                   | Birregurra Football Netball Club<br>Birregurra Cricket Club<br>Birregurra Tennis Club                                    | \$2,500<br>\$1,500<br>\$1,000          | \$5,000              |
| Beech Forest (Ditchley Park) | Otway Cricket Club                                                                                                       | \$1,500                                | \$1,500              |
| Carlisle River               | Open Space – no regular user groups                                                                                      | \$1,000                                | \$1,000              |
| Cressy                       | Cressy Sheepdog Trials/Open Space                                                                                        | \$1,000                                | \$1,000              |
| Forrest                      | Forrest Football Netball Club<br>Forrest Cricket Club<br>Forrest Adult Riding Club<br>Forrest Mountain Bike Club         | \$2,500<br>\$1,500<br>\$500<br>\$500   | \$5,000              |
| Gellibrand                   | Otway Districts Football Netball Club<br>Gellibrand Tennis Club                                                          | \$2,500<br>\$1,000                     | \$3,500              |
| Irrewillipe                  | Western Eagles Football Netball Club<br>Tomahawk Cricket Club                                                            | \$2,500<br>\$1,500                     | \$4,000              |
| Warrion                      | Warrion Cricket Club                                                                                                     | \$1,500                                | \$1,500              |
| Warrowie (Irrewarra)         | Irrewarra Football Netball Club<br>Irrewarra Cricket Club                                                                | \$2,500<br>\$1,500                     | \$4,000              |
| <b>TOTAL ALLOCATION</b>      |                                                                                                                          |                                        | <b>\$38,000</b>      |

It is Council Policy that both Private and Government Schools within the Colac Otway Shire using the Reserves for physical education or other sport related activities will not be charged any hire fees.

Council reserves the right to charge and collect casual user fees for City Reserves. All casual users of the City Reserves will be charged a flat fee dependent on the nature and extent of use of the reserve. Casual use refers to any one-off or irregular use and this does also apply to regional competitions and training. Where City Reserves have dedicated social facilities which were predominantly developed by tenant groups (eg: Colac Football Netball Club Social Rooms), the tenant group has the right to charge fees for use of this building only. This is reflected in City Reserve Regular User Group Agreements.

### Recreation Reserve Funding

It is Council Policy to assist community sport and recreation clubs and organisations with sourcing appropriate funding for identified projects. Council has the capacity to provide various funding support to community sport and recreation clubs to improve, develop or redevelop community facilities. When available these opportunities are promoted and are subject to Council budgets, other state and federal government funding options and other initiatives.

## 6. IMPLEMENTATION AND REVIEW

It is Council Policy to implement this Policy further to Council adoption, commencing for the 2013-2014 financial year for the following five financial years. This Policy will be reviewed annually to determine its effectiveness from all stakeholders perspective and a formal review will be scheduled at the conclusion of the five year implementation period; that being 2017.

## 7. RELATED LEGISLATION

This Policy and the associated appendices relate to the *Crown Land (Reserves) Act 1978* as some reserves are located on Crown Land and managed by either Council or a delegated community Committee of Management.

## 8. RELATED POLICIES / PROCEDURES / GUIDELINES

This Policy relates to the:

- Funding Advances to Community Organisations Policy - Policy No. 6.2.
- Application for Casual Use of Council Reserves and/or Facilities
- City Reserve Regular User Group Agreement
- City Reserve Casual Users Hire Form
- Regional Recreation Reserve Committee of Management Agreement with Council
- Regional Recreation Reserve Agreement between Committee of Management and the Regular User Groups
- Schedule and Responsibilities for Occupier and Council
- Risk management and insurance manual for Council Committees of Management
- Risk management and insurance manual for Non-Council Committees of Management

This Policy is strategically supported by the 2006-2010 Colac Otway Recreation Strategy and the 2011 Colac Otway Public Open Space Strategy.

### ADOPTED/AMENDMENT OF POLICY

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
| 24 May 1995        | Adopted by Council   |
| 12 March 1997      | Review               |
| 22 August 2012     | Review               |

Date Adopted:

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Recreation Reserve Fees and Charges Policy

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Date Adopted:

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**APPENDIX 1 – Formula to derive fees and charges**

| Built facility | Asset replacement value | 2% built facility cost to replace | Annual maintenance cost to Council | Total building insurance | Total Cost | Available Sessions 9x52 weeks | Unit cost (total cost / sessions) | Weekly club usage | Weeks per season | Cost of ground per season | Cost to Club - 15% return to Council | Impact on maintenance costs | Total Fees for Use | Building insurance for social rooms (if applicable) | TOTAL ANNUAL CHARGE |
|----------------|-------------------------|-----------------------------------|------------------------------------|--------------------------|------------|-------------------------------|-----------------------------------|-------------------|------------------|---------------------------|--------------------------------------|-----------------------------|--------------------|-----------------------------------------------------|---------------------|
| Clubrooms      | \$400,000               | \$20,000                          | \$48,000                           | \$2,000                  | \$70,000   | 468                           | \$150                             | 4                 | 26               | \$16,600                  | \$2,340                              | 1                           | \$2,340            | \$1,000                                             | \$3,340             |
| Changerooms    | \$300,000               |                                   |                                    |                          |            |                               |                                   |                   |                  |                           |                                      |                             |                    |                                                     |                     |
| Oval           | \$250,000               |                                   |                                    |                          |            |                               |                                   |                   |                  |                           |                                      |                             |                    |                                                     |                     |
| Scoreboard     | \$50,000                |                                   |                                    |                          |            |                               |                                   |                   |                  |                           |                                      |                             |                    |                                                     |                     |
| <b>TOTAL</b>   | <b>\$1,000,000</b>      |                                   |                                    |                          |            |                               |                                   |                   |                  |                           |                                      |                             |                    |                                                     |                     |

**Explanation of formula:****Asset replacement value**

The cost to replace the asset eg: building.

**2% built facility cost to replace**

Cost of asset replacement value x 2% (represents 50 year replacement period). Where there are more than one use of a facility, the cost is spread across the number of users.

**Annual maintenance cost to Council**

The actual cost to Council to maintain the assets at the recreation reserve.

**Total cost**

Annual maintenance cost plus asset depreciation cost.

**Available sessions**

9 sessions per week (Monday – Friday nights, Sat – Sunday morning and afternoon) x 52 weeks per year.

**Unit cost**

Total cost divided by total number of sessions available.

**Weekly club usage**

Number of sessions facility is used by the club.

**Weeks per season**

Number of weeks per year facility is used by the club.

**Cost of ground per season**

Weekly usage x weeks per season x unit cost.

**Building insurance**

Cost to Council for building insurance

**Cost to club – 15%**

15% return to Council. Equates to an 85% subsidy by Council.

**Impact on maintenance costs**

How much impact the usage has on the facility, which in turn impacts on annual maintenance cost. Eg: football has greater impact on reserve than Little Athletics. A figure of '1' is given to the club that has the most impact on the facilities at that particular reserve. Also taken into account is the maintenance by Club's which is usually Council's core responsibility eg: mowing of oval.

**Total annual charge**

Cost to club x impact on facility x subsidy for club maintenance (if applicable).

Date Adopted:

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## COUNCIL POLICY

|                                 |                                                       |
|---------------------------------|-------------------------------------------------------|
| <b>Council Policy Title:</b>    | <b>Plaques and Memorials in Colac Botanic Gardens</b> |
| <b>Council Policy ref. no:</b>  | 12.4                                                  |
| <b>Responsible Department:</b>  | Infrastructure and Services                           |
| <b>Date of adoption/review:</b> |                                                       |

### 1. INTRODUCTION

The Colac Botanic Gardens were developed in the second half of the nineteenth century over a site covering 12 hectares. The site is managed by the Colac Otway Shire Council on behalf of the Department of Environment and Primary Industries (DEPI). The Friends of the Colac Botanic Gardens acts as an advisory group to Council on activities associated with the Botanic Gardens.

This Policy provides a framework for Council when considering requests relating to plaques and memorials in the Colac Botanic Gardens.

### 2. OBJECTIVES / PURPOSE

The purpose of this policy is to provide a framework for Council when considering requests from private individuals and organisations relating to plaques and memorials in the Colac Botanic Gardens.

### 3. DEFINITIONS

Plaque – a small brass naming plate of dimensions up to 15cm x 15cm.

Ashes – the physical remains following cremation of a person. Note this policy also applies to the distribution of animal ashes.

### 4. POLICY

#### 4.1 Sponsored Trees

Donors may donate funds for the purchase of trees for the Gardens. No plaques or similar references to the donor should be associated with the trees purchased. The selection, purchase and placement of trees are the responsibility of Council's General Manager Infrastructure and Services.

Consideration should be given to the establishment of a “Donors Board” to which plaques may be attached to record significant donations to the Gardens. Scattering or burying of ashes is not permitted.

#### **4.2 Sponsored Furniture**

Donors may sponsor a garden seat. The style should be in accord with the current Colac Botanic Gardens Style Guide and should recognise any specific heritage preservation requirements.

All requests for sponsored furniture should in the first instance be made to the Friends of the Colac Botanic Gardens.

A small brass plaque, 15cm high and 15cm wide may be attached. Seats will be retained for up to 10 years. At the expiry of that time they may be removed and the donor may retrieve the plaque. While an approved plaque or memorial will be located at the designated site for a period of not less than ten years, Council maintains the right to remove or relocate it should the site be redeveloped or significantly changed in character. Council does not guarantee the retention of any plaque or memorial beyond ten years.

#### **4.3 Acknowledgement of Important Events**

Events or occasions that are of special significance to the community or to the Gardens may be marked with the planting of a tree and a plaque. An example of such an event is the Centennial of Federation. All requests for such acknowledgement should in the first instance be made to the General Manager Infrastructure and Services. Further consultation will then be undertaken with the Friends of the Colac Botanic Gardens and other relevant stakeholders.

All planting is to be consistent with the Botanic Gardens Master Plans and Landscape Plans.

#### **4.4 Memorial to a Significant Individual**

An individual who contributed significantly to the Gardens over the years may be recognised with the planting of a tree and a plaque. An example of such a person is Archibald Campbell who was curator of the Gardens for forty years.

All requests for such acknowledgement should in the first instance be made in writing to the General Manager Infrastructure and Services. Any recommendations will be referred to the Friends of the Botanic Gardens but should be consistent with the Botanic Gardens Master Plans and Landscape Plans and subject to the approval of the Chief Executive Officer.

#### **4.5 Plaques**

All plaques are to be the same size and use the same lettering. A suggested style depicted is attached.

Where a plaque or memorial is initiated by organisations or individuals within the Community, the applicant must meet all costs associated with the design, manufacture and installation of the plaque or memorial, which shall be undertaken by, or under the direction of, Council.

The text, size and mounting information of a plaque or memorial shall be made available to Council prior to installation. Installation of a memorial commemorating a person will not generally be considered within three years of the death of that person, to allow for the development of a historical perspective and for consideration of the criteria for significance.

Plaques and memorials shall be designed and sited so as not intrude upon or damage the structure or natural environment or otherwise create a public risk. Their construction should require little maintenance and should be resistant to vandalism.

Plaques or memorials which have been placed in any location without authorisation, or which do not meet the general requirements of this policy may be removed. Attempts should be made to consult the person(s) responsible for initially siting the plaque or memorial prior to its removal.

## 5. IMPLEMENTATION AND REVIEW

This policy is adopted by Council and is subject to a periodic review.

### ADOPTED/AMENDMENT OF POLICY

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
| 23 May 2007        | Adopted by Council   |
| 25 August 2010     | Review               |



## COUNCIL POLICY

|                                 |                                                                                          |
|---------------------------------|------------------------------------------------------------------------------------------|
| <b>Council Policy Title:</b>    | <b>Closure of Unused Government Roads, Licencing of an Unused Road or Water Frontage</b> |
| <b>Council Policy ref. no:</b>  | 13.1                                                                                     |
| <b>Responsible Department:</b>  | Infrastructure and Services                                                              |
| <b>Date of adoption/review:</b> |                                                                                          |

### 1. INTRODUCTION

This policy applies a procedure for the closure of unused roads and the granting of licences for unused roads and water frontages.

### 2. OBJECTIVES

The objective of this policy is to provide a framework in relation to the process to be undertaken when considering applications for the closure of unused roads and the granting of licences for unused roads and water frontages.

### 3. CRITERIA AND GUIDELINES

- Upon receipt of notification from the Government Department administering the *Land Act* 1958 (sections 349 and 400) for Council consent to the declaration of a road as unused or to licence an unused road or water frontage, the General Manager Infrastructure and Services is to ascertain whether the road or water frontage is required for traffic or access or any other legitimate purpose and refer the matter to Executive for consideration.
- If the road or water frontage is considered not to be required then the appropriate form shall be signed by the Chief Executive Officer on behalf of Council and returned to the Department.
- Whenever consent is granted to close an unused road or to licence an unused road or water frontage, the General Manager Infrastructure and Services shall notify the Manager – Finance and Customer Services to enable updating of rate records.

#### **Discontinuance of roads used for access**

(Schedule 10 Clause 3, *Local Government Act* 1989)

- Where a ratepayer requests a road or part of a road to be discontinued and/or in the opinion of the General Manager Infrastructure and Services a road is not required for traffic or public use, the General Manager Infrastructure and Services under delegation may proceed to discontinue the road by a notice published in a

local newspaper and notifying abutting landowners that submissions can be made to the proposal.

- If no submissions or objections have been received and it appears to be agreed for the closure the General Manager Infrastructure and Services will refer the proposal to the Executive for consideration. The General Manager may proceed to have the road or part of the road closed.
- If submissions are received concerning the discontinuance, these will be considered by Council in accordance with section 223 of the *Local Government Act 1989* and a final decision shall be made by Council following preparation of a report by the General Manager Infrastructure and Services.
- Where the road to be discontinued is determined to not be required for public use, will not adversely impact on service delivery, and has the endorsement of Council where necessary, the discontinuance may be confirmed via a notice published in the Victoria Government Gazette.

### **Matters to be taken into account**

As a general principle, road reserves should be retained for the intended purpose, this is regardless of whether a particular reserve is currently used or not.

Over time the requirements for use of a road reserve will change, some reserves remain as being unutilised, whilst others may become a very important part of Council's road network. In time, unused or unconstructed road reserves could very well be required and it is particularly important to thoroughly consider any application to licence or to discontinue a road. This is particularly pertinent when considering the provision of access to individual parcels of land.

Matters to be taken into account by the General Manager Infrastructure and Services when ascertaining the usage of roads and/or water frontage are:

- Number of properties abutting the road or using the water frontage;
- Whether the road is required for drainage, infrastructure works or for the servicing of properties;
- Cost of maintaining the unused road under existing conditions;
- Properties obtaining access and alternative access points along the road or water frontage; and
- Requirements of property owner(s) abutting or using the road or water frontage if any.

Further consultation may be undertaken with other relevant Council units such as Planning, Environment or Recreation to determine that the proposal is of community benefit, is in accordance with Council planning controls, does not impact adversely on environmental values and that the portion of road is not reasonably required for any other Council purpose.

### **Re-opening of licensed unused roads or water frontage**

Council may in accordance with section 407(1) of the *Land Act 1958* instruct the Department to cancel or amend a licence issued in respect of any unused road should it consider it desirable in the public's interest.

Such instruction should be in writing and specify the extent of any amendment or cancellation of a licence.

In the incidence that licence has been cancelled, the road to which that licence related shall cease to be unused and reverts back to the management of Council.

#### **4. IMPLEMENTATION AND REVIEW**

This policy will be implemented by Infrastructure and Service Department Staff and is subject to a periodic review.

#### **5. RELATED LEGISLATION**

- *Land Act 1958*
- *Local Government Act 1989*

#### **ADOPTED/AMENDMENT OF POLICY**

| <b>Policy Review Date</b> | <b>Reason for Amendment</b> |
|---------------------------|-----------------------------|
| 26 July 1996              | Adopted by Council          |
| 24 May 2006               | Review                      |
| 28 April 2010             | Review                      |



## COUNCIL POLICY

|                                 |                                                    |
|---------------------------------|----------------------------------------------------|
| <b>Council Policy Title:</b>    | <b>Installation and Usage of Stock Underpasses</b> |
| <b>Council Policy ref. no:</b>  | 13.4                                               |
| <b>Responsible Department:</b>  | Infrastructure and Services                        |
| <b>Date of adoption/review:</b> |                                                    |

### 1. INTRODUCTION

Many farmers own land on both sides of roads which requires the frequent movement of stock across the road.

The stock movement poses a risk to the safety of motorists and the people in charge of the stock. It can also result in damage to the road surface, shoulders and drainage system which becomes a maintenance cost to the Council.

### 2. POLICY

The purpose of a policy for the installation of stock underpasses is to improve the safety of the road network by assisting local farmers to construct underpasses to allow for the daily movement of stock across the road carriageway safely without affecting other uses of the carriageway.

#### **Stock Underpasses**

Council supports the construction of stock underpasses as a means for improving road safety and limiting the damage to the road and its verges resulting from the movement of stock across roads.

When budget provisions allow, Council will endeavour to assist farmers to construct approved underpasses in suitable locations.

Council will offer assistance, as outlined in Guidelines in the form of a cash reimbursement up to \$3,000 excluding GST for costs associated with the guardrail installation and road reinstatement.

The property owner requesting the underpass shall be responsible for all other costs.

All underpasses must have a concrete floor and provisions included for drainage.

The location, design and construction of the underpass must be approved by the General Manager Infrastructure and Services. In addition the crossing shall comply with the current Vic Roads highway loadings and recommended structure widths for the particular road under consideration as determined by VicRoads Guidelines.

Ongoing maintenance and repair of the underpass is the responsibility of the property owner served by the underpass.

### **Approvals**

All underpasses are to be constructed in accordance with an approved engineer's design.

When seeking approval to construct a stock underpass, plans must be provided that show a detailed locality plan and all design details necessary for the construction of the underpass including a set of structural computations. Information and design necessary to provide the appropriate drainage must also be submitted.

Approvals will not be granted where:

- a) There is less than 1.8m clear height in the underpass; or
- b) Where guardrails are not specified in accordance with the current Vic Roads standard.

Where an underpass is to be constructed under a local road, approval is to be obtained from Council.

Where an underpass is to be constructed under a declared main road, approval is to be obtained from both Vic Roads

## **3. GUIDELINES**

### **Council Financial Assistance**

Council assistance will be limited up to a maximum of the lesser of (a) 15% of construction costs of the underpass under the road formation including the reinstatement of the seal surface and associated safety guardrail, but excluding approach tracks and fencing; or (b) \$3,000 + GST. The property owner requesting the underpass shall be responsible for all other costs.

### **Specific Conditions**

Upon approval of plans, the applicant shall enter into a formal standard agreement which shall be registered on title pursuant to Section 173 of the Planning and Environment Act which formalises the following arrangements and shall bind the applicant to the special conditions (see attached standard agreement).



### Other Conditions

- i) The crossing is to be constructed in accordance with an approved design prepared by a structural engineer;
- ii) The underpass must be connected to an approved drainage system;
- iii) Appropriate service authorities such as Telstra and Powercor are to be advised of the proposed works;
- iv) Colac Otway Shire Asset Management Unit is to be advised at least 48 hours prior to the commencement of works;
- v) Traffic control signs are to be erected in accordance with Worksite Traffic Management (Roadworks Signing) Code of Practice and maintained for the duration of the works.
- vi) Approved backfilling around culverts must be placed in layers of not more than 150mm deep and must be thoroughly compacted before proceeding to the next layer;
- vii) The top 300mm of the backfill must be approved road making material, compacted in accordance with (vi) above;
- viii) Guard rails must be erected in accordance with the requirements of VicRoads current standards and to the satisfaction of the Manager Asset Management;
- ix) Colac Otway Shire is to be notified of completion of works and will arrange for the sealing of the surface as soon as practicable at full cost to the landowner;
- x) Council must be indemnified against any claims for damages resulting from any losses or injury associated with the stock underpass;
- xi) The landowner is required to maintain in good condition at all times, the underpass, drainage, guard rails and approaches to the complete satisfaction of the Manager Sustainable Assets;
- xii) "as constructed" drawings are to be supplied to the Colac Otway Shire, Asset Management Unit including all levels of the floor of the crossing, within 4 weeks of completion of the work.

## 4. IMPLEMENTATION AND REVIEW

This policy will be implemented by the Colac Otway Shire and is subject to periodic review.

### ADOPTED/AMENDMENT OF POLICY

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
| 10 July 1996       | Adopted by Council   |
| 24 May 2006        | Review               |
| 28 April 2010      | Review               |

**FORMAL STANDARD AGREEMENT**  
(Section 173 of the Planning and Environment Act)

THIS DEED OF AGREEMENT is made the                      day of                      BETWEEN

COLAC-OTWAY SHIRE COUNCIL of 2-6 Rae Street, Colac in the State of Victoria  
(hereinafter called "Council")

AND

Dairy Farmers (herein after called "the User")

RECITALS:

A

.....  
.....  
are the owners of certain land abutting both sides of the Road being the land more particularly described as ..... (hereinafter called "the Land") and desires to construct a stock underpass under ..... to enable stock to cross under that road.

B Council, will consent to the construction of the stock underpass subject to the following conditions:

In consideration of Councils' approval to the User causing a stock underpass to be built under..... and permitting the User to use the stock underpass the User agrees that:

- I. The stock underpass (the works) shall be constructed in accordance with plans submitted by..... being Drawing Reference sheet ..... as amended to accord with Councils' requirements and which, as amended shall have met the approval of Council.
- II. The materials and works required to fully construct the stock underpass shall be supplied and carried out by a contractor approved by Councils' General Manager - Infrastructure at the User's expense, subject to any agreed contribution by Council, and shall be maintained by the contractor at the User's expense for a period of Four months after completion.
- III. The User shall obtain all relevant approvals and/or permits and ensure the Works, including the fenced approaches and walkways, are constructed in accordance with the plans and to the satisfaction of Council.
- IV. The User shall be responsible for the maintenance, repair and drainage of the stock underpass and shall reimburse to Council within one month of receiving a demand to do so to do any reasonable costs and expenses Council may incur in repairing or maintaining the stock underpass and drainage should the User fail to do so. Council will accept liability for the cost of repairs attributable to a specially authorised overloaded vehicle travelling over the underpass, prior notification which will be given by Council to the User. The User shall notify Council of any such known damage within 28 days.
- V. The User shall advise any future purchaser of the Land of any part thereof in writing of the existence and contents of this agreement. The User shall advise Council in writing of any such change in tenure of ownership of the Land or any part thereof within 28 days of such change.

- VI. The User shall;
- A. wholly indemnify and hold harmless Council against any and all demands actions and claims or suits for damages brought against Council by any body or party in respect of the construction, existence and/or use of the stock underpass; and
  - B. protect itself and Council against any legal action which may result from the design construction and/or usage of the stock underpass or its approaches by obtaining an adequate insurance cover by a reputable insurer for an amount agreed to by Council and in default of such an agreement for an insured amount nominated by an independent broker agreed to by the parties, or in default of such agreement an amount nominated by the President for the time being of the Law /Institute of Victoria.
- VII. If Council is of the opinion that the stock underpass is in need of Cleaning or repair for those matters for which the User is responsible a notice may be served on the User directing that such cleaning and/or repairs as specified in the notice shall be carried out by the User within a period of 28 days after service of the notice.
- In default of compliance by the User with such notice Council may carry out the repairs and charge the cost thereof to the user. Such cost may be recoverable in a court of competent jurisdiction.
- VIII. The stock Underpass shall:
- A. only be used for the passage of stock and by persons authorised by the User to assist with the passage of stock for which sole purpose this permission is granted;
  - B. not be used for the housing of animals, vehicles or farm machinery, or for the storage of produce or material at any time.
- IX. No attachments shall be made to any part of the stock underpass without prior approval in writing from Council.
- X. The User acknowledges that its continued use of the stock underpass is subject at all times to compliance by the User with terms of this Agreement. In the event of structural failure or evidence of structural weakness of the underpass, the User shall be responsible for rectifying the faults or removing the underpass and reinstating the road to proper condition. In the event of the road being widened and/or realigned in the future, Council; would bear the cost of extending or relocating the underpass.
- XI. No compensation shall be claimed from or paid by Council upon termination of the usage of the stock underpass in accordance with the terms of this agreement by mutual consent of Council and the User.
- XII. The User's rights to use the stock underpass as set out in this agreement shall pass on to its successors in title subject to the provisions of this agreement.
- XIII. This agreement shall be for a period of five years commencing on ..... and terminating, subject to any clause contained herein on .....
- XIV. "Provided the User is not in breach of this Agreement, the User may elect by notice in writing to be delivered to Council no less than three months prior to the expiration of the initial term of Agreement and any extension(s) of the term thereof extend the period of this Agreement for a further five years. The length of the Agreement shall therefore be five years with three further option periods of five years each, ie 5x5x5x5.

Extension of this agreement pursuant to the exercise of an option period shall be deleted, so that at the end of the first period, there is only a further 5x5x5 years to run, after ten years then a further 5x5, and so forth".

- XV. "A notice (including, without limitation a document) shall be deemed to have been given when it is received by the person to whom it is addressed or is delivered to the address of that person stated in the Agreement or last communicated in writing by that person to the person giving the notice, whichever is the earlier".
- XVI. This Agreement supersedes any and all prior arrangements, agreements or undertakings and shall be binding notwithstanding any prior arrangements, agreements or undertakings made which may conflict with or be at variance with this agreement or any correspondence or document relating to the subject matter of this agreement which may have passed between parties hereto.
- XVII. Continued use of the underpass after the term of agreement will be subject to further agreement at that time. If there is no renewal of the agreement, the User will be responsible for removing the underpass and reinstating the road to proper condition.

**IN WITNESS** whereof the parties hereto have hereunto set their hands and seals the day and year first set herein before written.

**COLAC-OTWAY SHIRE COUNCIL**

The Common Seal of the Colac-Otway Shire Council was hereto affixed in accordance with its Local Law No. 4.

.....  
**Chief Executive Officer**

**SIGNED SEALED AND DELIVERED**

by the said Users in the presence of

.....

.....

.....  
**Witness**



## COUNCIL POLICY

|                                 |                               |
|---------------------------------|-------------------------------|
| <b>Council Policy Title:</b>    | <b>Street Tree Management</b> |
| <b>Council Policy ref. no:</b>  | 13.6                          |
| <b>Responsible Department:</b>  | Infrastructure and Services   |
| <b>Date of adoption/review:</b> |                               |

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## 1. INTRODUCTION

The Street Tree Management Policy was developed by Colac Otway Shire Works and Services Parks & Gardens Section in consultation with the Risk Management, Infrastructure, Planning, Environment and Local Laws departments as required.

The Colac Otway Shire has various Council adopted Streetscape strategies, which relate to specific towns, and result in a multiple of planting methods and themes within our streetscapes.

The aim of this policy is to provide clear direction and also provide a framework for making consistent well informed decisions for all Council managed trees so that the community and visitors alike can be assured Council is committed to caring for its trees and improving the environment.

The Colac Otway Shire Council has approximately 10,000 street, park and reserve trees. Many of which are street trees that grow in a built environment containing conflicting demands on the same space. Also, in addition, many of the coastal towns have numerous high conservation value road reserves, where large areas of indigenous vegetation exists. Urban infrastructure requirements take a heavy toll on existing trees. Overhead and underground services, residential construction and associated works all impact significantly on the trees health and safety.

Colac Otway Shire Council Plan outlines Council's commitment to achieving environmental sustainability, a healthy urban forest and attractive urban amenity

## 2. TREES AND THEIR IMPACT

The importance of trees in our urban environment has been well documented over recent times.

There are a number of positive and negative factors influencing the use of trees. The following is a brief outline of some of the most obvious positive and negative factors that influence our use of trees as street trees or park trees.

a) Positive Aspects

- are fundamental for the existence of life as we know it (oxygen/carbon and water cycles);
- can soften a harsh building environment by creating improved aesthetics and visual amenity;
- can reduce noise pollution;
- help purify the air by removing particulates which otherwise contribute to respiratory issues amongst the public;
- can help stabilise the soil and help reduce erosion;
- can reduce wind drag in areas;
- can attract wild life;
- give a feeling of privacy between properties;
- can create a unique character to an area or town, adding to that town's sense of pride and sense of place;
- contribute to the world's biodiversity and when planted in public places promote their use;
- slow water movement;
- contribute to carbon sequestration;
- reduce heat island impacts in built up areas;
- can act as a buffer against ember attack in wildfire events (non-flammable species); and
- can significantly contribute to psychological wellbeing and health in general.

b) Negative Aspects

- can lift or crack pavement, driveways or walls;
- can infiltrate pipes;
- can lose limbs through either storm damage or natural attrition;
- can be a home for white ants and other pests;
- when poorly selected, often have to be pollarded under power lines;
- can lose fruit, nuts and leaves creating problems for residents and Council;
- can create public liability situations.

Street trees help to create softness and beauty in otherwise harsh streetscapes. Trees also have roles in ecology, microclimate modification and traffic control. As such they add significantly to the enjoyment of our Shire, our citizens and to the value of properties. By applying appropriate levels of resources and best practice management, Colac Otway Shire Council will develop streetscapes of attractive, healthy and safe trees for the benefit of the entire community, both now and in the future.

### **3. POLICY BENEFITS**

Arboriculture is something that the majority of people have little understanding of and this often results in having expectations beyond that which Council can provide in relation to Tree Management.

Street trees provide many social, economic, and environmental benefits for our Community. This policy will identify suitable and unsuitable characteristics of trees that are planted and greater strategic planning can occur so that the correct tree can be planted in the most suitable location.

Future plantings should reflect the requirements of the Council so that tree-related problems that we have inherited can be avoided in the future. A decision to develop the Colac Central Activity Area and entrances as a Botanic Garden Town has the potential to add significantly to the selection of tree species and has the potential to create an iconic landscape.

#### 4. DEFINITIONS

For the purpose of this document, the following definitions will apply –

**Tree** - A woody plant that can be expected to exceed five (5) metres in height under normal growth conditions, typically with a single, dominant stem (trunk).

**Shrub** - A woody plant that would not be expected to exceed five (5) metres in height under normal growth conditions.

**Pruning** - The intentional removal of parts of a plant to improve its form or function.

**Street tree** - A tree growing within the road reserve, including nature strips, separators and medians.

**Street landscape** – includes trees, shrubs, or other plants included in nature strips which provide a continuum of connected green streets linking public parklands and private spaces throughout the urban environment.

**Environmental Weed:** Plants that invade native vegetation, usually adversely affecting regeneration and survival of the indigenous flora and fauna. They can be exotic plants, or plants that do not naturally grow in the area.

**AS 4373** - Australian Standard 4373 - *Pruning of Amenity Trees*.

#### 5. OWNERSHIP AND CONTROL OF TREES

Council is responsible for all planting, removal and maintenance of roadside and parks trees with the following exceptions: -

- a) Electric line clearance in areas considered non-declared urban areas. This is Powercor Australia's responsibility.



b) The Arterial road network within the municipality is the responsibility of VicRoads. These roads include:

- Princes Highway
- Great Ocean Road
- Timboon Colac Road
- Cape Otway Lighthouse Road
- Colac Lavers Hill Road
- Colac Carlisle River Road
- Gellibrand River Road
- Lavers Hill Cobden Road
- Colac Forrest Road
- Forrest Apollo Bay Road
- Skenes Creek Road
- Beech Forest Road
- Warncoort Birregurra Road
- Birregurra Road
- Birregurra Deans Marsh Road
- Birregurra Forrest Road

Council is responsible for the management of street trees on Arterial roads within urban areas. An urban area has the same meaning as under the *Road Management Act 2004*.

Council may plant trees on the arterial road network and maintain them subject to agreement with Vic Roads.

c) Trees outside speed restriction zones are classified rural. The following should be taken into consideration with regard to Rural Trees:

- roadsides have been classified under Council's Vegetation Protection Overlay Plan, either low, medium or high conservation value;
- comment/permission from Department Sustainability and Environment (DSE) for removals/pruning other than rural indigenous trees required under roadside safety requirements;
- roadside low value classification comment/permission required of DSE if vegetation present has large crown area or, habitat value present.
- Potential fire mitigation plantings.

## 6. STAFF

Training should be conducted to keep staff up to date with the latest arboricultural requirements and suitably trained staff should carry out tree inspections.

Staff training is conducted on an "as-needs" basis, to ensure compliance with relevant legislation and quality assurance requirements.

Any planting/tree works and removals, or works that could effect Council trees should be done by or in consultation with Council staff or a representative qualified in arboriculture.

## **7. PLANNING APPROVALS & ENGINEERING REQUIREMENTS**

Within the function of Local Government, there are many departments that have an influence on whether trees are grown in a harmonious environment or not. Departments such as Town Planning and Engineering have a major impact on the streetscape by way of design or the granting of applications for works to be carried out near trees. The street tree is considered by Council as a permanent fixture and a valued asset, consequently the tree will not be considered for removal until all options have been explored by an architect/developer and the Council.

Council may at times amend its Planning Schemes, which can impact the Council Arborist's decisions relating to Street Tree Management. The Planning Department will need to keep Council's Arborist up to date with all changes or amendments to Schemes relating to Street Tree Management.

## **8. LIABILITY**

All claims for damages where Council trees are considered to be the cause must be in writing and will be referred to the Colac Otway Shire's Risk and OHS Coordinator.

## **9. PEST AND DISEASE MANAGEMENT**

Council will intervene in pest and disease outbreaks where the immediate or long term survival of the tree or trees is compromised or where particular tree disease epidemics are a factor or property is substantially affected. In these circumstances the efficiency and cost effectiveness of available treatments will be assessed and, if justified, the appropriate integrated pest management techniques may be applied as required.

## **10. MANAGEMENT OF TREES AND SHRUBS AS ENVIRONMENTAL WEEDS**

There are many trees and shrubs in the Colac Otway Shire that are now considered to be environmental weeds. These trees and shrubs were planted before their environmental impacts were known. Council's Environment Department will work closely with the Parks and Gardens Department to develop a long-term program to remove these species and replace them with more appropriate species.

## **11. INFECTIOUS MATERIAL**

Chipped material, logwood, stump grinding and other debris from trees infected with or that may be infected with a pathogenic organism shall be disposed of in a manner to prevent spreading the infection. All equipment, vehicles and personal items that come in contact with infected or potentially infected material must be disinfected by approved methods before being returned to service.

## **12. TREE VALUATION**

Council has not been required to utilise a tree valuation formula to date, however it is intended to use the German Maurer Hoffmen Method, which is used by other Municipalities. The Colac Otway Shire will use this method for accurate tree evaluation assessment to achieve an average figure. Valuations will be carried out by Council's qualified arboricultural officer as required or determined by vandalism, vehicle damage, building development, road construction or other works which would require compensation for damage for tree maintenance or tree removal.

## **13. UNAUTHORISED ACTIONS**

Pruning or removal of Council owned or managed trees by anyone other than Council staff or contractors engaged by Council shall not be permitted. Council may prosecute persons who prune, disfigure, damage, kill or remove Council trees without explicit authorisation from the Council's relevant Manager or delegated Officer, under the Summary Offences Act or other appropriate laws or local laws.

Council may recover costs and compensation for replacement, loss of amenity value and remedial works required from authorised persons and contractors who prune, remove or cause damage to Council trees by failing to comply with this Policy, contract document conditions and other relevant policies and Guidelines.

## **14. EDUCATION**

A key part of Council's community responsibility is to educate the community in responsible tree care and management. Council will actively promote responsible arboriculture to the community.

Council will also educate the community on appropriate species to plant in their own yards, avoiding additional environmental weeds being planted.

## **15. STREET TREE REMOVAL REQUESTS**

Removal or non-removal of trees from nature strips and parks is potentially the greatest cause of conflict in the management of the Council's trees. Understandably, customers become very attached to a tree that has been living and growing near their home for many years. Prudent tree management requires Council to assume that every tree, no matter how insignificant it may appear, has some value to someone. Unfortunately, it sometimes becomes necessary to remove trees, either because of a problem with the tree itself, or to facilitate development or installation of infrastructure.

Colac Otway Shire Council will seek to avoid street tree removal wherever possible. However, street tree removal is an acceptable management option when required for human health and safety, to protect infrastructure, to facilitate approved development and infrastructure improvements, to maintain a healthy urban forest or for ecological restoration.

Street trees and groups of street trees may be removed only when one or more of the following criteria are met:

- The tree or tree group poses a severe safety hazard that is unable to be corrected by pruning, transplanting or other treatments.
- The tree or tree group severely interferes with a neighbouring tree or tree group to the extent that neither tree can develop to its full potential. The more desirable tree will be preserved.
- The aesthetic values of the tree or tree group are so low or negative that the site is visually enhanced by the trees removal.
- Tree or tree group is dead or close to death.
- The tree or tree group poses an extreme and agreed public nuisance.
- Where improvements, infrastructure repair or maintenance required to be made around the tree or tree group will kill or render the tree a hazard or significantly impact on the trees condition and useful life expectancy.
- The tree is found to be substantially contributing to damages to public or private property and no other viable means are available to rectify the situation.
- The tree or tree group is infected with an epidemic insect or disease where the recommended control is not applicable and removal is the recommended practice to prevent transmission.
- When urban redesign requires the replacement of certain trees with more suitable species.

Council will not consider street tree removal for trees that do not meet the above criteria but will provide advice to affected persons on how the perceived problem(s) may be limited.

Experience has shown that the concern associated with the removal of trees can be minimised through proper consultation with customers and demonstration of respect for the importance of trees by Council and the communication of these views to the community. Decisions regarding tree removal become necessary in response to applications by customers, developers and external authorities or through observation of problem trees by Council staff. Falling leaves, twigs, fruit and flowers are considered normal expected tree behaviour and are not valid reasons for removal under this Policy unless the fruit or other material cause significant public nuisance or threatens public safety. Similarly, failure to establish grass, loss of view or other planting under a street tree is not a valid reason for removal under this Policy. Authority for removal will rest with the Council Arborist in consultation with other relevant staff as required.

## **16. COST**

The cost for general tree removal under this policy will be borne by Council within the capacity of the Street Tree Maintenance budget. Tree removals to facilitate Council infrastructure upgrade or repair shall be borne by Council through the budget of that infrastructure project. Tree removals to facilitate private works shall be borne by the person carrying out those private works.

## 17. PRUNING

Council will undertake all necessary pruning of street trees to achieve the following:

- The highest standard of Arboricultural Practice.
- Providing safe access to both pedestrians and vehicles.
- Ensuring safe visibility to both pedestrians and vehicles.
- Ensuring that suitable clearances are maintained under Powercor services and aesthetics of the tree, street and surrounding area. Clearance of street trees from overhead power lines will be conducted in accordance with Council's Electric Line Clearance Management Plan and to achieve compliance with the *Electricity Safety (Electric Line Clearance) Regulations 2010*. In general Council will progressively move to replace unsuitable trees under electrical lines.
- Ensuring healthy tree growth by the use of skilled tree surgery methods and formative pruning to repair physical damage and maintain shape.
- Avoiding pollarding trees in streets.
- Preventing intrusion of roots and branches onto private property.
- Clearing signs if warranted.
- Clearance of street trees from street lighting, traffic signals, advisory signs, road and foot paths located within road reserves managed by Council will be undertaken in accordance with the Council's Road Management Plan. All pruning work carried out by or for Colac Otway Shire Council must comply with Australian Standard 4373 – 2007 *"Pruning of Amenity Trees"* as a minimum.

## 18. STREET TREE ROOT MANAGEMENT

Root management works, including root pruning, root deflector and soil moisture cut-off barriers, are occasionally required to be performed on street trees. This work is required for risk management, to maintain public safety and contain tree root growth where necessary to prevent damage to property, roads, kerb and channel and footpaths.

The problem of root intrusion, when occurring will be addressed by one or more of the following methods:

- a) Skilled pruning and removal of the offending roots
- b) Provision of root barriers
- c) Chemical control of roots
- d) Removal of the offending tree if all other methods fail.

Root pruning is the practice of removing a portion of a tree's root system. The circumstances necessitating root pruning vary, but the outcome is to always to ensure the health, stability, and longevity of the street tree. Root pruning of street trees will not be permitted without the approval of Council's Arborist or delegated representative.

Council will ensure that it is kept up to date with current trends in the management of street tree root systems. Council will adopt appropriate action in

the management of street tree roots that are causing damage to roads, kerb and channel, footpaths and associated infrastructure within the road reserve. The action will include but not be limited to the use of root deflectors, road, kerb and channel and/or footpath replacement and reinforcement, root pruning or tree removal.

## **19. TREE ROOTS AFFECTING SEWERS OR DRAINS**

It is often asserted that roots damage underground services (particularly pipes). Although roots may be found sheathing a pipe or growing inside it, they are generally not the cause of damage - they can neither detect water in a sound pipe nor exert sufficient pressure to break into a sound pipe to gain access to the water it may contain. However, if a pipe is already damaged and leaking, tree roots may be attracted by the moisture, enter the pipe, proliferate and ultimately cause a blockage.

Jointed vitrified clay or earthenware pipes are most prone to invasion by roots, particularly as the joints may fail due to gradual deterioration or ground movement. Modern plastic pipes made of PVC plastic and fibreglass and those using rubber sealing rings are more resistant if constructed properly.

Sewer services lines and storm water drains from the supply mains or sewer are the responsibility of the owner of the property to maintain. The Colac Otway Shire Council will not accept liability for the maintenance or cost incurred to repair or remove tree roots from sewers or drains unless it is able to be demonstrated that Council managed street trees have contributed to any damage .

Any claims for compensation for removal of a tree due to roots in the sewer or drain will be assessed on an individual basis by Council's Risk and OHS Coordinator in consultation with Council's Arborist.

Where evidence is provided which demonstrates a Council owned tree(s) is the cause of damage, the Council will take appropriate action, which may result in the pruning or removal of the tree, particularly where no other alternative solution exists.

## **20. CLAIMS FOR DAMAGES CAUSED BY STREET TREES**

In order to reasonably assess whether Council managed street trees are contributing to structural damage to privately owned property, the property owner is required to provide:

- A plan of all existing on-site and surrounding vegetation within the past 10 years (preferable);
- Investigation of soil at the base of the building or other effected structures to determine The presence, size, depth, and amount of roots present;
- Identification to genus level of any roots found as a result of the root investigation;

- Structural engineers assessment of the site to determine:
  - Recent history of patterns of movement in the affected building(s);
  - Age and condition of building; and
  - Depth and condition of building footings.
- A geotechnical investigation to determine:
  - Soil moisture levels around the site and the building;
  - Soil moisture tension, soil bulk density, shrink/swell index and soil load bearing capacity; and
  - Conditions and discharge points of stormwater from site.

Claims against Council for damage to dwellings and other built structures on private property shall be routinely referred to Council's Risk and OHS Coordinator for assessment in conjunction with Council's arborist.

## 21. POWER LINE CLEARANCE

Street trees are cleared in accordance with Council's annual Electric Line Clearance Management Plan which fulfils Council's obligations as set out in the *Electricity Safety (Electric Line Clearance) Regulations 2010* (the 'Regulations').

Specified clearances are to be maintained free of vegetation. There is the additional requirement to maintain a regrowth space. This is measured as the average annual growth by the number of years in a vegetation management cycle.

Dimensions for clearance of vegetation from overhead power lines are outlined in Code of Practice for Electric Line Clearance, written under the Regulations.

Other management options that Council will investigate to minimise requirements to clear vegetation adjacent to power lines are presented below:

- Optimum location of power lines;
- Relocation of overhead power lines to underground power lines in agreement with relevant service authorities. Boring or tunnelling under existing trees is to be undertaken so as not to negatively impact on the health of the tree;
- Use of aerial bundle cables to reduce clearance space requirements in some areas of important vegetation where funding is available;
- Investigation and development of innovative tree management and pruning methods to improve line clearance methods;
- Removal and replacement of inappropriate vegetation where possible; and
- Investigation and use of appropriate species in new and replacement planting.

Where significant tree plantings are identified, Council will look at other methods to save these trees from being pruned severely to meet the Powercor standards. Aerial Cable bundling or underground cables will be looked at as the most appropriate way of reducing the severity of current pruning methods.

Where Council has decided to use another form of power supply line, it will ask Powercor for a quote so the matter can be referred to its annual budget process.



Council will then seek full or shared funding from Powercor as established under its Power Line Improvement Plan Scheme.

Council will continue to have its employees trained by the relevant authorities for the clearing of trees near overhead wires.

When trees are to be planted in the pavement or roadway, Council must check for locations of services, both above and below ground.

a) Declared Urban Areas

Council is the responsible body for maintaining required clearance limits for street trees under overhead power lines in Declared Areas within the municipality. The nominated Declared Area within the Shire is defined by the boundaries of the former City of Colac.

For further information refer to the Council's Electric Line Clearance Management Plan.

b) Non-Declared Urban Areas

Powercor is the responsible body for the pruning of trees under power lines in Non Declared Urban Areas. Notification should be given to Council of intended works by Powercor and an inspection carried out with a Powercor representative to ensure the trees are pruned to Council's satisfaction.

## **22. PRIVATE POWER LINES – TREE MAINTENANCE**

Council will not carry out any tree maintenance to clear privately owned power lines.

Private power services are usually located on private land and any maintenance to the service lines to remove vegetation interfering with private lines is the responsibility of the owner.

Council will, however, at the request of the property or power lines owner clear vegetation at the owners expense.

## **23. TREE PRESERVATION**

a) Indigenous Vegetation

Where naturally occurring indigenous vegetation exists on road reserves, efforts will be made to preserve and maintain it in line with Colac Otway Shire's Roadside Vegetation Management Plan, environmental strategies, and all other relevant acts and regulations which relate to the protection of environmental values. Retention and preservation of indigenous vegetation must be balanced against the needs of public safety.



b) Significant trees

Council's appropriate Manager or delegated Officer e.g. Arborist or Environment Officer, taking into account the following criteria, may deem a street or roadside tree as significant if the tree:

1. Has significant cultural value (e.g. trees in an Avenue of Honour);
2. Has significant historical value (e.g. planted by a dignitary);
3. Is a rare, threatened, endangered, indigenous or native species,
4. Has significant value to the community through its contribution to the streetscape;
5. Is an outstanding specimen of its species as a result of its size or another growth characteristic;
6. Is an endangered exotic species; or
7. Is a habitat tree for an endangered species.

c) Significant Tree Register

Where a street or roadside tree/plantation is identified as significant it should be recorded on a central database and communicated to relevant departments.

If a significant tree is deemed unsafe, diseased or dead, where possible all effected parties will be consulted to find the most appropriate solution.

d) Consultation

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

Community consultation will ensure that the individual characteristics and requirements of an area are maintained and enhanced whilst at the same time meeting Council's objectives to produce streetscapes that provide a lasting impression for residents and visitors alike.

The content of this Policy and existing and future strategies and plans relating to street trees and streetscapes will form the basis for the future direction of management of street trees within the Colac Otway Shire.

## **24. TREE PLANTING PROGRAMS**

a) Customer Planting Requests

Persons making a request for street tree planting will be advised whether the request can be accommodated. If the site is suitable, the person making the request will be advised of the species to be planted and the approximate timelines in which the works will be completed. Street tree planting will occur in the planting season following the request. Planting seasons are usually conducted between April and August. Council will endeavour to meet requests for

planting made during the planting season although planting will be subject to timing of the request, stock and resource availability.

Requests for block planting or planting along the length of streets shall be considered as part of an overall street tree planting program dependant on allocation of funding. Where such a request cannot be fulfilled in the current planting year, it shall be deferred to the following year's program for consideration should resources be available.

b) Opposition

The establishment or maintenance of an avenue of trees or a consistent planting theme can sometimes require Council to plant a tree in a nature strip against the wishes of the customer immediately adjacent. This is a difficult situation that calls for Council to make a judgement regarding the rights of the wider community over the individual resident. When making such a decision, it should be borne in mind that a major factor in the survival of a newly planted street tree is the cooperation of the nearest resident in maintaining that tree.

Where a consistent avenue of trees or a strong consistent planting theme exists and a gap in this theme will detrimentally affect the overall streetscape, trees will be planted to fill the gaps despite opposition from adjacent customers.

In all other instances, the relevant Coordinator overseeing the project shall make a decision regarding planting in consultation with the Council Arborist.

c) Unauthorised Planting

Unauthorised planting of street trees by residents shall be discouraged, but recently planted trees shall be allowed to remain provided they are:

- Of a suitable species which is compatible with the surrounding streetscape;
- Good quality specimens;
- In a suitable location; and
- Planted to Council standards.

Where a tree does not meet these conditions, the adjacent resident shall be asked to remove the tree. If the resident does not comply, the tree will be removed by Council staff or contractors and used or disposed of as seen fit by Council at the cost of the resident.

d) Nature Strip Garden Beds

A permit system applies and all applicants should contact Colac Otway Shire's Local Laws Department for an application form.

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## 25. STREET TREE SUITABILITY

Councils throughout Australia have inherited problems with street trees caused by historical planting decisions or in some cases adverse infrastructure installations.

The principle of planting suitable trees, given the limitations of the site, including utility services should be adopted.

There should be a gradual replacement of unsuitable trees with more suitable species which avoids the needs for annual line clearance and similar pruning.

Some trees are suitable for specific locations more so than others with species deemed unsuitable on a nature strip situation, may be utilised in a larger car park or CBD area.

Trees and shrubs with a known potential to become environmental weeds, should be avoided especially near bushland or rural areas.

Street trees can be of a suitable species, but they have been planted in an inappropriate location, for example in narrow footpath or nature strip areas or under power lines.

Other streets also have been planted with a mixture of species; age and shape and do not tend to provide an attractive or unified streetscape. A street tree removal program should be in place to gradually remove unsuitable species replacing them with more appropriate plantings that tend to be uniform and also to reduce long term maintenance costs.

## 26. TREE SELECTION

The right tree for the right place with due consideration to biological and functional, aesthetic and design requirement criteria is of paramount importance. The most successful course is to match the planting site limitations with the right tree for that site.

There is no one perfect urban tree. It is also important to understand that there is no one urban environment. The urban environment is a varied conglomeration of microclimates. Above ground or below ground site conditions can change dramatically within the space of a few metres. Consequently, a site analysis of each major planting site will allow more appropriate tree selections. Appropriate site assessment and tree selection can have the following benefits.

- Mitigate conflicts between tree roots and adjacent infrastructure.
- Reduce the incidence of pest and disease outbreaks. This can be achieved through selecting resistant varieties of trees and increasing species diversity through the urban forest.
- Increase plant performance by attributing species to particular soil conditions.

- Increased tree longevity so that tree benefits exceed the costs. The benefit of an urban tree is directly proportional to its crown size or volume and longevity in the landscape.
- Reduced maintenance costs, e.g. pruning requirements can be reduced by selecting smaller trees under power lines or narrow canopy form for busy roads.
- Produce attractive streetscapes that reinforce the pervading landscape and streetscape character.
- Reduced environmental demand - trees that have tolerance of drought and generally do not require additional resource inputs.

Tree selection will take into account relative plant tolerances and adaptability, and integration into surrounding and strategic planting themes.

Procedural solutions such as community consultation and the detailed review of horticultural, arboricultural, planning and historical literature associated with the proposed planting site will be considered.

Species will be selected that do not require excessive resource input to maintain them in a safe and aesthetically pleasing manner. Tree species known to cause excessive damage to infrastructure will be avoided. Tree species that are known for their structural integrity and limited litter drop are preferred.

Australian species from other localities and exotic species can make positive contributions to the landscape. In some cases, these species are better adapted to the conditions of the highly modified urban environment and have positive attributes that fulfil specific landscape functions.

Remnant and indigenous vegetation has an important role to play in urban landscapes. The maturity of existing remnant vegetation is impossible to replace and the diversity of natural plant communities is difficult to replicate. Preservation of existing remnant vegetation is the most efficient way to incorporate biodiversity in urban landscapes.

The use of indigenous tree species in streets will have greater impact and benefit when used adjacent to or to link open space that has significant remnant vegetation. Tree selection will be based on the following criteria:

a) Biological Requirements

This relates to a tree's ability to tolerate urban conditions. The species selected should have high tolerance levels that will allow establishment and sustained growth while producing desired benefits with low management inputs. This also relates to available root space to sustain the potential tree size.

b) Ecological Issues

This includes tree diversity, maintaining and enhancing existing significant areas of native and remnant indigenous vegetation, and selecting plants that do not have the potential to become woody weeds and impact on natural systems.

c) Functional and Spatial Issues

Functional and spatial issues are connected with crown and foliage types within the constraints of the urban environment and the tree's tolerance to pruning. It also relates to the tree's root system and its limited impact on adjacent infrastructure.

d) Aesthetic Issues

The ability for trees to enhance the visual amenity of a streetscape or area, without negative impact to surrounding infrastructure and the fit with neighbourhood character, including existing street trees, is also a consideration. This also includes the execution of plantings which are aligned with Council's strategies and plans which detail desired urban streetscape outcomes.

e) Health Considerations

Species selection will utilise trees that have no known or low levels of toxic or allergenic characteristics.

f) Tree Longevity

The longer a tree is allowed to grow in a site the greater the benefits to the landscape and return on initial investment the trees will have.

g) Commercial Availability

Availability of tree stock is important to successfully provide the desired numbers and size for tree planting programs.

## 27. IMPLEMENTATION AND REVIEW

This policy will be implemented by the Colac Otway Shire and is subject to periodic review.

### ADOPTED/AMENDMENT OF POLICY

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
| 24 March 2004      | Adopted by Council   |
| 24 May 2006        | Review               |



## COUNCIL POLICY

|                                 |                             |
|---------------------------------|-----------------------------|
| <b>Council Policy Title:</b>    | <b>Asset Management</b>     |
| <b>Council Policy ref. no:</b>  | 13.7                        |
| <b>Responsible Department:</b>  | Infrastructure and Services |
| <b>Date of adoption/review:</b> |                             |

### 1. PURPOSE

The purpose of this policy is to:

- Set the framework that supports the management of Council's *assets*,
- Set Council's broad corporate goals and objectives for the management of its *assets* incorporating a life-cycle approach to *asset management*,
- Ensure service delivery needs form the basis of *asset management*,
- Provide for present needs while sustaining resources for future generations, and
- Define the role of Council and to guide decision makers in providing quality management of its *assets*.

### 2. INTRODUCTION

Colac Otway Shire Council owns and uses *assets* to support its core businesses, namely the delivery of services to the community. Some *assets* are also utilised for Council's own operational needs.

A consistent, proactive approach to *asset management* is required at all levels of Council.

Asset Management relates directly to the objectives of the Council Plan, and will ensure that Council delivers an appropriate level of service through its *assets*. This will provide a positive impact on the ability of Council to deliver the expected level of services and infrastructure.

Colac Otway Shire Council is committed to managing its *assets* in accordance with recognised best practice. This includes ensuring *assets* are planned, created, operated, maintained, replaced or disposed of in accordance with Council's priorities for the services it delivers.

Colac Otway Shire Council will review and manage its *assets* in accordance with the principles of this policy.

The management of Council's *assets* will be within the framework outlined in Section 5.0, Asset Management Framework. The framework is illustrated in Figure 1.0.

The benefits of a strategic approach to establishing the asset management policy include:

- Better allocation of limited council resources,
- Improved alignment of assets with services and community expectations,
- Reduced demand for new council assets through better integration of service planning and asset planning,
- More effective use and maintenance of existing council assets,
- Improved processes and accountability for capital and recurrent works, and
- Increased use of sustainable development solutions.

### **3. SCOPE OF THE POLICY**

The asset management policy is to be implemented across all sectors of the organisation.

It is intended that the implementation of this policy will provide the impetus to improve and guide existing asset management practices in line with current best practice.

#### **Vision**

The philosophy underlying this policy is that Council should be able to maintain and rehabilitate its assets, both in the short term and long term, in a condition which satisfies the community, minimises the risk to both the public and the environment, and which is affordable.

#### **Service Delivery Objectives**

Service delivery is the basis of all asset management practices and decisions. Council's service delivery objectives are assessed on the basis of outputs and outcomes. Levels of service are established through community consultation and application of these principles.

#### **Linkages**

This policy compliments and builds upon the Colac Otway Shire Council Plan and provides a more formalised approach to asset management and its principles and methodology. Asset planning and management is also integrated with strategic resource plans, long term financial plans, business plans and budgetary evaluation processes.

### **4. DEFINITIONS**

Asset management is the process of guiding the acquisition, use and disposal of assets to make the most of their service delivery potential and manage the related risks and costs over their entire life cycle.

In its simplest terms, asset management is about the way in which we look after the assets around us, both on a day-to-day basis (maintenance and operations) and in the medium to long term (strategic and forward planning).

Words in *italics* are defined in the Glossary at the rear of the policy.

## 5. ASSET MANAGEMENT FRAMEWORK

The framework as illustrated creates a logical structure for grouping *asset management* functions.

The purpose is to provide a tool to decision makers who are responsible for the effective and efficient management of *assets* and services for present and future customers.

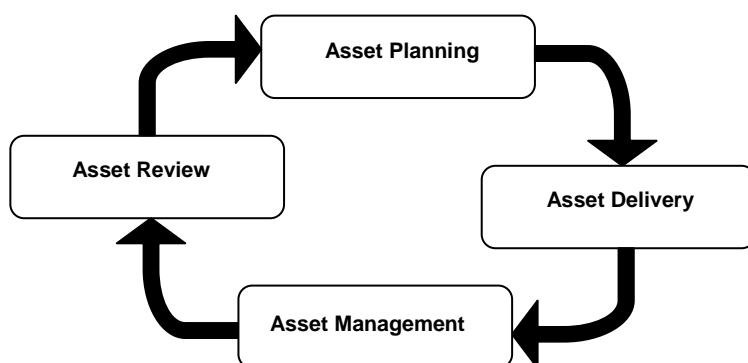


Figure 1.0 - Asset Management Framework

### 5.1 Principles

Council will fulfil its obligation to manage its *assets* in accordance with recognised best practice. This will require the establishment of clear linkages between the asset manager, service providers, stakeholders and maintenance providers.

The following principles provide for improved *asset management* and are arranged according to the framework elements.

1. Asset Planning
2. Asset Delivery
3. Asset Management
4. Asset Review

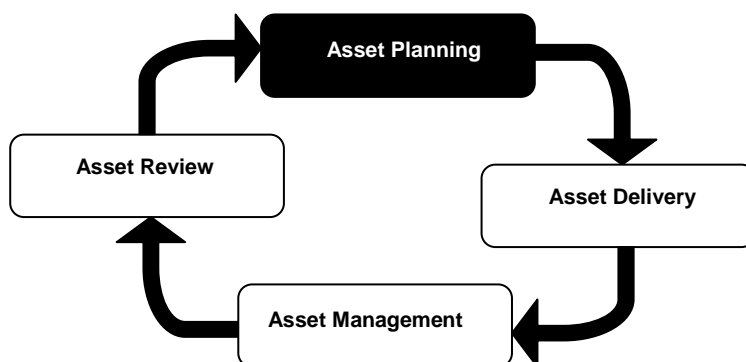
The principles are listed in dot point form after a brief description of each framework element.

### 5.2 Asset Planning

**Asset Planning** refers to how Council responds to the service needs of the community and to ensure that the *asset* is the most effective solution to meet the customers need.

When undertaking service planning and evaluation, the assessment of *asset* needs to support service delivery gives consideration to:

- Level and nature of demand
- Changing trends in demand
- Review of adequacy of existing *assets* and need for new or refurbished *assets*
- Identifying potential options for meeting demand (eg provide *assets*, influence demand, outsource *asset* provision/lease *assets*) and
- Consider the need for ongoing provision of existing services.





### 5.2.1 Asset Planning Principles

- Asset Management planning will involve regular community consultation in regards to setting and meeting of service standards and the cost of service delivery.
- Clearly identified processes will guide the consideration of new projects.
- All projects will be subject to basic scoping and analysis.
- Businesses Cases will be developed to support the allocation of budgets and assist in determining priorities.
- If necessary, projects will be scheduled over two or more financial periods for the investigation, design and construction phases.
- *Risk analysis* at project initiation stages is undertaken to mitigate future Council liability.
- Council's various strategic plans are used as a reference in assessing community needs, level and nature of demand.
- A *Capital Investment* Program with a three-year outlook will be developed subject to continual review.
- *Maintenance* Strategies are developed which meet the ongoing need to preserve the value of Council's assets.
- Fund the renewal of assets before the funding of discretionary expansion or upgrade works.
- Council will develop an Asset Management Strategy that develops and implements opportunities for Asset Management improvement.

### 5.3 Asset Delivery

This section details the principles that apply once the decision has been made that may require the acquisition of an asset.

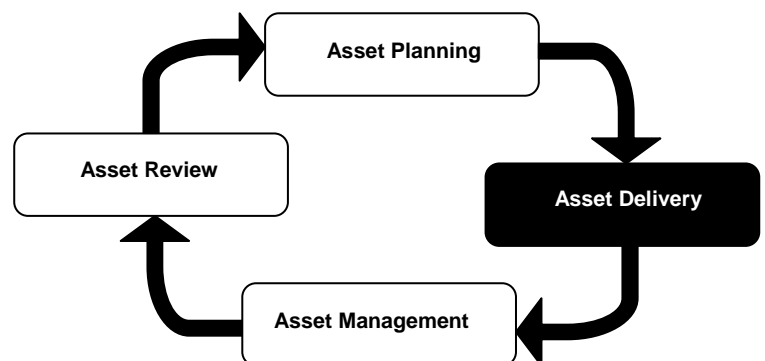
This section describes how to best meet the needs of the service recipients by assessing various options.

Included are:

- Acquisition options,
- Objective analysis of alternatives,
- Involvement of stakeholders during the design process, and
- Life cycle planning.

Council will consider various options to deliver the desired outcome, such as:

- In-house delivery,
- Outsourcing,
- Leasing of assets,
- Purchase of assets,
- Construction of assets,
- Disposal of assets, and
- *Demand management* and other non-asset initiatives.



### 5.3.1 Asset Delivery Principles

- In evaluating the merit of options to deliver projects, social, economic and environmental considerations will be analysed.
- Business Cases will provide an *Asset Management Plan*. The *Asset Management Plan* will provide information on future *maintenance*, *operational* and *refurbishment/disposal* requirements as well as the *level of service* required of the asset.
- The *Asset Management Plan* will give consideration to the management of the asset over its whole *life cycle*.
- Council will develop a Corporate *Asset Management System*.
- Information regarding the creation, *maintenance*, *replacement*, *refurbishment* of assets to be collated by the *Asset Manager* to update the *asset registry* to ensure continued accuracy of Council's corporate *asset management systems*.

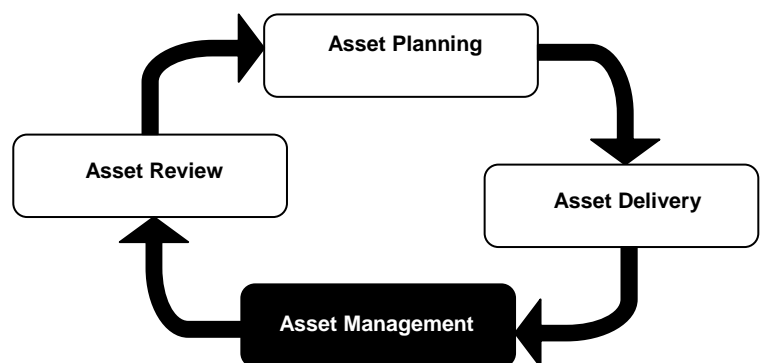
### 5.4 Asset Management

**Asset management** is the series of activities that occur once an asset is acquired. This function relates to the day to day running and upkeep of assets.

Specifically, this refers to the *maintenance* and *operation* of *assets*. Asset Management applies once Council has acquired or created an asset, after which Council has certain obligations.

These obligations include:

- Develop and maintain *Asset Management Plans*,
- Maintain the asset at the level required by Council or the users,
- Provide budgets to meet maintenance and operational costs,
- Meet legislative requirements as applicable,
- Maintain registers of asset condition and inspection,
- Review asset replacement,
- Track the cost of undertaking works on *assets* to meet financial, reporting and management requirements,
- Clearly identified roles and responsibilities, and
- Carry out regular internal and external audits to ensure a continuous asset management improvement cycle.



### 5.4.1 Asset Management Principles

#### 5.4.1.1 Maintenance

- Council will develop and implement *Maintenance Management Systems*.
- The *level of service* expected from the *assets* is set (Maintenance Performance Standards).
- Council will maintain its *assets* at the standard specified within the limitations of funding levels.
- Priorities for maintenance are consistent with the objectives of Council and are aligned with Risk Management and a defined hierarchy.

- Information is collected on the gap between what maintenance works are funded by Council and that work which is required to meet minimum service standards, allowing Council personnel to document the need for funding levels.
- Information, which allows the analysis of *life cycle costs*, is collected.
- Maintenance activity costs are recorded against *assets*.
- Thresholds are established which allow differentiation between maintenance and *capital expenditure*.
- Where the ongoing service of an asset is required, provision is made for *replacement* of *assets* when the life expectancy of the asset is reached.
- Maintenance strategies are developed and used to minimise the *life cycle costs* of holding *assets*.
- Future maintenance trends are identified and incorporated into Asset Planning and Asset Review.

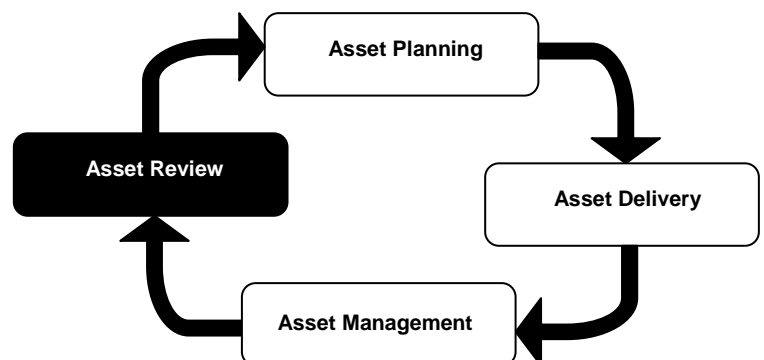
#### 5.4.1.2 Operations

- Information on operating costs and *performance* and *condition* of *assets* will be collected to inform *life cycle* analysis and hence optimise operating costs.
- Service providers that operate Council *assets* will have input into asset maintenance standards, plans and performance requirements
- Regulatory changes are monitored and impact assessed.
- Technological changes are monitored and impact assessed.
- Future maintenance and refurbishment needs are predicted and used to inform decision-making.

### 5.5 Asset Review

Asset Review refers to the process of performance review of Council *assets*.

A review may include consideration of *replacement*, *refurbishment*, *renewal* or *disposal* options when reviewing asset performance.



#### 5.5.1 Asset Review Principles

- Fit for purpose or suitability of asset for intended use is reviewed regularly.
- Report on the cost to manage assets in accordance with relevant local government frameworks.
- Monitor and report on Council AM expenditure in terms of operational, maintenance, renewal, new and upgrade costs.
- *Performance* targets for Council *assets* are established and *performance* against those targets is measured.
- *Assets* that under perform are identified and strategies to improve under performance are developed and implemented.
- *Assets*, assessed, as no longer meeting Council or community needs, may be rationalised in accordance with Council's Asset Disposal Policy. (policy to be developed)
- *Replacement* or *rehabilitation* of *assets* is forecast and incorporated into Council's 3-Year *Capital Investment* Program.

## 6. ROLES AND RESPONSIBILITIES

To ensure effective asset management Council will undertake to:

- Allocate sufficient resources for the development of asset strategies, management plans and service level documents.
- Manage all infrastructure and assets in a systematic and sustainable manner.
- Develop and commit to long term capital works and financial management plans that support and are responsive to the needs of the community.
- Ensure a critical review of asset renewal / disposal / upgrade or new asset provision is carried out prior to considering funding. Principles to consider include demonstrated need, life cycle costing, alternative modes of delivery, sustainability, equitable distribution of resources, social equity
- Involve and consult with the community and key stakeholders as required in determining service standards.
- Ensure asset management practices conform to legislative requirements and reflect appropriate industry practice.
- Incorporate a consideration of risk management requirements in decision making processes.
- Ensure roles and responsibilities of all asset users are well defined and understood.
- Review, as required, the framework developed for the evaluation and prioritization of capital works projects.
- Adopt the Asset Management Policy and Asset Management Strategy and any subsequent amendments.
- Manage assets in a team manner taking into consideration the requirements of asset managers, service managers, asset users, and the community.

In respect of this policy, the following teams or groups within Council have certain roles and responsibilities. These teams have responsibility for one or more elements in the *asset management* framework. These are documented below, but are not intended to be limiting.

### 6.1 Executive and Councillors

The Executive and Councillors have overall responsibility for the management of Council's *assets*.

They are responsible for providing strategic direction to Council regarding the services provided and the level at which these services are provided and are the custodian responsible for the proper management of Council's *assets*

### 6.2 Senior Managers

Senior managers are responsible for managing minor assets used in the delivery of their services in accordance with this policy. Such assets might include plant and equipment, office furniture, IT equipment or systems, etc.

Senior managers are also responsible for:

- Providing professional advice to Council to enable Council to make informed strategic asset management decisions.
- Promoting of asset management across the organization.

- Ensuring consultation occurs between staff, Council and community as required.
- Monitoring progress and performance in the implementation of asset management policies.
- Allocating resources and training to support asset management generally.
- Ensuring that asset management skills and training needs are identified as part of the staff performance appraisal process.
- Ensure all position descriptions for asset management roles define asset management responsibilities.

### **6.3 Asset Management Team and Council Staff**

To achieve this policy the following key roles and responsibilities and commitments are identified:

- Implement policy and strategy with regard to asset management.
- Review the Asset Management Policy and Asset Management Strategy.
- Development and implementation of asset management plans.
- Establish current levels of service for assets, compare to benchmarks and community needs and identify gaps or challenges.
- Manage asset systems, develop procedures and ensure compliance with standards.
- Develop processes / procedures for assessment of capital works and asset rationalisation to ensure consistent decision making.
- Ensure communication between staff and the Executive Management Team relating to asset management occurs.
- Effectively and efficiently manage funds allocated for asset maintenance, improvement and management.
- Develop forward operational programs.
- Promote and raise awareness of asset management in the organization and through the community.

## **7. RELATED LEGISLATION**

*Local Government Act 1989*

*Local Government (Finance and Reporting) Regulations 2004.*

*Risk Management Australian Standard (AS 4360:2004)*

*Road Management Act 2004*

*Occupational Health and Safety Act 2004*

*Wrongs and Limitation of Actions Act 2003*

## **8. RELATED POLICIES/PROCEDURES/GUIDELINES**

Strategic Asset Management Plan 2001 – 2011

Asset Registers

Asset Management Plans

Road Management Plan

Risk Management Policy

Risk Management Strategy

Risk Management Procedure

Risk Register

Asset Revaluation Policy

## 9. POLICY IMPLEMENTATION

This policy takes effect immediately upon approval by Council. A review of all Council's activities is to be undertaken in order to assess the level of compliance with the Asset Management Policy.

Progressive adjustment of practices will be undertaken, including the documentation and recording of those practices, to achieve full compliance with this Policy.

## 10. POLICY REVIEW

This policy is to be reviewed on a maximum three (3) year cycle by the Manager Sustainable Assets.

The outcome of the review shall be reported to the Asset Management team for consideration and endorsement and referral to the Executive and Council for any amendment.

Council shall ensure that there is ongoing review of its asset management practices to ensure continued suitability and effectiveness. Records of such reviews shall be maintained.

## 11. GLOSSARY OF TERMS

An **Asset** is a physical component of infrastructure that has value, enables a service to be provided and has an economic life greater than 12 months.

This policy applies to all Councils **physical, natural and corporate infrastructure assets**. For the purposes of this policy Council *assets* include public, community and operational buildings (libraries, childcare centres, halls, etc), parks, gardens, reserves, physical improvements to Council property (BBQ's, play equipment, drink fountains, etc), infrastructure (roads, drainage, footpaths, bridges, etc), plant, office equipment and recreation facilities.

**Advanced Asset Management** uses prediction modelling, risk management, and *optimised renewal decision-making* techniques to evaluate options and identify the optimum long-term plan to deliver a particular level of service. See Definition of *Basic Asset Management* for additional information.

**Asset Management** is the combination of management, financial, economic, engineering, and other practices applied to physical, natural and corporate *assets* with the objective of providing the required level of service in the most cost effective

**Asset Management Plan** is developed for the management of one or more infrastructure *assets* that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset in the most cost-effective manner to provide a specified level of service. A significant component of the plan is a long-term cash flow projection for the activities.

An **Asset Management Policy** is a policy that sets the corporate goals and objectives for asset management and sets the framework for the manner in which Council's policy is implemented.



An **Asset Management Strategy** is a strategy that covers the development and implementation of plans and programs for the creation or acquisition of assets; *[Asset Planning and Asset Delivery]* operation and maintenance of assets; *[Asset Management]* replacement, renewal or disposal of assets; *[Asset Review]* and performance monitoring; *[Asset Review]* to ensure desired levels of service and other operational objectives are met at an optimum cost.

**Asset Management System** is for collecting, analysing and reporting data on the utilisation, performance, life cycle management and funding of existing assets.

**Asset Managers** are those people or teams within Council that have some responsibility for one or more elements of creation, operation, maintenance or disposal of Council assets.

**Asset Register** is a record of asset information considered worthy of separate identification including inventory, historical, financial, condition, construction and technical information about each asset

**Basic Asset Management** relies on the use of an asset register, maintenance management systems, simple condition and performance monitoring, and defined service levels in order to establish alternative management options.

**Capital Investment** refers to the purchase, acquisition, renewal, refurbishment, or replacement of assets. A threshold exists above which expenditure is considered a capital expense as opposed to recurrent expenditure. Consistent with Council's accounting standards that threshold is currently \$5000. Council considers projects for its Capital Investment Program annually, in conjunction with budget planning.

**Demand Management** is the active intervention in the market to influence demand for services and assets with forecast consequences, usually to avoid or defer capital expenditure.

**Depreciation** is the wearing out, consumption or other loss of value of an asset arising from use, passing of time or obsolescence.

**Disposal** of an asset refers to the sale, destruction, or rescinding of ownership of an asset that Council no longer requires.

**Infrastructure assets** are stationary systems forming a network and serving whole communities, where the system as a whole is intended to be maintained indefinitely by the continuing replacement and refurbishment of its components. The network may include normally recognised 'ordinary' assets as components.

**Level of Service** is the defined service quality for a particular activity (i.e. roading) or service area (i.e. street lighting) against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental acceptability and cost.

**Life cycle** of an asset refers to the cycle of activities that an asset (or facility) goes through while it retains an identity as a particular asset i.e. from planning and design, through operation and maintenance to decommissioning or disposal. The costs of these phases are allocated against the asset in question so that the performance of the asset and changes in management practices can be monitored.

**Maintenance** is all actions necessary for retaining an asset as near as practicable to its original condition, but excluding rehabilitation or renewal. It includes routine, planned and reactive maintenance.

**Maintenance Management System** is a system that assists in defining maintenance tasks (What needs to be done), carrying out maintenance (Doing it), scheduling maintenance (Managing it), and maintenance history (Recording what has been done).

**Operations** are the active process of utilising an asset that will consume resources such as manpower, energy, chemicals and materials. Operation costs are part of the lifecycle costs of an asset.

**Optimised Renewal Decision Making** is an optimised process for considering and prioritising all options to rectify performance failures of assets.

**Performance Monitoring** is the continuous or periodic quantitative and qualitative assessments of the actual performance compared with specific objectives, targets or standards.

**Planned Maintenance** activities fall into two categories:

- (i) Periodic – necessary to ensure the reliability or to sustain the design life of an asset.
- (ii) Predictive – condition-monitoring activities used to predict failure.

**Reactive Maintenance** is corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.

**Rehabilitation/Refurbishment** refers to rebuilding or replacing parts or components of an asset, to restore it to a required functional condition and extend its life, which may incorporate some modification. It generally involves repairing the asset to deliver its original level of service (i.e. heavy patching of roads, etc) without resorting to significant upgrading or renewal.

**Renewal** works to upgrade, refurbish or replace existing facilities with facilities of equivalent capacity or performance capability.

**Replacement** is the complete replacement of an asset that has reached the end of its life, so as to provide a similar or agreed alternative, level of service.

**Risk Analysis/Management** is the application of a formal process to identify and assess the risk and probability of failure, quantifying cost, evaluating acceptable risk levels and implementing risk control measures, in accordance with Australian Standard 4360.

**Routine Maintenance** is day-to-day operational activities to keep the asset operating (replacement of light bulbs, cleaning of drains, etc) and which form part of the annual operating budget, including preventative maintenance.

**Useful Life** may be expressed as the period over which a depreciable asset is expected to be used.



**ADOPTED/AMENDMENT OF POLICY**

| <b>Policy Review Date</b> | <b>Reason for Amendment</b> |
|---------------------------|-----------------------------|
| 27 August 2003            | Adopted by Council          |
| 26 July 2006              | Review                      |
| 28 March 2007             | Review                      |
| 28 April 2010             | Review                      |



## COUNCIL POLICY

|                                 |                             |
|---------------------------------|-----------------------------|
| <b>Council Policy Title:</b>    | <b>Heavy Vehicle Access</b> |
| <b>Council Policy ref. no:</b>  | 13.8                        |
| <b>Responsible Department:</b>  | Infrastructure and Services |
| <b>Date of adoption/review:</b> |                             |

### 1. PURPOSE

This policy will provide a clear direction and process to ensure consistency in assessing access to the local road network by B-Doubles and Higher Mass Limit Vehicles.

### 2. INTRODUCTION

The use of B-Doubles or Higher Mass Limit Vehicles on local roads within the Colac Otway Shire is dependent on the operator gaining Council's approval and a permit being issued by VicRoads.

High Productivity Freight Vehicles (HPFVs), such as B-Doubles and Higher Mass Limit Vehicles, are important to the efficiency of the freight task in the Colac Otway Shire. The larger capacity of these vehicles reduces the number of vehicles required for a given amount of freight.

Access to the local road network should be considered where it can be demonstrated by consistent assessment that these vehicles can operate safely with other traffic and where road infrastructure is suitable.

### 3. SCOPE OF THE POLICY

This policy applies to the assessment of all future applications from companies or individuals for the use of HPFVs (e.g. B-Doubles or Higher Mass Limit Vehicles) on the local road network in the Colac Otway Shire.

### 4. DEFINITIONS

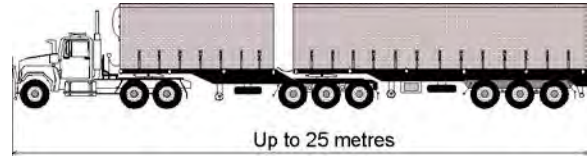
**High Productivity Freight Vehicles** is the umbrella term for vehicle configurations that are permitted to operate after gaining approvals through the national Performance Based Standards (PBS). These vehicles must comply with approved safety and infrastructure protection performance measures.

HPFVs represent the next generation in freight transport, with the ability to shift more freight more efficiently with greater environmental and safety performance. HPFVs can range from specialist rigid trucks, through to multi-combination articulated configurations and B-Doubles. Longer B-Doubles are examples of next generation HPFVs.

**PBS** is a new national management method to 'match' vehicles to roads. It offers the potential for heavy vehicle operators to achieve higher productivity and safety through innovative vehicle design.

PBS sets minimum vehicle 'performance' standards to ensure trucks are stable on the road and can turn and stop safely. These standards focus on how well a vehicle behaves on the road rather than its overall length or mass.

A **B-double** is defined as a combination consisting of a prime mover towing two semitrailers. The prime mover and the two trailers are combined by two turntable assemblies. The double articulation is the main distinguishing feature of a B-double.



From 1 July 1999 mass limit increases were implemented in Victoria. Higher Mass Limits allows for increases to general axle mass limits provided the vehicle is fitted with road friendly suspensions. These include some air and steel suspension types.

## 5. POLICY

That, as a matter of policy, where an application for access to the municipal public road network by HPFVs is received:

- The General Manager, Infrastructure and Services assesses each application on its merits, based on the 'Guidelines for Assessing B-Doubles and Higher Mass Limit Vehicles on Local Roads';
- That Council engages in a consultation process with relevant stakeholders where it is deemed necessary; and
- That any approval that is granted be endorsed subject to appropriate conditions.

## 6. RELATED LEGISLATION

*Road Safety (Vehicles) Regulation 1999*  
*Road Safety Act 1986*

## 7. RELATED POLICIES/PROCEDURES/GUIDELINES

'Guidelines for Assessing B-Doubles and Higher Mass Limit Vehicles on Local Roads'

## 8. POLICY IMPLEMENTATION

This policy takes effect immediately upon approval by Council. The General Manager Infrastructure & Services is responsible for implementing this policy by making the Policy and Procedure accessible to all staff.

All relevant officers are responsible for using this policy when assessing applications for the operation of HPFVs on local roads within the Colac Otway Shire.

**ADOPTED/AMENDMENT OF POLICY**

| <b>Policy Review Date</b> | <b>Reason for Amendment</b> |
|---------------------------|-----------------------------|
| 14 December 2005          | Adopted by Council          |
| 24 May 2006               | Review                      |
| 28 April 2010             | Review                      |



## COUNCIL POLICY

|                                 |                                               |
|---------------------------------|-----------------------------------------------|
| <b>Council Policy Title:</b>    | <b>Installation and Usage of Cattle Grids</b> |
| <b>Council Policy ref. no:</b>  | 13.10                                         |
| <b>Responsible Department:</b>  | Infrastructure and Services                   |
| <b>Date of adoption/review:</b> |                                               |

### 1. PURPOSE

This policy will attempt to improve the safety of the public road network by assisting landowners and local farmers to locate and install cattle grids to allow for the daily movement of cattle across a road or graze stock within the road reserve without causing adverse impact to other road users.

### 2. INTRODUCTION

Cattle grids are constructed on Council managed roads to effectively control stock using the road reserve where the road reserve is not completely fenced or where stock need to be moved across a road from one property to another directly opposite. In these situations, the cattle grid is used as a low cost option to safely manage the passage of stock where in the opinion of Council a stock underpass is not a practical or cost effective solution.

Council has a responsibility to provide a safe and efficient road network for all road users. As a preferred position, Council will discourage the use of cattle grids where possible. It is however acknowledged that cattle grids may be required under certain circumstances and where so allowed they must be installed, managed, and maintained in order to comply with the provisions of this policy.

This policy provides a systematic approach to the evaluation, approval, maintenance, repair, and removal of all cattle grids approved for use to ensure that the adjoining landowner who is deriving benefit from their use and Council's exposure to risk is managed adequately.

The objectives of this policy are to:

- Develop a common understanding of the definition and purpose of a cattle grid;
- Provide guidance and consistency for the approval and installation of cattle grids across the municipality;
- Support procedures for the application, approval, construction, maintenance, and repair of cattle grids;
- Identify the standards for the construction of cattle grids;
- Define maintenance responsibilities for cattle grids;
- Define registration and recording procedures for cattle grids;

- Ensure that the location of cattle grids does not materially affect the safety of road users; and
- Control private structures on public roads and to ensure that all associated works are carried out to approved standards

### 3. SCOPE OF THE POLICY

This policy covers all matters relating to administration and management of both existing and new cattle grids located on Council's public roads.

A cattle grid is a type of infrastructure used to prevent livestock from passing along a road which penetrates the fencing surrounding an enclosed piece of land. Cattle grids generally consist of a depression in the road covered by a transverse grid of bars or rails, normally constructed of metal and firmly fixed to the ground on either side of the depression, such that the gaps between them are wide enough for animals' legs to fall through, but sufficiently narrow not to impede a wheeled vehicle.

### 4. DISCUSSION

Section 40 of the *Road Management Act 2004* imposes a statutory duty on Council to inspect, maintain, and repair any part of a public road which is a roadway; a pathway; a shoulder; or road infrastructure. For the purposes of this section, a cattle grid is considered an inherent component of a road and can therefore be regarded as road infrastructure.

Whilst Council has the control, care and management responsibility of its public roads, provisions of this policy transfer responsibility to the landowner whom derives direct benefit from the use of a cattle grid or grids which are permitted for use.

All costs associated with the construction, maintenance, and repair of a cattle grid is the responsibility of the owner of the land that the cattle grid or grids benefit.

This policy also requires a compliance check of a permitted cattle grid to ensure that the structure is being maintained to a satisfactory standard and that the appropriate public liability insurance is held by the benefiting landowner. Council reserves the right to undertake maintenance or removal of a cattle grid at the benefiting landowner's expense where it can be demonstrated that it poses a hazard to other road users.

If Council determines that the Cattle Grid is not maintained at the appropriate standard or is not warranted, Council will remove the Cattle Grid and reinstate the road at the benefiting landowner's expense.

### 5. APPLICATION OF POLICY

The aim of this policy is to ensure that cattle grids are only installed for genuine farming purposes and to an appropriate and consistent standard which minimises any safety risk to all road users.

The basic premise of this policy is that the proponent is fully responsible for the construction, ongoing maintenance, eventual decommissioning or reconstruction of the cattle grid, and having appropriate insurance that covers itself and Council.

Cattle grids at locations which do not address the standards of this policy will not be permitted.

### 5.1.1 Criteria for Installation of Cattle Grids

**A cattle grid can only be constructed if the following criteria are met:**

- The location is limited to Access Roads and Minor Roads as defined by Council's Road Management Plan and Municipal Road Register with a traffic count not exceeding 50 vehicles per day;
- The Infrastructure and Services Department must determine that there is no impact on road safety. (e.g. due to a reduction in sight distance);
- The cattle grid is to be used for genuine farming purposes only;
- The owners of all properties having access to the road must be consulted with. Any comments or feedback is to be considered during the assessment of an application;
- The cattle grid must be located at a suitable location which will allow for current road usage patterns to continue and the future traffic requirements of the road will not be impeded;
- The proposed cattle grid must have a width the greater of the minimum standard trafficable width for the road classification or the existing formation width;
- The cattle grid must be designed to cater for HS20-T44 loading with drawings and computations certified by a qualified Structural Engineer;
- Statutory planning requirements must be met if applicable including consideration of potential impacts to roadside vegetation;
- Council approval must be granted and approval is dependent on the applicant following all procedures set by the Infrastructure & Services Department;
- An agreement prepared pursuant to Section 121 of the *Road Management Act 2004* must be signed by the applicant agreeing to full responsibility for all costs associated with the construction, ongoing maintenance and repair, and replacement of the cattle grid;
- The proponent deriving benefit from the cattle grid is required to extend their Public Liability Insurance to cover against any claims for liability occurring as a result of or in connection with the maintenance or use of the cattle grid. Public Liability Insurance shall have a combined single limit of \$10 million ; and
- That all farming operations within the road reserve be conducted in accordance with all relevant Council Local Laws.

All cattle grids will be reviewed on an ongoing basis to ensure that they are still required. If cattle grids are no longer in use, the landowner whom derives benefit from their use will be requested to remove the cattle grid and reinstate the road pavement or agree for Council to undertake the works at the land owners expense. If no agreement is reached and Council is satisfied the need for the cattle grid is no longer warranted, Council will undertake to remove the cattle, reinstate the road, and recover costs thereof from the subject landowner.

This policy shall apply to both new and existing cattle grids. Where there is no record of the installation of any existing cattle grids, they must be:

- Registered with Council by the benefiting landowner and brought up to the necessary standard if the ongoing use of the cattle grid is still required; or
- Removed and the road reinstated at Council's expense.

In situations where the frequent movement of cattle across a road is required and the traffic count for that road is in excess of 50 vehicles per day the use of cattle grids to control the crossing will not be permitted and the installation of a stock underpass shall be considered. A stock underpass is to be constructed consistent with Council's policy for the installation and usage of stock underpasses within the Colac Otway Shire.

## 5.2 Application and Approval

Existing Cattle Grids which meet Council standards do not require an approval application, unless the Cattle Grid falls into disrepair.

### 5.2.1 Submitting an Application

To apply for the installation of a cattle grid the owner of the land adjacent to which the public road passes must complete a Cattle Grid Application Form and pay the applicable application fee, as determined by Council. The application fee is 10 fee units in accordance with the *Monetary Units Act 2004*. Fees are reviewed each financial year and changes (if any) apply from 1 July each year.

For further explanation of the process to be followed refer to the Cattle Grid Installation Procedure and Cattle Grid Application Form. The applicant must submit Engineering plans certified by a Structural Engineer and agree to maintain the crossing at the applicants cost.

If an application is unable to be considered due to it failing to meet the necessary criteria, the application fee will not be reimbursed and the applicant will be advised in writing that the application has been rejected.

### 5.2.2 Unregistered Cattle Grids

Landowners benefiting from the use of existing unregistered cattle grids are required to lodge a Cattle Grid Application Form with Council. The applicant will be required to identify whether the current condition of the structure complies with the defined standards and to advise current Public Liability Insurance details for the structure.

The condition of the structure must comply with the applicable standards to enable approval to be issued. In cases where the current condition of the structure does not comply with the appropriate standards Council will advise the benefiting landowner of the appropriate measures to be taken. These may include:

- Upgrading of the structure or ancillary infrastructure to comply with current standards;
- Replacement of the structure or ancillary infrastructure to comply with current standards; or
- Removal of the structure and reinstatement of the road.

When an unregistered cattle grid is brought to Council's attention, direct consultation with all surrounding landowners will be undertaken to establish the ongoing operational need for a specified structure. To facilitate this, a standard letter will be sent in relation to a specified cattle grid(s) requesting submissions within a period of 28 days. The letter may also indicate the results of the field inspection which initiated the letter. In conjunction with the issuing of a letter to the responsible parties, a notice will also be placed on the specific cattle grid(s). All responses received will be judged on merit and a decision on the future of the grid will be resolved by Council.

If no response is received following a request for submissions, Council will take action to remove the cattle grid and all ancillary infrastructure from the road reserve. The adjoining landowners will be notified a minimum of 28 days prior to the removal of a structure to allow provisions to be made for the containment of stock. The containment of any stock always remains the responsibility of the landowner and Council bears no responsibility for any damage or injury arising from loose livestock.



The costs of removing the cattle grid and/or impounding of any livestock are able to be recovered by Council from the adjoining landowners. Any materials salvaged will remain the property of Council but may be returned to the benefiting landowner at the time of removal at its discretion.

### 5.2.3 Approval and Ownership

Approval to construct the Cattle Grid in accordance with the Council requirements will only be deemed to have been given after the applicant has received a letter in writing from Council, approving the installation. All Cattle Grids once installed will become the property of Council, notwithstanding the applicants responsibility to maintain.

## 5.3 Construction Standards

Council requires that all cattle grids on public roads be installed to adequately meet technical requirements including minimum width, load bearing capacity, materials, signage, and visibility markings.

The applicant must provide design details for the structure to cater for HS20-T44 loading and have a design certified by a Structural Engineer. A number of companies manufacture prefabricated cattle grid units. Subject to their design specifications being referred to Council, such units will be approved for use. Council may be able to provide details of manufacturers if required. The applicant shall construct drainage under the cattle grid to ensure that no damming or ponding of stormwater run-off occurs on the carriageway and adjacent areas.

Details of grid structure, foundations, abutments, approaches, and horizontal and vertical alignment shall be submitted with the application for a cattle grid and shall be sufficient to guarantee, under normal circumstances, the safe transit of vehicles and other road users and shall not interfere with the natural drainage of the area.

All works are to be carried out in accordance with Council's Road Management Plan, Victorian Occupational Health & Safety legislation, the *Road Safety Act 1986*, the *Road Management Act 2004*, industry standards, and applicable Australian Standards. Council will provide guidance if required.

The attached plan shows a diagrammatic representation of the construction of a cattle grid, associated by-pass gate, and side track.

### 5.3.1 Location

A cattle grid shall only be installed at a location approved by Council. A specific location needs to satisfy road traffic safety requirements. Consideration shall be given to issues such as existing road alignment, safe sight distances, etc in evaluating the appropriateness of a proposed location.

A cattle grid shall not be installed at a location where minimum stopping sight distances evaluated in accordance with VicRoads Road Design Guidelines are unable to be achieved. In instances where the proposed cattle grid location is inappropriate, Minimum stopping sight distances are evaluated assuming an 80km/h approach speed.

Council will endeavour to assist the proponent in order to achieve an acceptable outcome where possible.

### **5.3.2 Trafficable Width**

The trafficable width of any cattle grid shall be the greater of the minimum standard trafficable width for the road classification and the existing formation width.

Where an existing cattle grid has been constructed with a width less than this, the signage provided should include a 'No Overtaking or Passing' warning sign (R6-1A) on each approach.

### **5.3.3 Controlled Stock Crossing (Grids in Series)**

Where the intention is to install cattle grids in series for the purpose of establishing a controlled stock crossing, the offset distance between each cattle grid shall not exceed 10-metres where site conditions allow.

Where it is intended to install cattle grids in series to establish a controlled stock crossing, the proponent is required to install adequate gates along the property boundary where the cattle lanes intersect the road.

### **5.3.4 By-Pass Gate**

The by-pass gate shall be made of resilient material of minimum width 3.66-metres and should be arranged to be free swinging and shall remain unlocked and fully functional to allow unimpeded access. By-pass gates shall be constructed at right angles to the road centreline.

By-Pass gates are to be closed at all times except when cattle are passing through them or are accessed by the general public. By-Pass gates are to be closed after use. Signs are to be affixed to these gates advising of this requirement.

The gate, any support structures, and fencing within the road reserve shall be painted white.

### **5.3.5 Fencing**

The type of wing fencing to be constructed is to be nominated by the proponent and should be of a standard which is adequate for its intended use and conforms with the requirements of Council's Local Laws and be of frangible construction. Wing fencing is to be made conspicuous to other road users.

Where, in the opinion of Council, associated signs, fencing, and wing fencing to a cattle grid creates an unreasonable impediment to a required special use of a road, such structures shall be temporarily relocated or removed to adequately cater for this activity. Provisional measures will be implemented to ensure that the cattle grid operates as intended, in a safe manner, while this special arrangement is in place. Any structure removed or relocated shall be reinstated as soon as is practicable after the cessation of any special road use.

Temporary removal, relocation, and reinstatement of any associated signs, fencing, and wing fencing shall be done so at the expense of those parties requesting special use of the road.

### **5.3.6 Cattle Grid Side Track**

The cattle grid side track which services the by-pass gate is to be constructed to a standard suitable for the passage of stock.

### 5.3.7 Signage

Signage is to be erected in accordance with AS1742.2 Manual of Uniform Traffic Control Devices – Traffic Control Devices for General Use. This requires a 'Grid' warning sign (W5-16) on either side of the cattle grid between 50-metres to 200-metres from the structure. A set of G9-206(L) and G9-206(R) chevrons are also required on either side of the structure.

## 5.4 Maintenance Standards

### 5.4.1 Structural Components

The applicant is responsible to maintain the structure and signage of the cattle grid to ensure compliance with the construction standards as detailed by this policy. All maintenance work must be authorised and carried out by Council at the applicants full cost in accordance with Victorian Occupational Health & Safety requirements, *the Road Safety Act 1986*, the *Road Management Act 2004*, industry standards, and applicable Australian Standards.

### 5.4.2 Road Carriageway

The benefiting landowner is responsible to maintain or repair any damage caused to a road where Council is of the reasonable opinion that the maintenance is required because of the use of the road for the crossing of stock.

The benefiting landowner may not carry out maintenance works on a carriageway unless previously approved by Council.

### 5.4.3 Sight Distance

The benefiting landowner is responsible for the maintenance of roadside areas immediately adjacent to a cattle grid to ensure that minimum stopping sight distances to the structure are maintained. This includes, but is not limited to, trimming of roadside vegetation for a minimum of 2.0-metres from the edge of the carriageway.

All vegetation control activities may be subject to statutory planning approvals. It is the responsibility of the landowner using the cattle grid to determine the extent of those statutory approvals which may be required.

### 5.4.4 Failure to Maintain

Failure to ensure that maintenance on the cattle grid and associated signage is carried out may result in Council revoking its approval and removing the structure from the road reserve. Council will give notice to the benefiting landowner to conduct repair work prior to taking any such action. If the benefiting landowner fails to meet the requirements of a repair notice then Council's approval will be rescinded and the cattle grid and all ancillary infrastructure will be removed.

Where maintenance standards are in dispute and the benefiting landowner of any cattle grid has failed to demonstrate to Council's satisfaction that a cattle grid has been maintained to the standards of this policy and any agreement, Council may at its discretion remove the subject cattle grid and reinstate the road at the benefiting landowner's expense after giving reasonable notice.

All costs associated with the removal of the cattle grid will be recovered from the benefiting landowner. All materials salvaged shall remain the property of Council but may be returned to the benefiting landowner at the time of removal at its discretion.

## **5.5 Inspection**

### **5.5.1 Proactive Inspections**

The benefiting landowner is responsible for undertaking regular inspections to ensure that the facilities comply with the specified standards. Council staff will inspect the cattle grids as part of scheduled road network inspections. Any identified condition defects will be advised to the benefiting landowner for attention.

### **5.5.2 Reactive Inspections**

Council staff will respond to concerns in connection with a cattle grid raised by any person. Any defects observed during the course of such inspections will be advised to the benefiting landowner for attention. Rectification of any defects reported to the benefiting landowner by Council shall be addressed in accordance with the standards of the Road Management Plan.

### **5.5.3 Compliance Review**

Compliance of the cattle grid and associated facilities with the construction and maintenance standards will be reviewed on a regular basis. Council may advise the benefiting landowner when the review is due in writing. The benefiting landowner is required to carry out a condition inspection of the structure and submit a Certificate of Currency of Public Liability Insurance with a combined single limit of \$10 million for the structure within 14 days of being notified.

Council will conduct a quality audit check of the information submitted and random inspections of structures to verify the accuracy of condition inspections. If the structure is found not to comply with requirements, or the Public Liability Insurance is invalid or inadequate, Council may revoke its approval.

Council reserves the right to terminate its approval for a cattle grid when changes occur to the classification or alignment of the road on which it is situated or if there is a demonstrated change in road usage patterns which Council considers warrants the removal of the cattle grid.

## **5.6 Alternatives to Cattle Grids**

Where an application for a cattle grid does not comply with the standards of this policy and is unable to be approved the applicant will need to consider one of the following options:

- Abandon the application for a cattle grid; or
- Make an application for an alternative control measure which may be, but not limited to the following:
  - A stock crossing established in accordance with Council's applicable local laws;
  - A roadside grazing permit issued in accordance with Council's local laws;
  - A stock underpass constructed to comply with Council's policy; or
  - Other agreed measures which satisfy all statutory requirements.

## **6 TERMINATION OF USE**

A cattle grid shall be removed if any of the following apply:

- If the cattle grid has no longer being used for its intended purpose;

- If the benefiting landowner transfers ownership of all the land or part of the land so that they no longer own land on both sides of the road if the cattle grid(s) are being used as a controlled crossing;
- If the benefiting landowner has no further rights to run cattle on both sides of the road so that the cattle grids are unable to be used for running stock; or
- The benefiting landowner no longer holds a valid local law permit if one is required for movement of stock on a road.

Where any of the above criteria are true, the user of the cattle grid(s) shall fully remove them and all associated works, including all signage, bypass gates, and wing fence associated with the cattle grids and reinstate the road at their own cost and to the satisfaction of Council. Removal and reinstatement shall be completed within a time frame specified by the Council.

Should the cattle grids and associated works not be removed within this time frame, Council may remove them and seek reimbursement of the costs from the benefiting landowner.

## 7 REINSTATEMENT WORKS

The user of the cattle grid(s) shall be responsible for the maintenance of any road reinstatement works at their own cost for a period of twelve (12) months from final completion. A bond, at a value to be determined by Council, will be lodged with Council to cover all road reinstatement works. In the event that the reinstatement works are not adequately maintained by the user of the cattle grids(s) during the twelve (12) month maintenance period, Council will undertake any required works should it be considered necessary. The cost of these works shall be estreated from the bond. The bond, or the balance thereof, shall be refunded to the user of the cattle grid(s) at the end of the twelve (12) month maintenance period.

## 8 RELATED LEGISLATION

*Local Government Act (1989)*

*Road Management Act (2004)*

*Road Safety Act (1986)*

*Occupational Health & Safety Act (2004)*

*Road Management (Works and Infrastructure) Regulations 2005*

*Road Management (General) Regulations 2005*

*Road Management Code of Practice – Management of Infrastructure in Road Reserves*

## 9 RELATED POLICIES/PROCEDURES/GUIDELINES

*Cattle Grid Installation Procedure*

*A Guide to Working in the Road Reserve*

*Road Management Plan*

*Municipal Road Register*

*Cattle Grid Register*

## 10 QUALITY RECORDS

| <i>Record</i>                                                 | <i>Retention/Disposal Responsibility</i>       | <i>Retention Period</i> | <i>Location</i> |
|---------------------------------------------------------------|------------------------------------------------|-------------------------|-----------------|
| Application Form<br>(including construction and layout plans) | Infrastructure & Services Department<br>(I&SD) |                         |                 |
| Planning Permit                                               | Sustainable Planning &                         |                         |                 |

|                                        |                                   |  |  |
|----------------------------------------|-----------------------------------|--|--|
|                                        | Development<br>Department (SP&DD) |  |  |
| Approval Letter(s)                     | I&SD                              |  |  |
| Section 121 Agreement                  | I&SD                              |  |  |
| Annual Compliance<br>Inspection Report | I&SD                              |  |  |

## 11 POLICY IMPLEMENTATION

The General Manager Infrastructure & Services is responsible for ensuring that all existing and new cattle grids comply with this policy.

## 12 ATTACHMENTS

Cattle Grid Installation Procedure  
Standard Cattle Grid Layout Plan  
Annual Compliance Inspection Report

### ADOPTED/AMENDMENT OF POLICY

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
| 26 May 2009        | Adopted by Council   |

## COLAC OTWAY SHIRE COUNCIL PROCEDURE

|                                       |                                        |
|---------------------------------------|----------------------------------------|
| Procedure Title:                      | Cattle Grid Installation Procedure     |
| Related Policy Title:                 | Installation and Usage of Cattle Grids |
| Related Policy No:                    | 13.10                                  |
| Date Procedure Approved by Executive: |                                        |
| Responsible Officer:                  | Manager Sustainable Assets             |

### PROCEDURE OBJECTIVES

This procedure provides a systematic approach to the evaluation, approval, and construction of all cattle grids to ensure that the adjoining landowner who is deriving benefit from their use and Council's exposure to risk is managed adequately.

### PROCEDURE

The following procedure provides a guide to the documents and information to be tracked and recorded in relation to the issuing of approval for cattle grids on local roads. This procedure should be read in conjunction with Council Policy No. 13.10 - Installation and Usage of Cattle Grids.

#### 1. Upon Application

- a. Lodgement of application form ensuring that all information is completed as required
- b. Lodgement of associated design details, construction and site plans as required by the application form.
- c. Payment of fees

#### 2. Initial Assessment of Application

- a. Preliminary assessment of application to ensure consistency with approval criteria.
- b. The location of the proposed cattle grid is inspected by Council Officer.
- c. The officer prepares a report which may include photos or sketches made during the inspection and supporting information in relation to site suitability (e.g. site distance measurements, road width, location of existing features, etc)
- d. If application is assessed as being unsuitable, a letter is sent to the applicant advising of their unsuccessful application.

#### 3. Community Consultation

- a. Direct consultation with other landowners along the road which it is proposed to install the cattle grid via written notification.
- b. Any submissions may be received by Council in response to the proposal within 28 days.
- c. Council officer to provide a written or verbal response to any submissions as appropriate.
- d. Council officer to review submission and determine application. Written notification is to be provided to applicant if proposal is deemed inappropriate after community consultation process.



#### 4. Approval of Cattle Grid

- a. Written notification provided to applicant detailing any special requirements.
- b. Section 121 Agreement prepared for signing and forwarded to the proponent.
- c. Section 121 Agreement signed by the proponent and returned to Council for signing and sealing.

#### 5. Construction Approval

- a. Works on Roads Application Form to be completed by applicant.
- b. Documentation to be submitted with Works on Roads Application must include:
  - i. Design and layout of proposed cattle grid;
  - ii. Works Manager or Contractors insurance details;
  - iii. Traffic Management Plan; and
  - iv. Certificate of Currency for Public Liability Insurance for the proposed cattle grid with a minimum cover of \$10 million
- c. Provided all the submitted documentation is satisfactory and the Section 121 Agreement has been finalised, Council provides the applicant with consent to works and acknowledgement of receipt of insurance details.

#### 6. Construction Inspection(s)

- a. Once the cattle grid has been constructed, the applicant advises Council and a Council Officer inspects site.
- b. If construction is found to be below standards or not to specification, the Council officer is to liaise with the applicant and provides:
  - i. Detailed list of defects identified during inspection;
  - ii. Written or verbal advice to the applicant or Works Manager/construction contractor; and
  - iii. Follow up inspection details

#### 7. Final Approval

- a. Written advice provided to applicant upon satisfactory completion of works.
- b. Council Cattle Grid Register to be updated with the following minimum information:
  - i. Cattle Grid ID Number
  - ii. Applicants name
  - iii. Date of application
  - iv. Date of community consultation
  - v. Date of determination
  - vi. Special construction requirements
  - vii. Location of cattle grid
    - Road name and chainage from start datum or nearest cross road
    - Description of properties adjoining cattle grid
  - viii. Description of responsible land parcel(s)



## **ATTACHMENTS**

Cattle Grid Installation Process Map  
Cattle Grid Application Form  
Cattle Grids – Standard Agreement

File – Roads File

Reference Number –  
(Council Use Only)

## Cattle Grid Installation Application Form



Have you spoken previously to a Council Officer regarding the proposed installation of a cattle grid?

Yes ☐ No ☐

If Yes, with whom? \_\_\_\_\_

### Property Information

Property Address \_\_\_\_\_

Property Description \_\_\_\_\_

(i.e. the title description of the title(s) the cattle grid will be adjacent to)

### Property Owner Information

Property Owner Name(s) \_\_\_\_\_

Property Owner Postal Address \_\_\_\_\_

Post Code \_\_\_\_\_

### Proposal

Road Name (where cattle grid is proposed) \_\_\_\_\_

Locality \_\_\_\_\_

What type of cattle grid is proposed?

Construction drawings and computations to be submitted

Reason for installing cattle grid(s)?

Have other options been considered (e.g. stock underpass, supervised crossing, etc)

Frequency of stock movements?

Daily ☐

Weekly ☐

Monthly ☐

Have you discussed the proposal with the owners of all properties with access to the road?

Yes ☐ No ☐

Is a Planning Permit required for the proposed works?

Contact Council's Planning Department on 5232 9412

Yes ☐ No ☐

If Yes, has a planning permit been obtained?

Please attach a copy of the planning permit to this application.

Yes ☐ No ☐

What is the Conservation Status of the road reserve in the vicinity of the works? (e.g. High, Medium or Low)

Contact Council's Environmental Department on 5232 9400

Please complete and attach a LAYOUT PLAN. (Additional locality information is available from Council upon request e.g. aerial photography). Layout Plans need to show details of the following;

- Cattle grid position in the road reserve
- Distance (m) to the nearest intersection
- Existing roadside vegetation and any roadside vegetation proposed to be removed
- All services including Telstra, Power, Gas and Water where appropriate
- Existing road width and road reserve width
- Existing property entrances

Reference Number –  
(Council Use Only)

## Cattle Grid Installation Application Form (continued)



Contractor/Works Manager Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_  
 Proposed construction period \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Contractor/Works Manager

### Applicant Contact Information

Name \_\_\_\_\_  
 Organisation \_\_\_\_\_  
 Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_  
 Contact Phone \_\_\_\_\_  
 Mobile Phone \_\_\_\_\_  
 Fax Number \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Note** – The applicant is encouraged to contact Dial Before You Dig on 1100 for service locations.

### DECLARATION:

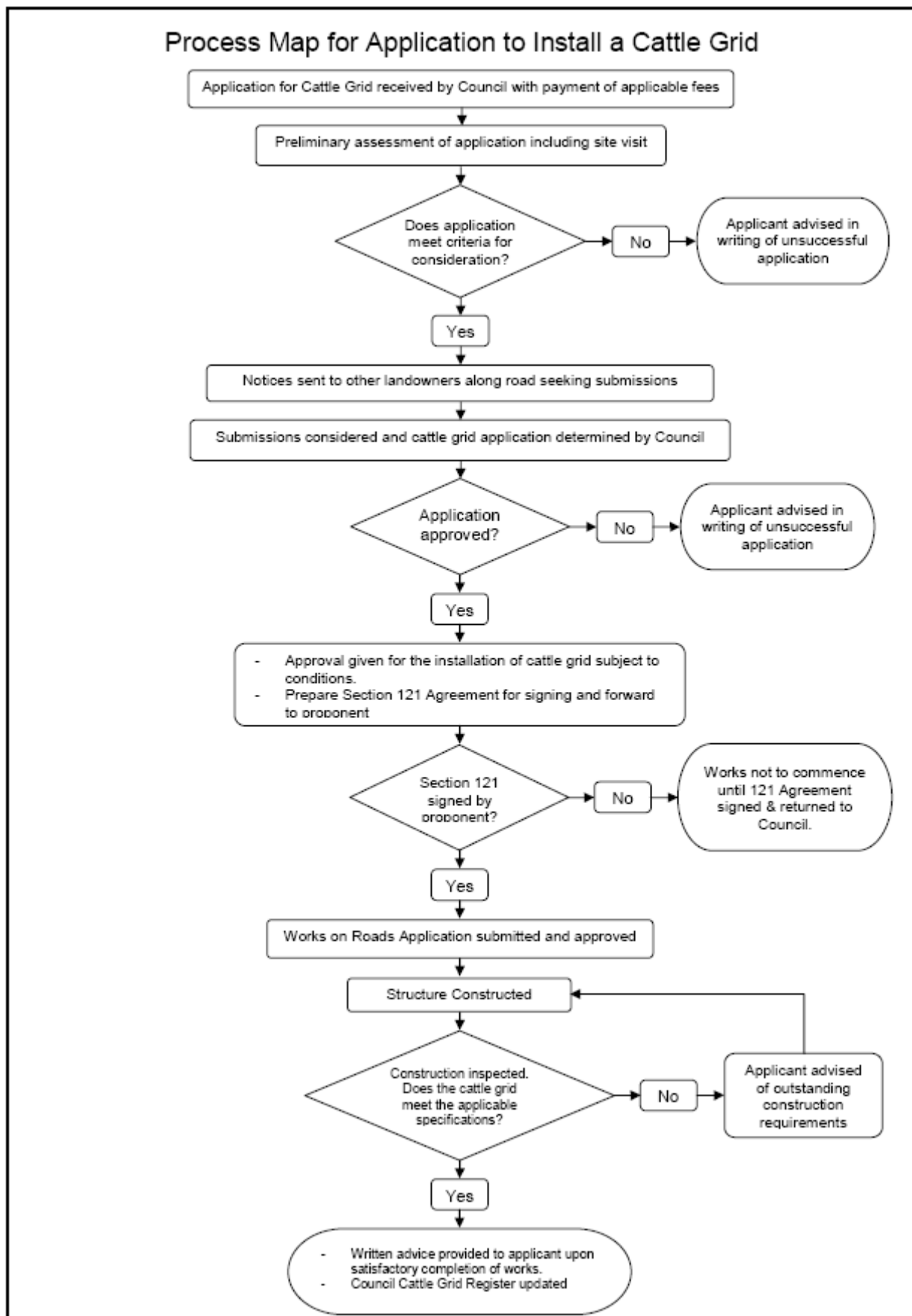
*The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In 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.*

### Office Use Only

Approval Given Yes ☐ No ☐ Date \_\_\_\_\_

Council Officer \_\_\_\_\_ Signature \_\_\_\_\_

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



File – Roads File

Reference Number –  
(Council Use Only)

# Cattle Grid Inspection Report



Inspected by: \_\_\_\_\_ Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Public Gate Permit No: \_\_\_\_\_ Road Name: \_\_\_\_\_

Distance From: \_\_\_\_\_ is \_\_\_\_\_ km

Area: \_\_\_\_\_ Location: \_\_\_\_\_

## **GRID FIELD INSPECTION**

Grid Description: (materials used, rail spacing etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Grid Condition:**

Is grid level with road surface? **YES / NO**Are any rails missing? **YES / NO**Is there excessive build up under grid? **YES / NO**

(List repairs required) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Guard Rails and Signage:**

Are signs on approach in place? **YES / NO**Is guard rail construction adequate? **YES / NO**

(List repairs required) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Gate/By-pass Condition:**

Is gate construction adequate? **YES / NO**Are "Public Gate" signs on gate? **YES / NO**Is by-pass trafficable? **YES / NO**

(List repairs required) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Road Approach Condition:**

\*Owner is to maintain any damage caused to the road as a result of the crossing of stock

(List repairs required) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspectors Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



COLAC-OTWAY SHIRE COUNCIL

and

<User>

AGREEMENT MADE PURSUANT TO  
SECTION 121 OF THE ROAD  
MANAGEMENT ACT 2004

Property: <Property Description>

Level 12  
469 La Trobe Street  
Melbourne Victoria 3000 Australia

PO Box 5146AA  
Melbourne Victoria 3001  
DX 494 Melbourne

Tel 61 3 9609 1555  
Fax 61 3 9609 1600

[www.rk.com.au](http://www.rk.com.au)

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Ref ADC 301114

**PARTIES**

- 1 **COLAC-OTWAY SHIRE COUNCIL**  
of 2-6 Rae Street, Colac in the State of Victoria  
("Council")
- 2 **USER (as defined in item 1 of the Schedule)**

**RECITALS**

- A The Council is the coordinating and responsible road authority for the Road under the Act.
- B The User is registered or is entitled to be registered as proprietor of the Land.
- C The User desires to use the Cattle Grids, including the Associated Works, to enable the User's cattle to cross the Road to access the Land.
- D Council consents to the use and ongoing maintenance of the Cattle Grid and the Associated Works, subject to this Agreement.
- E This Agreement is made by the Council as the municipal council responsible for the management of the Road under the *Local Government Act 1989* and as the coordinating road authority and pursuant to section 121 of the Act. The Agreement sets out the arrangements for the use and ongoing maintenance and risk allocation of the Cattle Grids and Associated Works on the Road.

**THE PARTIES AGREE THAT:****1 DEFINITIONS**

In this Agreement:

- 1.1 "**Act**" means the *Road Management Act 2004*.
- 1.2 "**Agreement**" means this Agreement, including the recitals, Schedule and any annexures to this Agreement.
- 1.3 "**Associated Works**" means those works as detailed in item 2 of the Schedule.
- 1.4 "**Cattle Grids**" means the cattle grids as detailed in item 3 of the Schedule.
- 1.5 "**Commencement Date**" means the date the Agreement is to begin as set out item 4 of the Schedule.
- 1.6 "**Inspections**" means the inspections required pursuant to clause 6.1.1 of this Agreement in the time frame as set out in item 5 of the Schedule.
- 1.7 "**Land**" means the land owned by the User as detailed in item 6 of the Schedule.
- 1.8 "**Plans**" means the plans attached to this Agreement as "Annexure A".
- 1.9 "**Repair Notice**" means a notice served under clause 5.6.1 of this Agreement.
- 1.10 "**Road**" means the road as described in item 7 of the Schedule.

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- 1.11 **"Road Management Plan"** means Council's Road Management Plan as developed, published and in force in accordance with the Act.
- 1.12 **"Schedule"** means the schedule attached to this Agreement.
- 1.13 **"Term"** means the initial term of the Agreement as set out in item 8 of the Schedule and the further term (if any in accordance with clause 13).

## 2 COMMENCEMENT

This Agreement comes into force on the Commencement Date and is for the Term.

## 3 RISK

- 3.1 The User acknowledges that the Cattle Grids and Associated Works have already been constructed on the Road as the date of this Agreement but will be subject to ongoing works for maintenance, repair and possible upgrade works at the User's expense, and that all these works on the Road are for the benefit of the User.
- 3.2 The User accepts all risks in connection with the ongoing use and maintenance of the Cattle Grids and Associated Works, whether or not the risk was reasonably foreseeable by the User at the date of entering into this Agreement or at any other time.
- 3.3 The User acknowledges Council's ongoing rights to ensure that the Cattle Grids and the Associated Works must comply with any Council policies relating to cattle grids.

## 4 USE OF CATTLE GRIDS

The User agrees that:

- 4.1 the Cattle Grids and Associated Works will only be used by the User and by persons authorised by the User to assist with the passage of stock to and from the Land;
- 4.2 the Cattle Grids and Associated Works will not be used for the housing of animals, vehicles or farm machinery, or for the storage of produce or material at any time;
- 4.3 that the continued permission to use the Cattle Grids and Associated Works is subject at all times to compliance by the User with the terms of this Agreement and all relevant Council local laws and any current Council policies relating to cattle grids.

## 5 MAINTENANCE

### 5.1 Maintenance works by User

For the duration of the Term, the User agrees to:

- 5.1.1 maintain the Cattle Grids and Associated Works in accordance with the Plans;
- 5.1.2 maintain the Cattle Grids and Associated Works in a condition that:
- (a) is consistent with the use and function of the Road; and
  - (b) provides sufficient structural capacity to cater for HS20-44 loading;



5.1.3 maintain or repair any damage caused to the Road as directed in writing by Council where the Council is of the reasonable opinion that the maintenance is required because of the use of the Road for the crossing of stock;

5.1.4 undertake all maintenance works in accordance with all reasonable requirements of the Council and in accordance with relevant occupational health and safety requirements, the Act, the *Road Safety Act 1986* (Vic), and applicable Australian laws, regulations and standards,

all to the satisfaction of Council and all at the User's own expense.

5.2 Notwithstanding the above, the User also agrees to undertake maintenance on the Cattle Grids and Associated Works from time to time as reasonably directed by Council in accordance with clause 5.6 of this Agreement.

5.3 Pursuant to Part 2 Section 16 of Act, Council grants consent to the User to carry out works on the Cattle Grids or Associated Works subject to the User complying with the standard conditions of consent to conduct works in road reserves as set out in Annexure B.

5.4 The User agrees not to carry out maintenance works on the Road unless such maintenance works have been approved in writing by Council.

5.5 The parties agree that the consent of the Council to the ongoing maintenance works referred to in this clause 5, is associated with the use of Road for the Cattle Grids and Associated Works and not for other works associated with the Road.

#### **5.6 Maintenance by Council**

5.6.1 If Council is of the opinion that the Cattle Grids or Associated Works are in need of cleaning or repair by either its own inspection or as a result of being informed by a third party, a notice may be served on the User directing that such cleaning and/or repairs as are specified in the notice must be carried out by the User within a period of 28 days after service of the notice ("**Repair Notice**").

5.6.2 Council may carry out the cleaning and/or repairs referred to in clause 5.6.1 and charge the cost thereof to the User where:

- (a) the User is in default of the Repair Notice; or
- (b) in the opinion of Council the cleaning and/or repairs required to the Cattle Grids or Associated Works is urgently required.

5.6.3 The User shall reimburse to Council within one month of receiving a demand for payment any reasonable costs and expenses incurred by Council in carrying out the works referred to in clauses 5.6.1 and 5.6.2.

5.6.4 The User acknowledges that Council may carry out maintenance of the Road as referred to in clause 5.1.3 at the User's expense if such works are a result of the use of the Road for the purposes of crossing of stock.

- 5.6.5 Council will accept liability for the cost of any repairs to the Road, Cattle Grids and Associated Works attributable to a specially authorised vehicle(s) (e.g. a b-double, an over dimensional vehicle, or vehicle operating at higher mass limits), or any other vehicle(s) involved in any extraordinary activity of which Council has prior knowledge of travelling over the Cattle Grids, notification of which will be given by Council to the User.
- 5.6.6 The User must notify Council of any damage caused to the Cattle Grid and Associated Works as a result of an authorised vehicle using the Road in accordance with clause 5.6.5 as soon as practicable after the use has occurred.

## **6 INSPECTIONS**

### **6.1 Proactive inspections**

- 6.1.1 The User must carry out the Inspections of the Cattle Grids and Associated Works to ensure compliance with this Agreement in accordance with Council's relevant cattle grid policies.
- 6.1.2 The User must keep records of all Inspections and provide them to Council upon request.
- 6.1.3 If the User is aware of any damage to the grids which may present a hazard to other road users, the User must notify Council as soon as is practicable.
- 6.1.4 Council staff will inspect the Cattle Grids and Associated Works as part of its scheduled road network inspections and must advise the User in writing of any defects identified, such defects to be dealt with in accordance with this Agreement.

### **6.2 Reactive inspections**

- 6.2.1 Council will respond to concerns in connection with the Cattle Grids and Associated Works raised by any person by inspecting the Cattle Grids and Associated Works as necessary.
- 6.2.2 The Council will advise the User in writing of any defects observed during the course of its inspection in accordance with this Agreement.
- 6.2.3 The User must rectify any defects reported to the User by Council to the Council's satisfaction in accordance with this Agreement.

## 7 REPLACEMENT

- 7.1 The User agrees to remove the Cattle Grids and/or Associated Works when they have been assessed by Council that they have reached the end of their serviceable life and are no longer able to be maintained to provide sufficient structural capacity to cater for HS20-T44 loading.
- 7.2 Subject to clause 7.3, if the User still requires Cattle Grids, following assessment by Council that the Cattle Grids and/or Associated Works be removed pursuant to clause 7.1 the parties agree that replacement Cattle Grids and associated works ("**New Works**") can be installed on the Road to the satisfaction of Council either:
- (a) in accordance with the Plans; or
  - (b) be designed by a suitably experienced and qualified building practitioner and certified by a qualified structural engineer and approved by Council.
- 7.3 The User must ensure that the New Works are:
- 7.3.1 designed and installed in accordance with the Act and all other relevant laws, regulations and standards; and
  - 7.3.2 provide for sufficient structural capacity to cater for HS20-T44 loading; and
  - 7.3.3 provide for adequate drainage of the Cattle Grids, the Road in the immediate vicinity of the cattle grids, and other adjacent areas.
- 7.4 The parties agree that unless a new arrangement has been entered into by the parties for the New Works, then the New Works will be subject to this Agreement.

## 8 ROAD WIDENING AND RELOCATION OF CATTLE GRIDS AND ASSOCIATED WORKS

If the Road is widened and/or realigned in the future, Council will bear the reasonable cost of any necessary extension or relocation of the Cattle Grids and Associated Works.

## 9 INSURANCE

The User must:

- 9.1 maintain in full force and effect during the Term, public liability insurance against claims for bodily injury, death or property damage and loss of earnings occurring as a result of or in connection with the maintenance works or use of the Cattle Grids and the Associated Works, with a combined single limit of A\$10 million; and
- 9.2 ensure, where possible, that Council is noted as an interested party on the insurance policy referred to in clause 9.1; and
- 9.3 provide a copy of the insurance policy to Council, together with annual certificates of currency following each insurance renewal period.

## 10 INDEMNITY

The User covenants and agrees:

- 10.1 to indemnify and keep the Council, its officers, employees, agents, workmen and contractors indemnified from and against all costs, expenses, losses or damages which they or any of them may sustain incur or suffer or be or become liable for or in respect of any suit action proceeding judgement or claim brought by any person arising directly or indirectly from the existence and use of the Cattle Grids and Associated Works undertaken by the User or its agent or contractors or employees on the Road.
- 10.2 The User agrees to be responsible for the costs of repair to the Cattle Grids and Associated Works where:
- 10.2.1 a third party has caused intentional or unintentional damage to the Cattle Grids as a result of an activity, whether negligent or not; and
  - 10.2.2 damage to the Cattle Grids or Associated Works has occurred as a result of an unknown cause.
- 10.3 The indemnity referred to in clause 10.1 cannot be revoked by the User.
- 10.4 The indemnity referred to in clause 10.1 is binding and enforceable against the User notwithstanding any neglect, delay or forbearance on the part of Council to exercise its right of indemnity.
- 10.5 Nothing in this clause 10 will prevent the User from seeking to recover damages or costs from a third party (other than Council) associated with damage caused to the Cattle Grids or Associated Works by that third party.

## 11 CONSEQUENCES OF BREACH

- 11.1 If the User is in breach of any term of this Agreement, Council may call upon the User by notice in writing to remedy such a breach within the time specified in the notice or show cause why the Agreement should not be terminated. If the User fails to either remedy the breach to the satisfaction of Council or show cause within the time stated then Council may without further notice to the User terminate this Agreement and the User shall be liable to pay to Council the reasonable costs of making good any repairs and/or reinstatement reasonably required to ensure the safety of the Cattle Grids and the Road.
- 11.2 If the User fails to comply with Clause 11.1 of this Agreement and Council is required to reinstate and make good the Cattle Grids, Associated Works or the Road, then the reasonable cost thereby incurred shall be a debt due from the User to Council.

## 12 TERMINATION

- 12.1 This Agreement will terminate if the User:
- 12.1.1 transfers ownership of all the Land or part of the Land so that the User no longer owns land on both sides of the Road; or
  - 12.1.2 has no further rights to run cattle on both sides of the Road so that the Cattle Grids cannot be used for running cattle; or
  - 12.1.3 the User no longer holds a valid local law permit if one is required for movement of stock on the Road; or



- 12.1.4 the User informs Council that the User is insolvent or financially unable to continue with this Agreement; or
- 12.1.5 being a individual person or a partnership becomes bankrupt, enters into a scheme of arrangement; or
- 12.1.6 being a corporation, enters into a deed of arrangement or company administration or a winding up order is applied for or made against it, or a mortgagee takes possession of its property or it is wound up.

12.2 In the event of termination of this Agreement by clause 11.1, 12 or otherwise, the User shall fully remove or reinstate the Cattle Grids and Associated Works and reinstate the Road at its own cost to the satisfaction of Council within a time frame specified by the Council. Should the Cattle Grids and Associated Works not be removed within this time frame, Council may remove them and seek reimbursement of the costs from the User.

12.3 No compensation shall be claimed from or be payable by Council upon termination of the usage of the Cattle Grids in accordance with the terms of this Agreement or by the mutual consent of Council and the User.

### 13 FURTHER TERM

Provided the User is not in breach of this Agreement, the User may elect by notice in writing to be delivered to Council no less than three months prior to the expiration of the initial term of the Agreement extend the period of this Agreement for up to a further (20) twenty years.

### 14 NOTICES

#### 14.1 Service of notice

A notice or other communication required or permitted, under this Agreement, to be served on a person must be in writing and may be served:

- 14.1.1 personally on the person;
- 14.1.2 by leaving it at the person's address set out in this Agreement;
- 14.1.3 by posting it by prepaid post addressed to that person at the person's current address for service; or

#### 14.2 Time of service

A notice or other communication is deemed served:

- 14.2.1 if served personally or left at the person's address, upon service;
- 14.2.2 if posted within Australia to an Australian address, two business days after posting; and
- 14.2.3 if received after 5.00pm in the place of receipt or on a day which is not a Business Day, at 9.00am on the next business day.

### 15 FUTURE PURCHASERS

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- 15.1 The User shall advise any future purchaser or occupier of the Land or any part thereof in writing of the existence and contents of this Agreement.
- 15.2 The User shall advise Council in writing of any change of occupier of the Land or of any agreement to purchase the Land or any part thereof within 28 days of such change or agreement.
- 15.3 Subject to the User complying with the terms of this Agreement, Council shall agree to the transfer of rights under this Agreement conditional upon the incoming party and the User entering into with Council a novation of this Agreement or a new agreement on the same terms and conditions as this Agreement.
- 15.4 Should the new purchaser of the Land not agree to enter into this Agreement or a similar arrangement, the User must remove the Cattle Grids and Associated Works and clause 12.2 of this Agreement applies to this clause.

#### **16 APPLICABLE LAW**

This Agreement shall be governed by the laws of the State of Victoria and the parties hereby agree to submit to the jurisdiction of the Courts in the State of Victoria in relation to any question or dispute that may arise hereunder.

#### **17 ENTIRE AGREEMENT**

This document constitutes the sole and entire agreement between the parties and supersedes any and all prior arrangements, agreements or undertakings and shall be binding notwithstanding any prior arrangements, agreements or undertakings made which may conflict with or be at variance with this Agreement or any correspondence or document relating to the subject matter of this Agreement which may have passed between the parties hereto.

#### **18 SEVERABILITY**

If any provision of this Agreement shall be invalid and not enforceable in accordance with its terms, all other provisions which are self sustaining and capable of separate enforcement without regard to the invalid provisions shall be and continue to be valid and enforceable in accordance with those terms.

**EXECUTED** as a deed.

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

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Chief Executive Officer

**Note:** In the absence of the Chief Executive Officer, affixing of seal can be witnessed by two Councillors and any other member of staff authorised by the Chief Executive Officer.

**SIGNED SEALED AND DELIVERED** )

by <USER> in the presence of: )

\_\_\_\_\_  
Witness

**SIGNED SEALED AND DELIVERED** )

by <USER> in the presence of: )

\_\_\_\_\_  
Witness

10

## SCHEDULE

|   |                   |                                                                                           |
|---|-------------------|-------------------------------------------------------------------------------------------|
| 1 | USER:             | <USER>                                                                                    |
| 2 | ASSOCIATED WORKS  | All signage, bypass gates, wing fences and cattle lanes associated with the Cattle Grids. |
| 3 | CATTLE GRIDS      | <CATTLE GRID DESCRIPTION>                                                                 |
| 4 | COMMENCEMENT DATE |                                                                                           |
| 5 | INSPECTIONS       | Time frame: <TIME FRAME>                                                                  |
| 6 | LAND              | <LAND DESCRIPTION>                                                                        |
| 7 | ROAD              | <ROAD DESCRIPTION>                                                                        |
| 8 | TERM              | Initial Term: <TERM>                                                                      |

ADC 1243544v1 SXF



11

**ANNEXURE A  
(Plans)**

SAMPLE

ADC 1243544v1 SXF

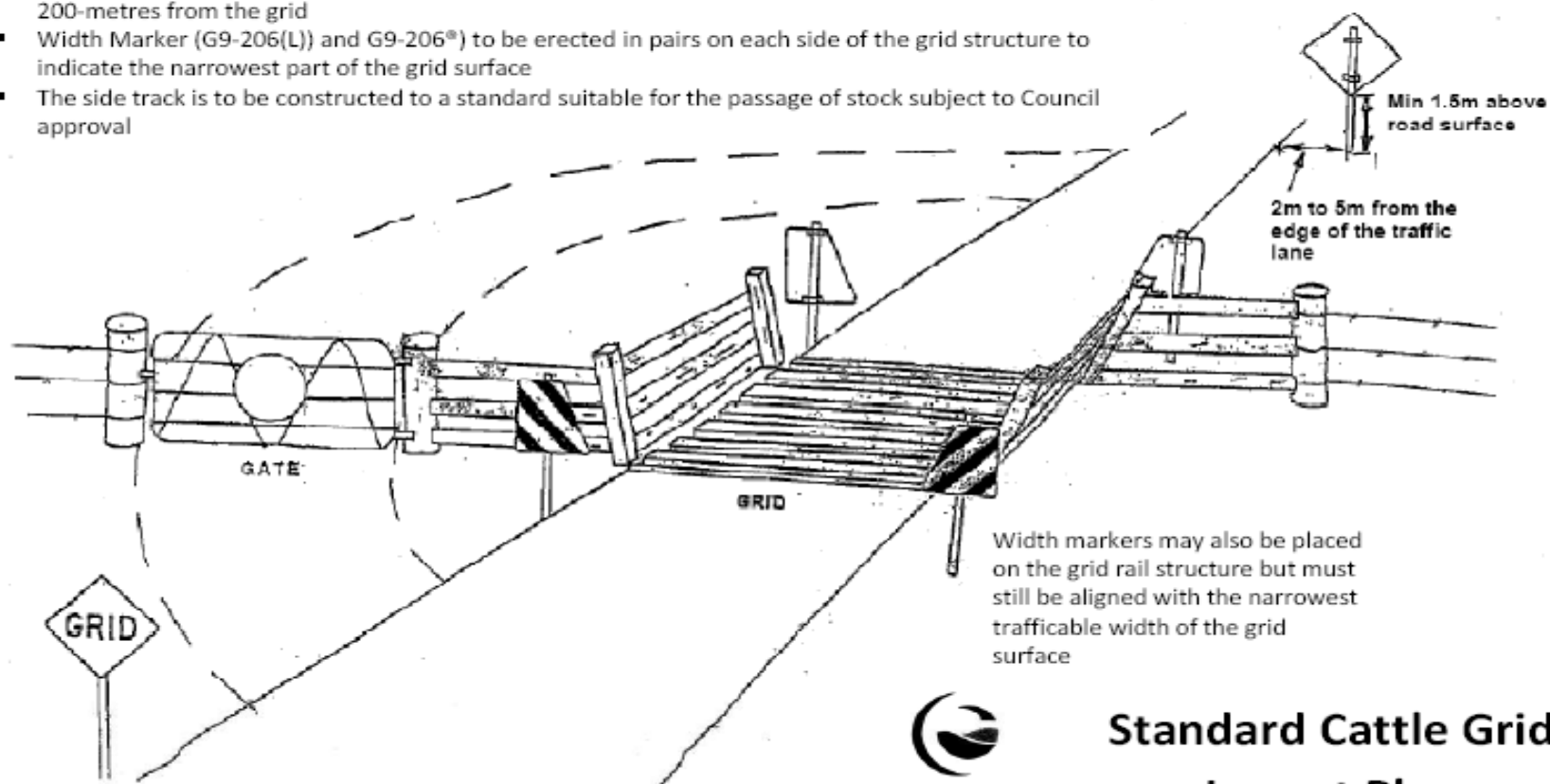
**ANNEXURE B**  
**(Standard Conditions of Consent to Conduct Works)**

SAMPLE

ADC 1243544v1 SXF

## Notes:

- Grid surface to be at a width specified by Council and a minimum of 2.1-metres along road
- Grid to have at least 300mm clearance underneath the entire grid
- Where possible, the roadside drainage should be directed under the grid to aid in self cleaning
- 'GRID' (W5-16) 750mm x 750mm signs to be erected on both approaches to the grid 50-metres to 200-metres from the grid
- Width Marker (G9-206(L)) and G9-206®) to be erected in pairs on each side of the grid structure to indicate the narrowest part of the grid surface
- The side track is to be constructed to a standard suitable for the passage of stock subject to Council approval





## COUNCIL POLICY

|                                 |                                                     |
|---------------------------------|-----------------------------------------------------|
| <b>Council Policy Title:</b>    | <b>Committees of Management of Drainage Systems</b> |
| <b>Council Policy ref. no:</b>  | 15.1                                                |
| <b>Responsible Department:</b>  | Infrastructure and Services                         |
| <b>Date of adoption/review:</b> |                                                     |

### 1. INTRODUCTION

The Committee of Management ("the Committee") is acting on behalf of the Council of the Colac Otway shire, and in the best interests of local landowners and other users of the Drainage System for which the Committee members have accepted responsibility **provided that** the Committee remains subject to the direction of the Council and to the legal constraints under which Council operates.

### 2. OBJECTIVES

The objectives of this policy is to ensure that guidelines are in place to assist Council and S86 Committees of Management of Drainage Systems in the operation of the various committees and to meet legislative requirements.

### 3. POWERS

Any action taken by the Committee, in accordance with these Rules and Conditions of Appointment and conforming to any further restrictions, limitations, and conditions imposed by the Council, shall for all purposes be deemed to be the act of the Council itself.

### 4. PROTECTION

Provided that the Committee acts in accordance with the policy and delegations, it shall be covered under Council's Public Liability Insurance policy.

### 5. TERM OF OFFICE

Committee members are appointed for three years unless otherwise by resolution of Council.

## 6. NOMINATIONS

When a Committee is due for re-appointment the Chief Executive Officer shall call publicly for nominations of persons for appointment. The notice shall be advertised in the local press by Council.

## 7. APPOINTMENT

At the first practical opportunity the Council may appoint the persons nominated as the Committee. Where the number of nominations exceeds the number of places on the Committee, Council will hold a postal ballot of land owners in the area considered to receive special benefits from the Scheme and contributing to the special charge levy. These appointments will be recorded in the Council Meeting Minutes.

## 8. COMMITTEE SIZE

The Committee is to consist of no fewer than four (4) members.

## 9. QUORUM

At all meetings of the Committee a quorum shall be at least 50% of all members or three people, whichever is greater.

## 10. VOTING

A question before the Committee meeting shall be determined as follows:

- (a) Each committee member present is entitled to one vote and must vote unless otherwise prohibited;
- (b) Voting shall be by a show of hands;
- (c) The question is determined by a majority of the votes;
- (d) In the event of a tied vote the chairperson shall have a second and casting vote to determine the matter.

## 11. CONFLICT OF INTEREST

**Note:** The following only applies when the Committee is considering making a contract or financial agreement and a committee member (or someone belonging to his/her immediate family) has a direct financial involvement in the contract or agreement (i.e. stands to gain or lose financially).

If this is the case the member concerned is required to:

- (i) If present at the meeting, disclose the fact that they have a conflict of interest immediately before the matter is considered at the meeting.
- (ii) Leave the room while any discussion or any vote is taken in relation to the matter.
- (iii) Remain outside the room or other area out of view or hearing of the meeting.

- (iv) The member may return to the room after consideration and all voting on the matter.
- (v) If not intending to be at the meeting which the matter is discussed, inform the Chairperson of their conflict of interest before that meeting is held.

## **12. COMMITTEE MEETINGS**

- (a) The Committee shall meet at least once in every calendar year at such time and place as the Committee may determine. The Committee shall determine for itself, and observe, such usual and proper meeting procedure as is required.
- (b) The Chairperson of the Committee must provide reasonable notice to the public of each meeting. This may be done via media, local newsletters, noticeboards or other mechanisms as appropriate
- (c) Council will arrange and advertise a meeting for re-election of the Committee of Management which is to be held every three years.

## **13. OFFICERS OF THE COMMITTEE**

At the public meeting called to nominate persons for appointment to the Committee, those present shall specify nominees for the offices of Chairperson, Secretary, Treasurer and such other office bearers as may be considered necessary.

The Offices of the Secretary and Treasurer may be combined.

A list of committee members is to be provided to Council after appointment of committee members. Changes to office bearers or other changes to committee (Schedule 1).

## **14. CHAIRPERSON**

The Chairperson shall chair all meetings of the Committee and direct Committee meetings according to such usual meeting procedure as the Committee has determined for itself. In the Chairperson's absence the Committee shall appoint an acting Chairperson from among those Committee members present at that Committee meeting.

## **15. SECRETARY**

The Secretary shall:

- (1) As soon as practical after the first meeting write to the Council listing the names of those persons nominated for appointment as Office Bearers.
- (2) Provide a similar notification of changes to Committee membership.
- (3) Provide Council with three month's notice that the term of the office of the Committee is due to expire.
- (4) Keep appropriate written records of the proceedings of the Committee.
- (5) Attend to any further correspondence relating to the Committee.
- (6) Notify Committee members of meetings.

**16. TREASURER**

The Treasurer shall keep accurate and up to date records of the financial affairs of the Committee including an audited annual statement, a copy of which shall be sent to the Chief Executive Officer before October 31 each year.

**17. FINANCIAL YEAR**

The Financial Year of the Committee shall run from July 1 in one year to June 30 in the following year.

**18. CHEQUES**

All cheques, drafts, bill of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee. One of the signatories shall be the Treasurer unless otherwise resolved at a Committee meeting.

**19. RESIGNATION**

Persons wishing to resign as Officers or members of the Committee shall give notice in writing to the Committee Secretary.

**20. CASUAL VACANCIES**

If, during the term of office the numbers of Committee members falls below three, the Committee shall have the power to co-opt interested persons with the required qualifications to fill any vacancy.

If an Officer's position becomes vacant, the Committee shall elect from among its number a person to fill that vacancy for the remainder of the Committee's term of office.

**21. LIMITS OF POWER**

(i) The power to:

- (a) approve expenditure within a Budget established by the Committee and within the limits of the Special Charge income raised by Council.
- (b) undertake required maintenance of the drainage system.
- (c) operate the drainage system within the limits of licences held or delegations provided by other authorities.
- (d) employ such persons or contractors as it sees fit for the maintenance and upkeep of the system.
- (e) maintain the drain in line with the *Catchment and Land Protection Act* 1994.

(ii) Incurring the expenditure of an amount not exceeding \$6,000 for any single item.

- (iii) Any power which may in future be prescribed as for the use of the Council only (under the Regulations attached to the *Local Government Act 1989*).

**Note:** the rate or charge referred to above is Council's power to set a rate or charge on the land.

## 22. COUNCIL PREROGATIVE

Notwithstanding any of the above, Council may at any time appoint or remove members of the Committee.

## 23. IMPLEMENTATION AND REVIEW

This policy will be implemented by the General Manager Infrastructure and Services and is subject to periodic review.

### ADOPTED/AMENDMENT OF POLICY

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
| 27 June 2007       | Adopted by Council   |
| 28 October 2009    | Review               |



## Schedule 1

**S86 COMMITTEE MEMBERSHIP REGISTER**

All S86 Special Committees are elected for a term of three years (unless identified as a shorter term). Under Council Policy, Council must be informed of the date members are elected and the names of those elected members. Please provide the information needed to fulfil these requirements.

Name of Committee.....

Date committee members elected .....

Please list names of elected members and their positions on the committee

| Name | Position on Committee |
|------|-----------------------|
|      |                       |
|      |                       |
|      |                       |
|      |                       |
|      |                       |
|      |                       |
|      |                       |
|      |                       |

Contact person details:

Name .....

Address.....

Phone .....

I ..... President of this Special Committee hereby verify the information provided above is correct.

Signed .....

Date .....

*The personal information requested on this form is being collected for Council records. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the Council records re S86 Committees and that he or she may apply to Council for access to and/or amendment of the information. 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.*



## COUNCIL POLICY

|                                 |                                                                                                                                                                                                                                                                                                         |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council Policy Title:</b>    | <b>Municipal Building Control Intervention Filter Criteria Guideline Policy</b><br>For Council's Administration and Enforcement of Parts 3,4,5,7 & 8 of the Building Act 1993 and Building Regulations 1994 in circumstances where a private building surveyor has been appointed to carry out function |
| <b>Council Policy ref. no:</b>  | 19.1                                                                                                                                                                                                                                                                                                    |
| <b>Responsible Department:</b>  | Sustainable Planning and Development                                                                                                                                                                                                                                                                    |
| <b>Date of adoption/review:</b> |                                                                                                                                                                                                                                                                                                         |

### ADMINISTRATION AND ENFORCEMENT

#### 1. PURPOSE

To inform Council of its responsibilities under the *Building Act 1993* ("the Act") in circumstances where a private building surveyor has been appointed by or on behalf of the owner of a property to issue a building permit or carry out other functions in respect of building work being carried out or proposed to be carried out at the property.

#### 2. BACKGROUND

**Council** is required by section 212 of the Act to administer and enforce specified parts of that Act and the whole of the *Building Regulations 1994* ("the Regulations") within its municipal district. As with many other responsibilities, Council has the ability to determine how it will carry out these functions having regard to competing obligations and limited resources.

Since the introduction of the Building Act in June 1994 property owners have had a choice between using Council services (through the municipal building surveyor) to obtain a building permit and using a private building surveyor. The building surveyor (private or municipal) who issues the building permit is generally responsible for ensuring that the building work complies with the requirements of the Act and the Regulations.

Council through the operation of section 212 of the Act retains the ability to enforce the Act and the Regulations even if a private building surveyor has been appointed. Section 212 provides as follows:

**“212. Council to administer building provisions in its municipal district**

- (1) *Except where otherwise expressly provided in this Act or the building regulations, a council is responsible for the administration and enforcement of Parts 3, 4, 5, 7 and 8 and the building regulations in its municipal district.*
- (2) *Nothing in this section limits a council's powers to act outside its municipal district.”*

There is no express provision in the Act removing Council's responsibilities where a private building surveyor has been appointed.

**The Building Commission** is a state statutory authority which has various powers under the Act to intervene in circumstances where a private building surveyor is appointed. These powers include the ability to issue directions to the private building surveyor, enforce orders made by the private building surveyor, prosecute persons for non compliance with orders issued by the private building surveyor in addition to being able to utilise all the powers that a municipal building surveyor has in certain circumstances.

**The Building Practitioners Board** is the registration body for persons working in the building industry. All building surveyors (both private and municipal) must be registered with that Board. The Building Practitioners Board is empowered to conduct disciplinary proceedings in respect of any registered building practitioner who may have not carried out their responsibilities correctly.

The legislative framework clearly shows that responsibility for supervising private building surveyors rests with the Building Commission and the Building Practitioners Board. This responsibility includes those bodies taking appropriate action to resolve matters (which may include rectifying any action/inaction taken by a private building surveyor that is/was contrary to the Regulations or the Act or conducting a disciplinary Inquiry) where a private building surveyor has not carried out their work in a competent manner and to a professional standard.

Council frequently receives complaints from members of the public regarding building work that is being or has been carried out, for which a private building surveyor has been appointed. The complaints may include situations in which there is a real risk of danger to persons or property or may be regarding administrative matters or matters relating to the siting of buildings and /or structures.

The handling of these complaints can represent a significant expenditure of Council resources.

Since the introduction of the private permit issuing system in July 1994 the ongoing problems associated with handling such complaints has generally been carried out by Council's municipal building surveyor and its building department on an ad hoc basis. The **Victorian Municipal Building Surveyors Group Inc.** ('the VMBSG') at its 2002 conference overwhelmingly recognised the need for adopting a uniform approach across the State when dealing with complaints of that nature. As a result of that conference, the VMBSG, working in consultation with the Municipal Association of Victoria ('the MAV') undertook to develop a system to classify and manage those complaints.

The **Building Control Intervention Filter Criteria** ('the Filter Criteria'), utilising a risk assessment matrix, identifies standardised responses to complaints from the public where a private building surveyor has been appointed. The Filter Criteria have been developed through consultation with municipal building surveyors throughout metropolitan and regional Victoria.

The Filter Criteria recognises that Council has obligations to the public with regard to dangerous situations which it can remedy or cause to be remedied. Where a danger exists and Council officers are aware of that danger, a lack of action on the part of Council could result in a claim against Council if innocent persons were to suffer loss or injury. This is regardless of whether a private building surveyor is or has been appointed. In those circumstances the Filter Criteria recommends Council staff taking action to remove the danger.

The Filter Criteria also recognises that not all complaints received at council relate to dangers and many relate to matters stemming from administrative neglect or error by private building surveyors. In those circumstances the Filter Criteria recommends that the matter be referred to the private building surveyor for remedial action failing which the matter be referred to the Building Commission or Building Practitioners Board (or both) as appropriate.

In some circumstances it may be that the complaint is of a trivial or minor nature in which case the Filter Criteria may recommend merely referring it back to the private building surveyor for action.

It is anticipated that the Filter Criteria will streamline the complaint handling processes and provide a level of uniformity across all councils. The referral of appropriate cases to the Building Practitioners Board and the Building Commission will also allow those bodies to more readily carry out their functions under the Act.

### 3. BUILDING CONTROL INTERVENTION FILTER CRITERIA

**STEP 1 – Determine the possible consequences of the matter being complained of:**

Table E1 Qualitative measures of consequence or impact

| Level | Descriptor    | Example detail description                                                                                                          |
|-------|---------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Insignificant | No injuries, low financial loss, no detriment to health, no damage to property, siting.                                             |
| 2     | Minor         | Injury (self-treatable e.g. minor cuts or abrasions), medium financial loss, minimal detriment to health, minor damage to property. |
| 3     | Moderate      | Injury (medical treatment required by other), high financial loss, moderate detriment to health, moderate damage to property.       |
| 4     | Major         | Serious non-permanent injury, major financial loss, major detriment to health, major damage to property.                            |
| 5     | Catastrophic  | Permanent injury or death, huge financial loss, irreparable damage to property.                                                     |

**STEP 2 – Determine the likelihood of the event in Step 1 occurring**

Table E2 Qualitative measures of likelihood

| Level | Descriptor     | Description                                 |
|-------|----------------|---------------------------------------------|
| A     | Almost certain | Is expected to occur in most circumstances  |
| B     | Likely         | Will probably occur in most circumstances   |
| C     | Possible       | Might occur some time                       |
| D     | Unlikely       | Could occur at some time                    |
| E     | Rare           | May occur only in exceptional circumstances |

**STEP 3 – Locate the issue on the risk matrix by comparing the likelihood to the consequence**

Table E3 Qualitative risk analysis matrix – level of risk

| Likelihood         | Consequences       |            |               |            |                   |
|--------------------|--------------------|------------|---------------|------------|-------------------|
|                    | Insignificant<br>1 | Minor<br>2 | Moderate<br>3 | Major<br>4 | Catastrophic<br>5 |
| A (almost certain) | M                  | H          | E             | E          | E                 |
| B (likely)         | M                  | H          | H             | E          | E                 |
| C (Possible)       | L                  | M          | H             | H          | E                 |
| D (unlikely)       | L                  | L          | M             | H          | E                 |
| E (rare)           | L                  | L          | M             | H          | H                 |

**STEP 4 – Identify action to be taken**

Table E4 Legend for Risk Analysis Matrix and Treatment

|          |                                                                   |                                                 |                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------|-------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>E</b> | <b>Extreme risk:<br/>immediate<br/>action required</b>            | Refer to PBS<br>without delay                   | Council/MBS takes<br>immediate action to<br>suitably reduce risk                                                    | If there is evidence of<br>conduct by any building<br>practitioner such that a<br>finding under section 179(1)<br>of the Building Act 1993<br>could be made by the<br>Building Practitioners Board<br>the matter, with supporting<br>evidence, will be referred to<br>that Board for Inquiry.                                                                                                                                                                                                                                   |
| <b>H</b> | <b>High risk,<br/>attention needed<br/>in reasonable<br/>time</b> | Refer to PBS<br>without delay                   | Council/MBS takes<br>action if PBS is not<br>taking action to<br>suitably reduce the risk<br>within reasonable time |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>M</b> | <b>Moderate risk,<br/>treatment by<br/>PBS</b>                    | Refer to PBS<br>without delay                   | No other action by<br>Council/MBS                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>L</b> | <b>Low risk,<br/>manage by<br/>referral</b>                       | Refer<br>complainant<br>to PBS<br>without delay | No other action by<br>Council/MBS                                                                                   | <p>If there is a suspicion that<br/>any practitioner has engaged<br/>in conduct that may amount<br/>to illegal conduct or conduct<br/>as set out in section 179(1)<br/>of the Act the matter will be<br/>referred to the Building<br/>Commission for<br/>investigation.</p> <p>AND</p> <p>if it is necessary to do so for<br/>the proper administration of<br/>the Act refer the matter of<br/>RBS to the Building<br/>Commission for the exercise<br/>of its directive powers under<br/>s198 of the Building Act<br/>1993.</p> |

Note: PBS – Private Building Surveyor

**STEP 5 – Take the action as required by the matrix**

## 4. RELEVANT LEGISLATION REGARDING REFERRALS

### BUILDING ACT 1993

#### 179. *Inquiry into conduct*

- (1) On an inquiry into the conduct of a registered building practitioner, the Building Practitioners Board may make any one or more of the decisions mentioned in sub-section (2) if it finds that the registered building practitioner--
- (a) is guilty of unprofessional conduct; or
  - (b) has failed to comply with this Act or the regulations; or
  - (c) has failed to comply with a determination of the Building Appeals Board or a direction of the Commission; or
  - (d) has been guilty of conduct in relation to his or her practice as a building practitioner which--
    - (i) is constituted by a pattern of conduct or by gross negligence or gross incompetence in a particular matter; and
    - (ii) shows that he or she is not a fit and proper person to practise as a building practitioner; or
  - (da) has shown in the information provided to the Board under section 172A that he or she is not a fit and proper person to practise as a building practitioner; or
  - (e) has employed or engaged to do, on his or her behalf, work of a kind that can only be done by a person registered under this Part in a particular category or class, a person who is not so registered; or
  - f) has obtained his or her registration under this Part or any required insurance by fraud or misrepresentation; or
  - (fa) has failed to comply with a reasonable direction of an insurer in respect of the completion or rectification of defective building work or any payment to be made to the insurer in respect of the completion or rectification of defective building work in accordance with required insurance or in accordance with a guarantee under the **House Contracts Guarantee Act 1987** or has failed to comply with a direction under section 44 of the **House Contracts Guarantee Act 1987**; or
  - (fb) has failed to carry out a recommendation contained in an inspector's report under section 48 of the Domestic Building Contracts Act 1995;
  - (fc) has failed to comply with the Domestic Building Contracts Act 1995; or
  - (g) has had his or her authority to practise as a building practitioner in a place outside Victoria cancelled or suspended otherwise than for failure to renew that authority; or
  - (h) has failed to comply with an undertaking given to the Board under this Division.

**BUILDING REGULATIONS 2006****1502 Professional standards**

A registered building practitioner must-

- (a) perform his or her work as a building practitioner in a competent manner and to a professional standard; and
- (b) immediately inform the client in writing if a conflict of interest arises or appears likely to arise between his or her interest as a building practitioner and that of his or her client; and
- (c) receive remuneration for his or her services as a building practitioner solely by the professional fee or other benefits specified in the contract of engagement or by the salary and other benefits payable by the building practitioner's employer.

NOTE: A building practitioner who contravenes the requirements of regulation 1502 may be the subject of an inquiry under section 179 of the Act.

**5. IMPLEMENTATION AND REVIEW**

This policy will be implemented by the Manager Building and Planning and is subject to periodic review.

**ADOPTED/AMENDMENT OF POLICY**

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
| 24 May 2006        | Adopted by Council   |
| 28 October 2009    | Review               |





## COUNCIL POLICY

|                                 |                                                                                                                                       |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council Policy Title</b>     | <b>Municipal Pool and Spa Enforcement</b><br>The Administration and Enforcement of Part 7 Division 1 of the Building Regulations 2006 |
| <b>Council Policy ref. no:</b>  | 19.2                                                                                                                                  |
| <b>Responsible Department:</b>  | Sustainable Planning and Development                                                                                                  |
| <b>Date of adoption/review:</b> |                                                                                                                                       |

### ADMINISTRATION AND ENFORCEMENT

#### 1. Purpose

The purpose of this policy is to guide Council's activities in meeting its responsibilities with administration and enforcement of provisions under the Building Act 1993 ("the Act"), and in particular regulation Part 7 Division 1 of the Building Regulations 2006 which requires the erection of barriers around swimming pools and spas.

The use of policies by Councils has long been recognised by the courts as a means of Councils determining how (due to the many responsibilities held) limited resources are to be allocated. By having an appropriate policy in place Council will both reduce its exposure to risk and provide guidance to Council officers on how the regulation is to be administered.

#### 2. Background

Council is required by section 212 of the Building Act 1993 ("the Act") to administer and enforce specified parts of that Act and the whole of the Building Regulations 2006 ("the Regulations") within its municipal boundaries. As with many other responsibilities, Council has the ability to determine how it will carry out these functions having regard to competing obligations and limited resources.

Regulation Part 7 Division 1 of the Building Regulations deals with the erection of swimming pool/spa barriers in respect of pools/spas constructed prior to 1991. Pools/spas constructed after that date were required, as part of the building permit, to include as part of the construction, barriers in accordance with the relevant Australian Standard. Prior to 1991 there was no such requirement.

The underlying obligations contained in regulation Part 7 Division 1 (to provide suitable pool/spa barriers) have been in force for a number of years. The State Government and some Councils have advertised the requirements of regulation Part 7 Division 1 on many occasions. Despite this advertising, Council audits reveal that only a relatively small number of swimming pools/spas fully comply with barrier requirements, and that compliance does not occur until Council actively enforces the regulation.

The administration and enforcement of the Regulation has generally been on an ad hoc basis in most Councils and the degree of administration and enforcement has varied greatly between municipal districts. Most Councils have adopted in recent years a policy that deals with how the administration and enforcement is to take place.

A reactive policy is one where Council only enforces the regulatory requirements when it becomes aware of a specific (or potential) non-compliance. The Court has determined in numerous cases (including the well known case of *Pyrenees Shire Council v Day*) that in circumstances where a Council becomes aware of a danger to persons or property and Council has the statutory ability to cause the danger to be abated, the community expects Councils to take such action. A failure to take action in those circumstances could result in a finding of negligence against the Council.

A proactive policy is one where Council actively seeks out non-compliance and takes appropriate enforcement action. The degree of 'proactiveness' may vary. To be proactive it is necessary to:

- (a) Identify the location of swimming pools/spas in the municipality
- (b) Have a programme of inspections of those swimming pools/spas
- (c) Publicise that Council has a proactive policy and will be conducting inspections
- (d) Determine whether those inspections are to be selective or be systematic
- (e) Have a subsequent follow up programme
- (f) Have suitable staff to conduct those inspections

An education policy is one where Council makes available to the community sufficient information for persons to understand the legal requirements and the reasons for those requirements. An education policy may be passive or active. A passive education policy is one where material is made available as handouts etc at Council offices whereas an active education policy will use the media and other resources to educate as many members of the community as possible. An education policy however must be used in combination with either a reactive or proactive enforcement policy.

All Councils should, as part of their risk management process, have in place a policy that identifies the processes to be followed upon becoming aware of a non-compliant (or potentially non-compliant) swimming pool/spa barrier.

The adoption of this policy will provide specific guidance to the Council's Building Department concerning how it will implement administration and enforcement of these requirements, and give assurance to the community that the responsibility given by that Act is being administered in a responsible manner.

### **Council's Approach to Enforcement of Swimming Pool/Spa Barrier Requirements**

Colac Otway Shire does not have the staff resources which would enable it to proactively enforce swimming pool/spa barrier requirements for all land owners on annual basis. It does acknowledge the need however for a proactive approach to administration and enforcement in respect of these regulations, in addition to on-going response to known non-compliance when this becomes evident, and education of building owners. This policy will therefore adopt the following approach to enforcement of the requirements as a means of best managing risk to human life and safety within its resource capacity, with the aim of ensuring that eventually all swimming pool/spa barriers in the municipality are compliant with the regulation.

### **Reactive Approach**

Council officers, upon becoming aware of any swimming pool/spa within the municipal district that does not have a barrier compliant with the Regulations, will utilise the procedure set out below to bring about compliance.

1. Upon becoming aware of a potential non complaint barrier the designated Council officer will write to the property owner and occupier advising that there is concern that the building at the property may not comply with the Building Regulations and that an inspection will take place at a set date. A copy of the relevant information sheets will be sent with that letter. This will take place within 7 days of being notified of the potential non compliance.
2. The designated Council Officer will inspect the subject property within 7 days of the letter.
3. Upon inspection, in the event there is no barrier or the barrier in place does not comply with regulation Part 7 Division 1, a Building Order for Minor Work [on the basis that the Municipal Building Surveyor is of the opinion that the barrier is minor work] will be issued pursuant to section 113 of the Building Act. The building order will (generally) allow the owner 30 days in which to erect a compliant barrier.
4. In the event as determined by the Municipal Building Surveyor, the individual circumstances warrant the erection of a barrier in a period of time less than 30 days, an Emergency Order under section 102 of the Building Act will be issued.
5. Any order issued will be accompanied by a copy of regulation Part 7 Division 1 and associated educational handouts providing information on how to comply with the order and advising as to when the next inspection will take place.
6. The time for compliance under the order may be extended provided proper grounds for doing so are provided.
7. At the end of the time for compliance, the swimming pool/spa will again be inspected. If no genuine action has been taken by the homeowner to comply with the order, the matter will be referred to Council's solicitor for prosecution (for breaches of regulation Part 7 Division 1 and section 118 of the Building Act) and enforcement through section 253 of the Building Act, being an order of the court requiring compliance. A letter will be sent to the owner advising of the referral to Council's solicitor and providing a final opportunity to comply. Officers may elect to send up to two warning letters prior to referral to Council's solicitor with the aim of seeking co-operative compliance with an order.
8. If at the time of that inspection the owner has attempted to comply with the building order but there are minor matters still outstanding, the owner will be advised of a time at which a further inspection will be carried out and if there is still non compliance at that time enforcement action may be taken.
9. If a further inspection is required as a result of the barrier not being fully compliant, following that further inspection, the relevant Council officer may determine to refer the matter at that time to Council's solicitor for enforcement action.

### **Proactive Approach**

In addition to responding to non-compliance as it becomes known, Council will take a proactive approach to administration and enforcement of swimming pool/spa barrier requirements within its resource capacity, and taking a risk management approach. This is aimed at ensuring that eventually all swimming pool/spa barriers in the municipality are compliant with the regulations. Officers will follow the following procedure:

1. Council officers will maintain a database of all swimming pools and spas in the municipality. The database will be updated by 30 June **every four years** by analysing existing records and/or by the use of aerial photography (acknowledging that aerial photography may not identify all pools and spas and existing records will also not include all existing pools and spas). It will also be updated as officers become aware of a swimming pool or outdoor spa through the course of their day to day work. The database, even if not complete, is essential for:
  - a. Determining the number of pools and spas in the municipality, which is required so as to enable the level of risk to be assessed
  - b. Determining the level of resources required
  - c. Identifying swimming pools and spas constructed both before and after 1991 so as to enable if necessary an enforcement program with respect to regulation Part 7 Division 1.
  - d. Identifying addresses for 'direct mailing' campaigns
2. Every four years, all properties known to have a swimming pool or outdoor spa will be inspected.
3. Upon inspecting a property and identifying a non compliant barrier the procedure set out in the "Reactive Approach" will be utilised to bring about compliance.

### **Education**

The following is not a detailed procedure in respect of educational steps. Rather the following sets out a variety of measures that may be taken to increase community awareness:

1. Council's policies with respect of regulation Part 7 Division 1 will be printed and made available in pamphlet form to the public
2. A series of articles on pool safety and owner responsibilities will be prepared for the local newspapers at the start of each summer period.
3. Pool Shops, Childcare Centres, libraries and other public buildings to be asked to distribute (via the counter) pamphlets and other public awareness material
4. The use of telephone recordings to be investigated
5. Advertisements in local newspapers
6. Information and appropriate links on Council's website

### **Reporting**

A report will be prepared by Council officers every four years at the conclusion of the four yearly audit detailing all actions taken under this policy, identifying:

- a) The number of pools/spas inspected

- b) The number of pools/spas that at 1st inspection required no further action
- c) The number of Minor Works Orders or Building Orders issued
- d) The number of orders complied with in the specified period
- e) The number of Building Orders referred for legal proceedings
- f) The number of Emergency Orders issued
- g) The number of Emergency Orders referred for legal proceedings
- h) The number of matters outstanding
- i) Details of education methods employed under the policy

This report will be forwarded to the Shire's Risk Management Committee for consideration.

### **Conclusion**

This policy will provide Council with a clear and transparent framework for directing resources to enforcement of swimming pool/spa barrier requirements. It will ensure that Council is taking a responsible approach to this legislative responsibility within its financial capacity.

### **ADOPTED/AMENDMENT OF POLICY**

| <b>Policy Review Date</b> | <b>Reason for Amendment</b> |
|---------------------------|-----------------------------|
| 23 November 2005          | Adopted by Council          |
| 24 May 2006               | Review                      |
|                           |                             |





## COUNCIL POLICY

|                                 |                          |
|---------------------------------|--------------------------|
| <b>Council Policy Title:</b>    | <b>Social Networking</b> |
| <b>Council Policy ref. no:</b>  | 2.7                      |
| <b>Responsible Department:</b>  | Executive                |
| <b>Date of adoption/review:</b> |                          |

### 1. Purpose

Colac Otway Shire Council recognises that social media provides new opportunities for dynamic and interactive two-way communications which can complement existing communication and further improve information, access and delivery of key services.

The intent of this policy is to provide understanding and guidance for the appropriate use of social media platforms and tools by users for the purpose of conducting Council business.

### 2. Scope

This policy applies to all councillors, employees, contractors, agents and volunteers of Colac Otway Shire Council who purport to use social media on behalf of Council. This policy will also apply to agencies and individuals who provide services to Council and will be included in all relevant external supplier contracts.

The policy outlines requirements for compliance with confidentiality, governance, legal, privacy and regulatory parameters when using social media to conduct council business. It aims to:

- Inform appropriate use of social media tools for Colac Otway Shire Council
- Promote effective and productive community engagement through social media
- Minimise miscommunication or mischievous communications
- Help Council manage the inherent challenges of speed and immediacy

The policy applies to those digital spaces where people may comment, contribute, create, forward, post, upload and share content, including:

- Blogs
- Bulletin boards
- Citizen journalism and news sites
- Forums and discussion boards
- Instant messaging facilities
- Microblogging sites (e.g. Twitter)
- Online encyclopedias (e.g. Wikipedia)
- Podcasts

- Social networking sites (e.g. Facebook, MySpace, Bebo, Friendster, LinkedIn)
- Video and photo sharing sites (e.g. Flickr, YouTube)
- Video podcasts
- Wikis
- Any other websites that allow individuals to use simple publishing tools or new technologies emerging from the digital environment.

As it is not possible to expressly refer to or list the specific sites or kinds of social media outlets, the absence of a reference to a particular site or kind of social media activity does not limit the application of this policy.

This policy is not intended to cover personal use of social media where:

- the author publishes information in their personal capacity and not on behalf of, or in association with Colac Otway Shire Council and
- no reference is made to Council, its councillors, staff, policies and services, suppliers or other stakeholders or council related issues.

This policy should be read in conjunction with other relevant policies and procedures of Colac Otway Shire Council

### 3. Legislative and Policy Framework

Councillors and staff of Colac Otway Shire Council are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies. A list of relevant legislation which may be used as a guide is included in at point 7.

Council policies and guideline provisions which must be adhered to in relation to the use of social media include the following:

RM-01 Occupational Health & Safety Manual  
RM-05 Working from Home Policy

HR-12 Discrimination and Harassment Policy  
HR-13 Grievance and Discipline Procedure

OD-03 Employee Code of Conduct

C-01 Media Relations Policy  
C-02 Web Content Policy  
C-03 Photographic Use Policy  
[C-04 Social Media Policy](#)

IS-01 Information Systems and Security policy and procedures  
IS-03 Information Management Policy  
IS-04 Smart Phone and Tablet Usage  
IS-05 Smart Phone and Tablet Usage guidelines

Public Records Office Victorian Local Government Records - General Records  
Authority 2002



Councillor Code of Conduct

Social Media Response Guide for Staff

Social Media Response Guide for Councillors

Social Media response guide for responding to comments and opinions

#### 4. Social Media Policy

When using social media Users are expected to:

- Seek prior authorisation from their Manager
- Adhere to Colac Otway Shire Council codes of conduct, policies and procedures
- Behave with caution, courtesy, honesty and respect
- Comply with relevant laws and regulations
- Reinforce the integrity, reputation and values of Colac Otway Shire Council.

The following content is not permitted under any circumstances:

- Abusive, profane or sexual language
- Content not relating to the subject matter of that blog, board, forum or site
- Content which is false or misleading
- Confidential information about Council or third parties
- Copyright or Trade mark protected materials
- Discriminatory material in relation to a person or group based on age, colour, creed, disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, sex or sexual orientation
- Illegal material or materials designed to encourage law breaking
- Materials that could compromise council, employee or system safety
- Materials which would breach applicable laws (defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks)
- Material that would offend contemporary standards of taste and decency
- Material which would bring the council into disrepute
- Personal details or references to councillors, council staff or third parties, which may breach privacy laws
- Spam, meaning the distribution of unsolicited bulk electronic messages
- Statements which may be considered to be bullying or harassment

If you have any doubt about applying the provisions of this policy, check with your Manager or the Public Relations Department before using social media to communicate. Depending upon the nature of the issue and potential risk, it may also be appropriate to consider seeking legal advice.

##### **Authorisation**

Ensure appropriate authorisation has been obtained before using social media including but not limited to uploading content and acting as a spokesperson on behalf of Council.

##### **Expertise**

Do not comment outside your area of expertise. Do not commit Council to actions or undertakings.

**Disclosure**

Only discuss publicly available information. Do not disclose confidential information, internal discussions or decisions of Council, employees or third parties. This includes publishing confidential, personal or private information where there is sufficient detail for potential identification of councillors, Council staff or third parties.

**Accuracy**

Be accurate, constructive, helpful and informative. Correct any errors as soon as practicable. Do not publish information or make statements which you know to be false or may reasonably be taken to be misleading or deceptive.

**Identity**

Be clear about professional identity or any vested interests. Do not use fictitious names or identities that deliberately intend to deceive, mislead or lie. Do not participate anonymously or covertly via a third party or agency.

**Opinion**

Clearly separate personal opinions from professional ones and be mindful of Council's Code of Conduct when discussing or commenting on council matters. In general, don't express personal opinions using Council # tags or other identifications. Only where this is not possible, consider using a formal disclaimer to separate official council positions from personal opinions and distance council from comments made by public and other outside interests.

**Privacy**

Be sensitive to the privacy of others. Seek permission from anyone who appears in any photographs, video or other footage before sharing these via any form of social media. If asked to remove materials do so as soon as practicable.

**Intellectual Property**

Seek permission from the creator or copyright owner, to use or reproduce copyright material including applications, audio tracks (speeches, songs), footage (video), graphics (graphs, charts and logos), images, artwork, photographs, publications or music. Also seek permission before publishing or uploading material in which the intellectual property rights, such as Trade marks, are owned by a third party e.g. company logos. Seek permission from the website's owner wherever possible before linking to another site (including a social media application).

**Defamation**

Do not comment, contribute, create, forward, post, upload or share content that is malicious or defamatory. This includes statements which may negatively impact the reputation of another.

**Reward**

Do not publish content in exchange for reward of any kind.

**Transparency**

Do not seek to buy or recompense favourable social media commentary. Encourage online publishers to be open and transparent in how they engage with, or review council personnel, services or wares.

**Political bias**

Do not endorse any political affinity or allegiance.

**Respect**

Always be courteous, patient and respectful of others' opinions, including detractors.

**Discrimination**

Be mindful of anti-discrimination laws and do not publish statements or information which may be discriminatory.

**Language**

Be mindful of language and expression.

**State of Mind**

Do not use social media if inebriated, irritated, upset or tired.

**Be safe**

Protect your personal privacy and guard against identity theft.

**Media**

Do not issue statements or make announcements through social media channels unless authorised. Do not respond directly if approached by media for comment through social media. Refer the inquiry to the Public Relations Department as per Council's media policy.

**Modification and moderation**

Ensure that any social media sites created or contributed to can be readily edited, improved or removed and appropriately moderated.

**Access**

Be mindful of the requisite government web standards for accessibility. Information made available via non compliant platforms should be made accessible in another form where practical.

**Be responsive**

Specify the type of comments and feedback that will receive a response and clearly communicate a target response time. Make it easy for audiences to reach Council via other methods by publishing Council's phone number, generic email, Facebook, Skype and Twitter accounts.

**5. Roles and Responsibilities**

| Role                  | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Councillors           | <ul style="list-style-type: none"> <li>Seek authorisation from Public Relations Department on using social media</li> <li>Seek approval for council branding of social media</li> <li>Register social media account/tools/site with the Public Relations Department</li> <li>Understand and comply with the provisions in this policy</li> <li>Seek training and development for using social media</li> <li>Seek advice from the Legal or Public Relations Department if unsure about applying the provisions of this policy</li> </ul> |
| Staff and contractors | <ul style="list-style-type: none"> <li>Seek approval from relevant manager for business strategy incorporating social media</li> <li>Seek authorisation from Public Relations Department on using social media and developing a communications plan to support business strategy</li> <li>Seek approval for council branding of social media</li> </ul>                                                                                                                                                                                  |

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | <ul style="list-style-type: none"> <li>• Register social media account/tools/site with the Communications Department</li> <li>• Seek training and development for using social media</li> <li>• Understand and comply with the provisions in this policy</li> <li>• Maintain records of email addresses, comments, 'friends', followers and printed copies or electronic 'screen grabs' when using externally hosted sites to the extent practicable</li> <li>• Seek advice from the Legal or Public Relations Department if unsure about applying the provisions of this policy</li> <li>• Ensure contractors are provided with a copy of this policy</li> <li>• Familiarise self with the End User Licence Agreements of any external social media tools being used</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     |
| Business Unit Managers    | <ul style="list-style-type: none"> <li>• Approve business strategy incorporating use of social media</li> <li>• Ensure staff obtain authorisation from the Public Relations Department on their planned use of social media</li> <li>• Ensure contractors are provided with a copy of the social media policy</li> <li>• Offer training for staff using social media</li> <li>• Advise IT of approval to access social media for business purposes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| IT Department             | <ul style="list-style-type: none"> <li>• Facilitate secure access to support delivery of council business via social media</li> <li>• Regularly back up and archive internally hosted social media sites</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Communications Department | <ul style="list-style-type: none"> <li>• Authorise use of social media tools for conducting Council business</li> <li>• Provide advice and assist with the development of communication plans using social media</li> <li>• Educate councillors, staff and contractors about this policy and their responsibilities when using social media</li> <li>• Advise appropriate precautions eg disclaimers</li> <li>• Maintain a register of social media being used for conducting Council business including records of the business case for using social media, its strategic imperative, the intended administrator, URL, login, password and audience</li> <li>• Assist staff to retain some record explaining the context or purpose of social media, and a sample of posts where it is impractical to retain large volumes of screen grabs</li> <li>• Monitor social media accounts/tools/sites registered for conducting Council business</li> <li>• Monitor social media for references to the Colac Otway Shire Council</li> <li>• Seek legal advice as appropriate where an issue is likely to be contentious or may create legal risk for Council.</li> </ul> |

## 6. Enforcement

All content published or communicated by or on behalf of Colac Otway Shire Council using social media must be recorded (including the author's name, date, time and media site location) and kept on record.

Colac Otway Shire Council actively monitors social media for relevant contributions that impact on the municipality, its operations and reputation. Council will be able to find – and act upon – contributions made by councillors and staff if deemed necessary.

This policy will be published and promoted to councillors and staff of Council. Breaching this policy may result in disciplinary action, performance management and review. Serious breaches may result in suspension or termination of employment or association.

Colac Otway Shire Council reserves the right to remove, where possible, content that violates this policy or any associated policies.

## 7 RELEVANT LEGISLATION

- *Copyright Act 1968* (Cth)
- *Crimes Act 1958* (Vic)
- *Defamation Act 2005* (Vic)
- *Fair Trading Act 1999* (Vic)
- *Fair Work Act 2009* (Cth)
- *Freedom of Information Act 1982* (Vic)
- *Local Government Act 1989* (Vic)
- *Equal Opportunity Act 2010* (Vic)
- *Australian Human Rights Commission Act 1986* (Cth)
- *Information Privacy Act 2000* (Vic)
- *Spam Act 2003* (Cth)
- *Privacy Act 1988* (Cth)
- *Public Records Act 1973* (Vic)
- *Racial and Religious Tolerance Act 2001* (Vic)
- *Wrongs Act 1958* (Vic)

### ADOPTED/AMENDMENT OF POLICY

| Reviewed Date | Reason for Amendment |
|---------------|----------------------|
|               |                      |
|               |                      |



## COUNCIL POLICY

|                                 |                                                                                                                               |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Council Policy Title:</b>    | <b>Essential Safety Measures</b><br>The Administration and Enforcement of Part 12 Division 1 of the Building Regulations 2006 |
| <b>Council Policy ref. no:</b>  | 19.3                                                                                                                          |
| <b>Responsible Department:</b>  | Planning and Environment                                                                                                      |
| <b>Date of adoption/review:</b> |                                                                                                                               |

### ADMINISTRATION AND ENFORCEMENT

#### 1. Purpose

The purpose of this policy is to guide Council's activities in meeting its responsibilities under the *Building Act* 1993 ("the Act") and in particular regulation *Part 12, Division 1* of the *Building Regulations* 2006 which relate to Essential Safety Measures (ESM) requirements.

The use of policies by Councils has long been recognised by the courts as a means of Councils determining how (due to the many responsibilities held) limited resources are to be allocated. By having an appropriate policy in place Council will both reduce its exposure to risk and provide guidance to Council officers on how the regulations are to be administered.

#### 2. Background

Council is required by Section 212 of the *Building Act* 1993 ("the Act") to administer and enforce specified parts of that Act and the whole of the *Building Regulations* 2006 ("the Regulations") within its municipal boundaries. As with many other responsibilities, Council has the ability to determine how it will carry out these functions having regard to competing obligations and limited resources.

Regulation Part 12, Division 1 of the Building Regulations deals with essential safety measures. An essential safety measure is defined under the *Building Regulations* 2006 (the Regulations) as an item listed in Tables I1.1 to I1.11 of Volume One of the Building Control Act (BCA), except the item in Table I1.4 relating to artificial lighting.

All buildings other than a house or outbuilding are affected. These include the following Classes as defined in the Building Code of Australia:

- Class 1b: Some boarding houses, guest houses or hostels
- Class 2: Buildings containing sole-occupancy unit (e.g. apartments, blocks of flats)
- Class 3: Backpacker accommodation, residential parts of hotels or motels, residential parts of schools, accommodation for the aged, disabled or children
- Class 5: Offices for professional or commercial purposes
- Class 6: Shops or other buildings for sale of goods by retail cafés, restaurants, milk bars, dining rooms, and bars
- Class 7: Buildings used for car parks, storage or display of goods.
- Class 8: Laboratories or buildings for production or assembly of goods
- Class 9: Public buildings such as health care buildings or assembly buildings, nightclubs, bars etc.

When the construction of a building is complete, the building owner is responsible for its upkeep and maintenance, particularly its safety features.

The maintenance of essential safety measures ensures that the safety measures mainly dealing with fire situations within the building, remain at the required operational level throughout the life of the building. The type of maintenance depends on the complexity of the service, equipment or feature and the experience of the person carrying out the inspection or test.

As an example, essential safety measures defined under the Building Regulations include:

|                                  |                                      |
|----------------------------------|--------------------------------------|
| Air conditioning systems         | Fire hydrants                        |
| Emergency lifts and lighting     | Fire windows                         |
| Ext doors and exit signs         | Mechanical ventilation               |
| Emergency power supply           | Fire isolated stairs, passages ramps |
| Fire control centres             | Fire rated materials                 |
| Fire curtains and doors          | Path of travel to exits              |
| Emergency warning systems        | Smoke alarms                         |
| Fire detectors and alarm systems | Smoke control systems                |
| Fire extinguishers               | Sprinkler systems                    |

The Regulations contain a full listing of essential services.



If a building was built or altered since 1 July 1994, the Regulations require a land owner to keep a current copy of the building's occupancy permit together with an annual essential safety measures report in the building. All essential safety measures reports, records of maintenance checks, services and repair work to the building must also be kept on the premises so it is easily accessible for a Municipal Building Surveyor or Chief Officer of the relevant fire brigade to randomly check for compliance. These documents are important as collectively they ensure that owners are fulfilling these obligations.

Although councils have a responsibility under building legislation for the enforcement of building safety in their municipality, owners have an obligation to ensure that essential safety measures and other safety measures are maintained and operate satisfactorily. Each year building owners are required to prepare an annual essential services report on the building's essential safety measures. An owner may choose to engage specialist maintenance contractors to assist in the preparation of this report or if written delegation is provided, an agent may complete the report. The reports must be available at the building for inspection by the Municipal Building Surveyor or the Chief Officer on request after 24 hours notice.

If the building was built before 1 July 1994, owners are responsible for ensuring that any safety equipment, safety fittings or safety measures are maintained and fulfilling their purpose. Owners are also required to prepare and display an annual essential safety measures report. This includes exits and paths of travel to exits. It is also advised that records of maintenance checks, service and repair work be kept so they can be made available for inspection by a Municipal Building Surveyor or Chief Officer.

Council's Municipal Building Surveyor or Chief Officer of the CFA is responsible for the enforcement of these Regulations, and it is often the case that without proactive enforcement from Councils or the CFA, land owners fail to meet the requirements. There is therefore a significant risk to human life or safety if proactive enforcement is not carried out.

Non-compliance may result in an infringement notice issued by Council or the Fire Brigade up to \$1000 and furthermore, non compliance may result in prosecution in which a fine may be imposed of \$10,000 for an individual or \$50,000 for companies for each breach of the Regulations. More importantly, non-compliance could place not only building occupants at risk but also those of passers-by and the occupants of adjoining buildings.

### **Council's Approach to Enforcement of Essential Safety Measure (ESM) Requirements**

Colac Otway Shire does not have the staff resources which would enable it to proactively enforce ESM requirements for all land owners which are required to meet them under the Building Regulations. It does acknowledge the need however for a proactive approach to administration and enforcement in respect of these regulations, in addition to on-going response to known non-compliance when this becomes evident, and education of building owners. This policy will therefore undertake the following approach to enforcement of the requirements as a means of best managing risk to human life and safety within its resource capacity, with the aim of ensuring that eventually all buildings in the municipality are compliant with the regulation.



### **Reactive Approach**

Council officers, upon becoming aware of any building within the municipal district that does not have an annual report on essential safety measures, will utilise the procedure set out below to bring about compliance.

1. Upon becoming aware of a potential non complaint ESM report the designated Council officer will write to the property owner advising that there is concern that the building at the property may not comply with the Building Regulations and that an inspection will take place at a set date. A copy of the relevant information sheets will be sent with that letter. This will take place within 7 days of being notified of the potential non compliance.
2. Upon inspection, in the event there is no essential safety measures report, a Building Order for Minor Work (on the basis that the Municipal Building Surveyor is of the opinion that the report is minor work) will be issued pursuant to section 113 of the *Building Act*. The building order will be in a standard form and will generally allow the owner 30 days in which to provide a current compliant report.
3. In the event as determined by the Municipal Building Surveyor, the individual circumstances warrant the provision of emergency safety measures, an Emergency Order under section 102 of the Building Act will be issued.
4. Any order issued will be accompanied with information on how to comply with the order and advising as to when the next inspection will take place.
5. The time for compliance under the order may be extended provided proper grounds for doing so are provided.
6. At the end of the time for compliance, the building will again be inspected. If no genuine action has been taken by the owner or occupier to comply with the order, the matter will be referred to Council's solicitor for prosecution (for breaches of *Part 12* of the regulations and *section 118* of the *Building Act*) and enforcement through *section 253* of the *Building Act*, being an order of the Court requiring compliance. A letter will be sent to the owner advising of the referral to Council's solicitor and providing a final opportunity to comply. Officers may elect to send up to two warning letters prior to referral to Council's solicitor with the aim of seeking co-operative compliance with an order.
7. If at the time of that inspection the owner has attempted to comply with the building order but there are minor matters still outstanding, the owner will be advised of a time at which a further inspection will be carried out and if there is still non compliance at that time enforcement action may be taken.
8. If a further inspection is required as a result of the equipment or report not being fully compliant following that further inspection, the relevant Council officer may determine to refer the matter at that time to Council's solicitor for enforcement action.

### **Proactive Approach**

In addition to responding to non-compliance as it becomes known, Council will take a proactive approach to administration and enforcement of ESM requirements within its resource capacity, and taking a risk management approach. This is aimed at ensuring that eventually all buildings in the municipality are compliant with the regulations. Officers will follow the following procedure:

1. Council officers will create a database of all buildings in the municipality. The database will be created by analysing existing records and/or by the use of aerial photography. It is acknowledged that aerial photography may not identify all relevant buildings and existing records will also not include all relevant buildings. The database, even if not complete, is essential for:
  - a. Determining the number of buildings in the municipality, which is required to enable the level of risk to be assessed.
  - b. Determining the level of resources required.
  - c. Identifying all buildings erected before and after 1 July 1994 so as to enable if necessary an enforcement program with respect to Part 12 of the Regulations.
  - d. Identifying the addresses for “direct mailing” campaigns.
  - e. Determining the effectiveness of relevant policies.
2. The database is to be reviewed annually to determine an appropriate program of inspections including the numbers of buildings to be inspected over the course of the year (the inspection target) and the resources to be allocated to that work. The review will also determine the objective criteria on which the properties to be inspected are determined.
3. The list will be prioritised according to the degree of risk based on the nature of the land use. For example, accommodation (including motels, backpackers, apartments and bed and breakfasts), hotels, night clubs and the like will be considered a higher risk to human safety than shops or offices. These buildings will be audited for compliance with ESM requirements as a high priority.
4. Upon inspecting a property and identifying a non complaint system or report, the procedure set out in the “Reactive Approach” above will be utilised to bring about compliance.
5. The database of buildings will be updated on an ongoing basis, based on records of final inspections for buildings subject to ESM requirements.

### **Education**

Council also recognises the importance of educating building owners on their legal responsibilities to comply with the regulations and the underlying reasons for the regulations itself. Council will seek to ensure the maximum possible cover is being achieved and will undertake the following steps:

1. Council's policies with respect to Part 12 of the regulations will be printed and made available in pamphlet form to the public.

2. A direct mail out campaign will take place following the establishment of a database. The mail out campaign will include the information on the policy and the options available to building owners and occupiers and the consequences of non compliance.
3. A series of articles on essential safety measures will be prepared for the local newspaper.
4. Enforcement action will be published to create greater public awareness of the consequences for non compliance.
5. Customer Service Centres, libraries and other appropriate outlets would be asked to distribute (via the counter) pamphlets and other public awareness material.
6. Information to be sent out with rate notices.
7. Advertisements in local newspapers.
8. Information and appropriate links on Council's website.

### **Reporting**

A Report will be prepared by Council officers on an annual basis detailing all actions taken under this policy, identifying:

- a) The audit program undertaken over the course of the previous year, including the criteria used for prioritisation of risk
- b) The number of buildings inspected
- c) The number of buildings that at 1<sup>st</sup> inspection required no further action
- d) The number of building orders issued
- e) The number of building orders complied with in the specified period
- f) The number of building orders referred for legal proceedings
- g) The number of emergency orders issued
- h) The number of emergency orders referred for legal proceedings
- i) The number of matters outstanding
- j) Details of education methods employed under the policy

This report will be forwarded to the Shire's Risk Management Committee for consideration.

### **3. Conclusion**

This policy will provide Council with a clear and transparent framework for directing resources to enforcement of ESM requirements in the highest priority developments based on a risk assessment process. It will ensure that Council is taking a responsible and risk based approach to this legislative responsibility within its financial capacity.

### **ADOPTED/AMENDMENT OF POLICY**

| Reviewed Date | Reason for Amendment |
|---------------|----------------------|
|               |                      |
|               |                      |





## COUNCIL POLICY

|                                 |                                                 |
|---------------------------------|-------------------------------------------------|
| <b>Council Policy Title:</b>    | <b>Naming of Roads, Localities and Features</b> |
| <b>Council Policy ref. no:</b>  | 20.2                                            |
| <b>Responsible Department:</b>  | Corporate and Community Services                |
| <b>Date of adoption/review:</b> |                                                 |

### 1. PURPOSE

The major emphasis of this policy is to preserve the Shire's identity and heritage and to recognise its cultural and physical diversity; and

- to provide guidelines for the naming of places within the Colac Otway Shire.
- to provide a consistent decision making approach to naming requests.

### 2. BACKGROUND

Council, as a Naming Authority under the *Geographic Place Names Act 1998* is required to resolve on all geographic place names in the municipal district, with the exception of geographic places of state significance.

In the consideration of naming requests, Council is required to be guided by the Victorian Guidelines for Geographic Names and register all endorsed names with the Registrar of Geographic Names.

The Act defines place as "any place or building that is, or is likely to be of public or historical interest and includes, but is not restricted to:

- a) Township, area, park, garden, reserve of land, suburb and locality;
- b) Topographical feature, including undersea feature; and
- c) Street, road, transport station, government school, hospital and government nursing home."

Generally this policy will only apply to the naming of roads, streets, reserves, gardens, suburbs and localities.

### 3. POLICY

In the consideration of naming requests, Council is required to abide by the Guidelines for Geographic Names Victoria and notify all new or altered names to the Registrar of Geographic Names for inclusion in the Register for official mapping data and other purposes.

### 3.1 Instigation of the Place Naming Process

Involvement in investigating and/or determining geographic place names will begin after one of the following triggers:

- Councillor(s) and Council Officer(s) identifies a need to name an unnamed place, or alter a place name/boundary;
- Member(s) of the community request an unnamed place to be named, or that a place name/boundary be altered;
- A Plan of Subdivision is submitted for certification by Council. A plan of subdivision can include street names. Council's subdivision certification process includes audit of these names to ensure they comply with this policy. In this instance only 3.2C of this policy applies.

### 3.2 Procedure for Naming

A. Council's decision should be made according to the following naming principles:

- Subject to appropriate public consultation process that ensured effective input from the public or interested parties.
- Appropriate decision making that is in the public interest.
- Following appropriate policies on naming standardisation.
- Preventing an unnecessary duplication of specific name.

B. Names are selected using the following criteria:

- Preserve the heritage and identity of Colac Otway Shire localities.
- Maintain the integrity of Council's existing name theme of historical, settlement, physical feature, flora and fauna.
- Cultural significance to the municipality's communities.
- Consideration of names connected with, used by or commemorating past indigenous communities that inhabited the area.
- Recognition of prior uses of land the people associated with it.
- Ensure linking the name to the relevant place.
- Recognition of existing unofficial names.
- Ensure names assigned to streets are simple and easily pronounced.
- Names to be written in Australian English and not exceed 25 characters.
- The person whose name is being proposed is deceased.
- The person whose name is being proposed has a record of significant achievement in their chosen field that would reasonably be recognised by the community.

C. Names should not be used if they include any of the following:

- Named after commercial businesses, trade names or non-profit organisations.
- Generally the name of a living person except person of national significance.
- Commence with the definite article – 'the'; or use the apostrophe 's' indicating possessive case.
- Long and difficult names.
- Abbreviations – names to be spelt in full.
- Names that could cause offence on the basis or race, ethnicity, religion and gender or to particular community groups.

- Names assigned to streets that could compromise public safety and operational safety to emergency services or cause confusion for transport, communication and mail services.
- Similarity with names of existing streets within nearby localities.

Changes to the boundaries of suburbs, localities or place names should be in the overall public interest and not for private interest(s). All such changes should only be made after appropriate consultation with effected communities and appropriate authorities.

### 3.3 Procedural Guidelines

The following guidelines apply:

- A naming request may originate from the wider community or Colac Otway Shire officers.
- Naming request initiated by individuals or organisations must be in writing and if the proposal is for a commemorative naming, details of the life and achievements of that person must be provided to Colac Otway Shire.
- Appropriate public consultation regarding a naming proposal should be undertaken. This may take the form of advising all abutting property owners about the proposed name and seeking comments feedback or placing a public advertisement in the local newspaper inviting comments from effected residents and/or public.
- Consultation should be undertaken with local indigenous community representative groups as to possible names. They should be consulted at the start of a proposal to ascertain if they have any objection to the suggested name, and if so, what alternative name they wish to submit;
- A report recommending the name (or renaming) of a road, lane, reserve, building or other infrastructure is to be referred to Council meeting for formal consideration;
- Once a final decision has been made the applicant, all abutting property owners and residents will be notified of the Council's decision;
- Advice will be sent to all relevant Colac Otway Shire departments, advising of the new or amended name.
- Arrangements will be made to erect appropriate signage (if required).
- Colac Otway Shire will notify:
  - the registrar of Geographic Names of the new or amended name
  - the relevant public authorities of the new or amended name
- Record the details of name origins in a Record of Name Origins. Council should ask for and preserve a record of name origins from those who recommend new place names, to facilitate the processing of names in accordance with the statutory requirements and to create a record of this aspect of Victoria's heritage.

## 4 RELATED LEGISLATION AND DOCUMENTATION

- *Local Government Act 1989*
- *Geographic Place Names Act 1998* and associate guidelines
- Colac Otway Planning Scheme
- *Road Management Act*

## 5. IMPLEMENTATION AND MONITORING

### 5.1 Accountabilities

The officer responsible for all queries or feedback regarding this policy document, please contact the Revenue Co-coordinator.

The responsible officer co-ordinates the implementation, maintenance and review of this policy ensuring stakeholders are aware of their accountabilities.

### 5.2 Financial Implications

The financial implications of this policy include the cost of consultation, advertising and erection of signage (where applicable).

#### ADOPTED/AMENDMENT OF POLICY

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
|                    |                      |
|                    |                      |
|                    |                      |



# Colac Otway Shire Annual Report 2012 – 2013



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## Our Vision

Council will work together with our community to create a sustainable, vibrant future.

## Our Mission

Council will work in partnership with our community and other organisations to provide:

- Effective leadership, governance and financial accountability
- Affordable and effective services
- An advocacy and engagement approach to sustainably grow our community

## Our Values

Council will achieve its Vision and Mission by acting with:

- Respect
- Integrity
- Goodwill
- Honesty
- Trust

In Brief

- ✓ *Retrofit of Rae Street administrative centre with Ecological Sustainable Design features (p 16).*
- ✓ *New Council Plan 2013-2017, new strategic planning framework (p 31).*
- ✓ *Investment in long term asset renewal (p 38).*
- ✓ *Amendment C69 to the Planning Scheme approved by the State Planning Minister ends a four year process (p 43).*
- ✓ *Launched the Otways Tourism Marketing Strategy 'Love Our Region' (p 52).*
- ✓ *Increase in personal care hours allows our older people to remain in their own homes, with dignity, for longer (p 56).*
- × *Increased contamination of recycled waste (p 49).*
- × *Reduced attendance by parents at Maternal and Child Health appointments (p 57).*

## About this Annual Report

Our report documents Colac Otway Shire Council's performance during 2012/13 against the Council Plan and the 2012/13 Budget and is the final report against the Council Plan 2009-2013. Our Council Plan has six Key Result Areas guiding the growth and development of our municipality:

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

Our report highlights achievements and challenges in key operational areas, provides comprehensive corporate governance information as well as detailed audited financial statements.

Transparent reporting and accountability are core values of this Council and a rigorous assessment of Council's performance ensures these values are upheld.

### Readership

Our report caters for a wide readership including the general community, ratepayers, local businesses, visitors, investors, government agencies and other interested parties. The report also provides council staff with an overall picture of the way we have performed and how they have contributed to the community during the year.

To obtain a copy of our report, please contact Council's Customer Service Centre on (03) 5232 9400 at 2-6 Rae Street, Colac or view a copy online at: [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au)

### Feedback

The content of the annual report is reviewed each year and is guided by best practice in reporting and local government requirements.

Your feedback is invited via email: [lnq@colacotway.vic.gov.au](mailto:lnq@colacotway.vic.gov.au) or by letter to:

Chief Executive Officer  
PO Box 283  
Colac Vic 3250

## Our Shire Profile

### Our Location

As the gateway to the Great South Coast region we are situated 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.

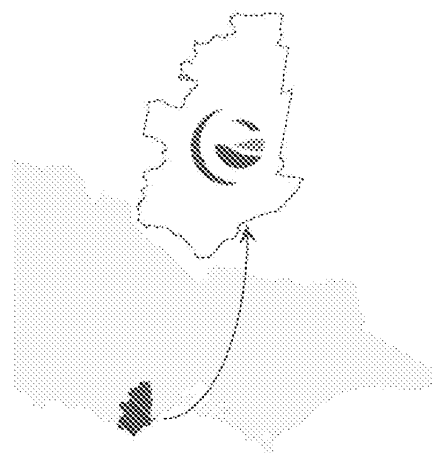
Colac Otway Shire has some of the most picturesque scenery in the State. A large proportion is Forest Park and National Park, but it also includes beaches, rugged coastline, rainforests, waterfalls, volcanic lakes and craters.

The shire has two main townships; Colac, the largest and the major service town where most community support and health services, retail trade and manufacturing businesses are located, and Apollo Bay, which serves as the major tourism centre. Dotted throughout the shire are many small and historic towns with active community associations.

In the north of our shire much of the rural area is used for timber and agriculture, with farming, cropping and dairying being the main agricultural activities.

A drive south through Colac leads to the Otway Ranges, one of Australia's most significant cool climate rainforest areas, home to towering trees and lush ferns. The Otways are important to the shire and the wider region for tourism, timber and water harvesting.

The lure of the Great Ocean Road, with its breathtaking scenic views is especially important to tourism, drawing local, interstate and international visitors to view its spectacular beauty.



### Our People

Our estimated population for 2013 is 20,973; remaining fairly steady over the past decade. We expect an increase in our population once the Princes Highway becomes a dual highway (the Geelong to Winchelsea section is progressing well) as it will open up the region, making commuting an attractive option for both the local population and for those seeking a lifestyle change. With the attraction of affordable housing and great lifestyle, we are ideally located for those looking for a rural idyll within a comfortable commuting distance to major centres.

The five major industry sectors are:

- Health Care and Social Assistance (1,133 persons or 13.7%)
- Manufacturing (1,046 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.

#### Our History

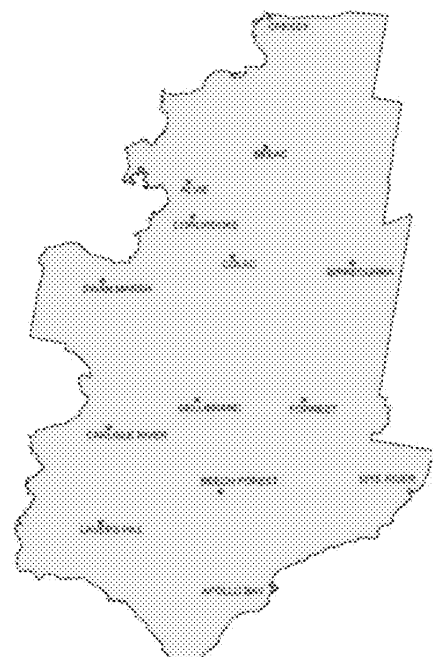
European settlement dates from 1837 when pastoralists settled near Lake Colac, with further development occurring over the following years as timber-getting and sawmills were established. The Apollo Bay township was established in the 1860s, with other coastal villages being settled by the 1880s.

The opening of the Great Ocean Road in 1932 gave greater access to coastal townships, with tourism spurring growth in the 1950s. Since the 1970s rural residential living has steadily increased in popularity.

#### Our Name

Colac Otway Shire came into being in 1994 when the shires of Colac and Otway were amalgamated.

Historically, Colac is thought to be named after the local Coladjin Aboriginal tribe that once lived in the area. The origin of Otway is revealed in the logbooks of The Lady Nelson, 1800, captained by Lieutenant James Grant where he notes on seeing the cape, 'I named it Cape Albany Otway (now Cape Otway) in honour of William Albany Otway, Esquire, Captain in the Royal Navy.'



|                           |                      |
|---------------------------|----------------------|
| Area:                     | 3,427 sq kilometres  |
| Length of Local Roads:    | 1,632 kilometres     |
| Sealed                    | 558 km               |
| Unsealed                  | 1,074 km             |
| Estimated Population:     | 20,973               |
| 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%                |
| Population born overseas: | 7.5%                 |
| Population growth rate:   | 1.2%                 |
| Employment rate:          | 97% (full time, 57%) |
| Rateable properties:      | 14,768               |
| Coastline:                | 95 kilometres        |
| Forest and National Park: | 110,000 hectares     |

#### Sources

Australian Bureau of Statistics Census 2011  
Jid Consulting, Melbourne 2013

## Year in Review

| Key Result Area                                                                           | Achievements                                                                                                                                                                                                                                                                                                        | Disappointments                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Leadership and Governance</b><br><i>For more information see page 30.</i>              | <ul style="list-style-type: none"> <li>• New Council Plan 2013-2017, new strategic planning framework.</li> <li>• New communications system implemented.</li> <li>• Funding achieved for improving maintenance of key roads used to transport timber.</li> </ul>                                                    | <ul style="list-style-type: none"> <li>• Full disaster recovery for information systems not implemented.</li> </ul>                                                                                                               |
| <b>Physical Infrastructure and Assets</b><br><i>For more information see page 37.</i>     | <ul style="list-style-type: none"> <li>• Commitment to investment in long term asset renewal.</li> <li>• Completion of capital works.</li> <li>• Construction of environmentally sensitive trail completed.</li> <li>• Four New bridges constructed.</li> </ul>                                                     | <ul style="list-style-type: none"> <li>• Construction delayed on new sections of the Beechy Rail Trail.</li> <li>• Minimal progress on determining the Colac by-pass route.</li> </ul>                                            |
| <b>Land Use and Development</b><br><i>For more information see page 42.</i>               | <ul style="list-style-type: none"> <li>• Amendment C69 to the Planning Scheme approved by the State Planning Minister.</li> <li>• Adoption of the Birregurra Structure Plan.</li> <li>• Apollo Bay Harbour Master Plan revised.</li> </ul>                                                                          | <ul style="list-style-type: none"> <li>• Electronic lodgement of planning applications has mixed results.</li> <li>• New vegetation mapping overlay deferred.</li> </ul>                                                          |
| <b>Environmental Management</b><br><i>For more information see pages 15 and 47.</i>       | <ul style="list-style-type: none"> <li>• Completion of Environment Action Plan 2010-2012 and development of new plan for 2013-2015.</li> <li>• Completion of Marengo landfill rehabilitation project.</li> <li>• Retrofit of Rae St administrative centre with Ecologically Sustainable Design features.</li> </ul> | <ul style="list-style-type: none"> <li>• Energy smart funding application unsuccessful.</li> <li>• Energy cogeneration at Bluewater Fitness Centre not feasible.</li> <li>• Increased contamination of recycled waste.</li> </ul> |
| <b>Economic Development</b><br><i>For more information see pages 18 and 51.</i>           | <ul style="list-style-type: none"> <li>• Launched the Colac Marketing Strategy, 'Colac. Life Your Way'.</li> <li>• Launched the Otways Tourism Marketing Strategy, 'Love Our Region'.</li> <li>• New programs to engage business leaders in strategic thinking.</li> </ul>                                          | <ul style="list-style-type: none"> <li>• Master Plan for the former Colac High School site delayed.</li> </ul>                                                                                                                    |
| <b>Community Health and Wellbeing</b><br><i>For more information see pages 18 and 55.</i> | <ul style="list-style-type: none"> <li>• Accreditation success for in-home, community care and disability services.</li> <li>• Completion of the Central Reserve Oval redevelopment project.</li> <li>• Increase in personal care hours allows our older people to remain in their own homes for longer.</li> </ul> | <ul style="list-style-type: none"> <li>• Community plans delayed for Gellibrand and Forrest townships.</li> <li>• Reduced attendance by parents at Maternal and Child Health appointments.</li> </ul>                             |

| Challenges                                                                                                                                                                                                                                                                                                                         | The Year Ahead                                                                                                                                                                                                                                                                                                                                                               | Community Satisfaction Results                                                                                                                                                                                                                                                                   |      |                   |                    |         |    |    |         |    |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------|--------------------|---------|----|----|---------|----|----|
| <ul style="list-style-type: none"> <li>Other than for Apollo Bay, no other designated Neighbourhood Safer Places (NSP) exist in the Shire. Council is working with the Fire Services Commissioner's Office on identifying alternative measures for high fire risk towns.</li> </ul>                                                | <ul style="list-style-type: none"> <li>Review of all Council policies.</li> <li>Commence implementation of the Authority Asset Management System.</li> <li>Implementation of Prince 2™ project management methodology.</li> <li>Identify suitable sites for Neighbourhood Safer Places.</li> </ul>                                                                           | <p><b>Overall Performance</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Colac Otway Shire</th> <th>Large Rural Shires</th> </tr> </thead> <tbody> <tr> <td>2011/12</td> <td>54</td> <td>56</td> </tr> <tr> <td>2012/13</td> <td>51</td> <td>57</td> </tr> </tbody> </table>          | Year | Colac Otway Shire | Large Rural Shires | 2011/12 | 54 | 56 | 2012/13 | 51 | 57 |
| Year                                                                                                                                                                                                                                                                                                                               | Colac Otway Shire                                                                                                                                                                                                                                                                                                                                                            | Large Rural Shires                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| 2011/12                                                                                                                                                                                                                                                                                                                            | 54                                                                                                                                                                                                                                                                                                                                                                           | 56                                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| 2012/13                                                                                                                                                                                                                                                                                                                            | 51                                                                                                                                                                                                                                                                                                                                                                           | 57                                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| <ul style="list-style-type: none"> <li>Ongoing management of waste from the Colac Livestock Selling Centre.</li> <li>Maintaining our extensive road network under increasing pressures.</li> </ul>                                                                                                                                 | <ul style="list-style-type: none"> <li>Colac Livestock Selling Centre roof construction.</li> <li>Rehabilitation of Gellibrand Landfill.</li> <li>Completion of the Old Beechy Rail Trail Improvements including the construction of 8 km of off-road trail.</li> </ul>                                                                                                      | <p><b>Local Roads and Footpaths</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Colac Otway Shire</th> <th>Large Rural Shires</th> </tr> </thead> <tbody> <tr> <td>2011/12</td> <td>48</td> <td>50</td> </tr> <tr> <td>2012/13</td> <td>46</td> <td>50</td> </tr> </tbody> </table>    | Year | Colac Otway Shire | Large Rural Shires | 2011/12 | 48 | 50 | 2012/13 | 46 | 50 |
| Year                                                                                                                                                                                                                                                                                                                               | Colac Otway Shire                                                                                                                                                                                                                                                                                                                                                            | Large Rural Shires                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| 2011/12                                                                                                                                                                                                                                                                                                                            | 48                                                                                                                                                                                                                                                                                                                                                                           | 50                                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| 2012/13                                                                                                                                                                                                                                                                                                                            | 46                                                                                                                                                                                                                                                                                                                                                                           | 50                                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| <ul style="list-style-type: none"> <li>Constantly changing State Government planning processes and requirements places significant additional pressure on Council's internal planning processes.</li> </ul>                                                                                                                        | <ul style="list-style-type: none"> <li>Implementation of the State Government's new residential zones.</li> <li>Complete development of bushfire planning policies for small townships.</li> <li>Explore implications of the State Government's new native vegetation reforms on proposed mapping overlays.</li> </ul>                                                       | <p><b>General Town Planning Policy</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Colac Otway Shire</th> <th>Large Rural Shires</th> </tr> </thead> <tbody> <tr> <td>2011/12</td> <td>48</td> <td>50</td> </tr> <tr> <td>2012/13</td> <td>49</td> <td>51</td> </tr> </tbody> </table> | Year | Colac Otway Shire | Large Rural Shires | 2011/12 | 48 | 50 | 2012/13 | 49 | 51 |
| Year                                                                                                                                                                                                                                                                                                                               | Colac Otway Shire                                                                                                                                                                                                                                                                                                                                                            | Large Rural Shires                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| 2011/12                                                                                                                                                                                                                                                                                                                            | 48                                                                                                                                                                                                                                                                                                                                                                           | 50                                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| 2012/13                                                                                                                                                                                                                                                                                                                            | 49                                                                                                                                                                                                                                                                                                                                                                           | 51                                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| <ul style="list-style-type: none"> <li>To successfully rehabilitate Barongarook Creek, extensive weed control and revegetation works will be required over a period of years.</li> <li>Lake Colac may dry out in the summer. A fish death response plan is being developed with the Environmental Protection Authority.</li> </ul> | <ul style="list-style-type: none"> <li>Implementation of Street Smart Lighting and two large Solar Arrays.</li> <li>Completion of Phase one of the Climate Resilient Communities project.</li> <li>Prepare a rehabilitation plan for the Alvie landfill site.</li> </ul>                                                                                                     | <p><b>Waste Management</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Colac Otway Shire</th> <th>Large Rural Shires</th> </tr> </thead> <tbody> <tr> <td>2011/12</td> <td>68</td> <td>70</td> </tr> <tr> <td>2012/13</td> <td>68</td> <td>70</td> </tr> </tbody> </table>             | Year | Colac Otway Shire | Large Rural Shires | 2011/12 | 68 | 70 | 2012/13 | 68 | 70 |
| Year                                                                                                                                                                                                                                                                                                                               | Colac Otway Shire                                                                                                                                                                                                                                                                                                                                                            | Large Rural Shires                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| 2011/12                                                                                                                                                                                                                                                                                                                            | 68                                                                                                                                                                                                                                                                                                                                                                           | 70                                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| 2012/13                                                                                                                                                                                                                                                                                                                            | 68                                                                                                                                                                                                                                                                                                                                                                           | 70                                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| <ul style="list-style-type: none"> <li>Maintaining the momentum of marketing strategies to ensure they hold the attention of the target audience.</li> </ul>                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Completion of the Advancing Country Towns Workforce and Industry Development Initiative: <ul style="list-style-type: none"> <li>Skills and Workforce Audit.</li> <li>Workforce Development Planning.</li> <li>Green Industry Feasibility Planning.</li> <li>Enterprise Driven Education and Training Pathways.</li> </ul> </li> </ul> | <p><b>Economic Development</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Colac Otway Shire</th> <th>Large Rural Shires</th> </tr> </thead> <tbody> <tr> <td>2011/12</td> <td>64</td> <td>66</td> </tr> <tr> <td>2012/13</td> <td>64</td> <td>66</td> </tr> </tbody> </table>         | Year | Colac Otway Shire | Large Rural Shires | 2011/12 | 64 | 66 | 2012/13 | 64 | 66 |
| Year                                                                                                                                                                                                                                                                                                                               | Colac Otway Shire                                                                                                                                                                                                                                                                                                                                                            | Large Rural Shires                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| 2011/12                                                                                                                                                                                                                                                                                                                            | 64                                                                                                                                                                                                                                                                                                                                                                           | 66                                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| 2012/13                                                                                                                                                                                                                                                                                                                            | 64                                                                                                                                                                                                                                                                                                                                                                           | 66                                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| <ul style="list-style-type: none"> <li>Implementation of the new National Disability Insurance Scheme.</li> <li>Relocation of the Bluewater Fitness Centre gymnasium facilities to enable redevelopment works.</li> </ul>                                                                                                          | <ul style="list-style-type: none"> <li>Finalise community plans for Gellibrand and Forrest.</li> <li>Commence redevelopment of the Bluewater Fitness Centre.</li> <li>Transition to the National Disability Insurance Scheme.</li> <li>Develop the Access, Equity and Inclusion Plan.</li> </ul>                                                                             | <p><b>Health and Human Services</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Colac Otway Shire</th> <th>Large Rural Shires</th> </tr> </thead> <tbody> <tr> <td>2011/12</td> <td>66</td> <td>68</td> </tr> <tr> <td>2012/13</td> <td>66</td> <td>68</td> </tr> </tbody> </table>    | Year | Colac Otway Shire | Large Rural Shires | 2011/12 | 66 | 68 | 2012/13 | 66 | 68 |
| Year                                                                                                                                                                                                                                                                                                                               | Colac Otway Shire                                                                                                                                                                                                                                                                                                                                                            | Large Rural Shires                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| 2011/12                                                                                                                                                                                                                                                                                                                            | 66                                                                                                                                                                                                                                                                                                                                                                           | 68                                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |
| 2012/13                                                                                                                                                                                                                                                                                                                            | 66                                                                                                                                                                                                                                                                                                                                                                           | 68                                                                                                                                                                                                                                                                                               |      |                   |                    |         |    |    |         |    |    |

Source: Local government Community Satisfaction Survey 2013. Department of Planning and Community Development, prepared by JWS Research.  
NOTE: New methodology and format makes comparisons prior to 2011/12 data invalid.



## Mayor and CEO's Message



CEO Rob Small and Mayor, Cr Lyn Russell

*It is our pleasure to present the 2012/13 annual report for the Colac Otway Shire Council.*

### A new era

Local government elections ushered in a new era at Colac Otway Shire with three new councillors - Crs Michael Delahunty, Mick McCrickard and Terry Woodcroft joining returning councillors - Crs Brian Crook, Stephen Hart, Lyn Russell, and Chris Smith. This mix of experience and new perspectives has resulted in a higher quality debate and robust decision making on behalf of our residents and ratepayers.

A key post-election task was to prepare an updated new Council Plan. Through collaboration between Councillors, staff and the community we have a strategic four-year plan with a strong focus on delivering community priorities and thorough, transparent reporting.

We are operating in a challenging landscape. In October 2012 our community suffered two major blows with news of the impending closure of the Cororooke Forterra factory followed by the voluntary administration of Otway Community College. Coupled with difficult economic conditions for our farming and retail sectors, downward community pressure on rates, and increasing demand for Council's services, the operating environment for Council is complex.

Difficult times call for innovative solutions. Council has been actively improving the liveability of the shire for current residents, whilst attracting new residents and business to our municipality. Central to this has been the Colac Marketing Strategy, a strategic population attraction campaign aimed at filling a key gap in our demographics – young families and professionals. The Colac CBD and Entrances Project is another important initiative, which aims to rejuvenate Colac's business precinct and entrances to create a more vibrant and liveable community.

### Delivering new infrastructure

This financial year Council completed numerous major infrastructure projects, and laid the foundations for several special projects to take place during 2013-14.

We unveiled the newly-resurfaced Centrai Reserve to much acclaim from local and regional sportspeople. So successful was the project that it attracted the attention of Hawthorn coach Alastair Clarkson, who visited Colac to inspect the reserve, and at the time of writing we are preparing to host the AFL Victoria Herald Sun Country Shield Grand Final.

Council was pleased to open four new bridges in the Otways, which received upgrades with funding under the State Government's Country Roads and Bridges program. Replacing bridges is particularly expensive and this funding helped us replace the ageing infrastructure without having to increase the rates burden on residents.

The Apollo Bay community turned out in numbers to celebrate the unveiling of the town's extended library, now offering triple the space of the original. With connections to the Neighbourhood House, a new children's and information technology area, the library is fast becoming an essential hub for the coastal community.

All of these infrastructure projects came to fruition from partnerships between Council and the state and federal governments. Without support from our government counterparts we would be unable to deliver such large-scale projects.

### Planning for our future

The year offered some great successes and enormous challenges for Council. The adoption of the Birregurra Structure Plan and Neighbourhood Character study provided a blueprint for the future development of Birregurra that has widespread community support. After initial opposition to the proposed structure plan in 2010, Council and the community worked in collaboration to amend the structure plan and develop a neighbourhood character study that better aligned with Birregurra residents' vision for their town.

Tourism Victoria's restructure of regional tourism has been a drawn-out and at times difficult process. Colac Otway played a lead role in bringing shires from our region together to ensure a collective voice was heard on how our communities wanted tourism structured. We are currently participating in an Interim Great South West Regional Tourism Board and proactively pursuing a final model which will best serve the needs of our tourism industry.



Planning scheme amendments C70 and C67 were a source of angst and misunderstanding in our community. Amendment C70 relates to a biodiversity overlay, while C67 relates to a salinity overlay. Landholders questioned the accuracy of mapping, and had a misconception that the overlays would restrict their right to farm. Council took a decision to delay further consideration of C70 until early 2014, when the Victorian Government's changes to its Native Vegetation Framework are implemented. Council has also called on the Victorian Government to review the accuracy of its mapping.

We are very excited about a street smart lighting program which spans the entire Great South Coast region. Council will contribute \$278,000 this financial year, along with \$1.4 million from the Federal Government to replace 1,320 mercury vapour street lamps with energy-efficient alternatives. In total, this initiative will save up to \$70,000 a year in energy costs and cut 500 tonnes of carbon emissions annually.

#### Providing a community voice

Our work continues on the Colac High School masterplan, with an aim of having all or at least a significant amount of the former secondary campus returned to the community. Community consultation resulted in a raft of excellent suggestions for the future of the site and we look forward to working with the Victorian Government on finding an innovative and community-focussed future for the land.

We lobbied the Victorian Government during the year to take action against irresponsible dog owners and in July 2012 our requests were answered. Our advocacy was triggered as a result of our prosecution of an Apollo Bay man with 23 prior dog-related convictions whose staghound cross killed another dog. The State Government has since announced that owners convicted for their dog attacking others can be banned from owning a dog for up to 10 years – news we and the Apollo Bay community welcomed.

#### Capitalising on election opportunities

Corangamite is the nation's most marginal federal electorate, and the upcoming federal election will present opportunities for Council to lobby for funding for important programs and infrastructure. We are canvassing candidates from all political parties to ensure they are informed of our priorities, which include improvements to the Princes Highway from Colac to the South Australian border, more money for the maintenance of the Great Ocean Road, improved rail services for Colac, the Apollo Bay Harbour masterplan implementation, the Colac CBD and entrances project, and the Central Reserve grandstand redevelopment.

#### Financial performance

Our financial performance for the year is broadly consistent with the targets set in the annual budget for 2012/13 in that we again achieved an operating surplus:

- Operating result for the year is a surplus of \$1.7 million.
- The value of total assets has grown by \$3.6 million to \$290.8 million.
- Total income has increased by 2.3% to \$44.6 million.
- Total expenses have grown by 1.1% to \$42.9 million.

#### The year ahead

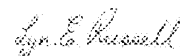
Reviewing our operations from a zero base is an important project for the year ahead. Our community wants lower rate rises, and in order to achieve this, efficiency improvements and cuts to services will be inevitable. Remaining sustainable in a time of cost shifting from other levels of government and increasing demand for services is a challenge faced by local government as an industry, and is an issue that will become increasingly pressing in years to come.

Despite these pressures, the 2013-14 capital works program will deliver on our commitment to maintain the infrastructure renewal gap. We continue to plan for a \$10 million upgrade of the Bluewater Fitness Centre. Another two bridges are scheduled for replacement this year, and construction is about to commence on a roof for the Colac Livestock Selling Centre.

Discussion continues on finding a bypass or alternative heavy vehicle route around Colac. This remains one of the biggest strategic decisions this Council will make; it is also one of the biggest failures of successive councils for decades. It is impossible to identify a route that will please everyone, but we hope within the next 12 months to have made a decision which provides future clarity for our community and the government.

A number of vocal groups have shared their opinions about civic matters this year and to them we say we are listening, and we respect your opinions. In return, we ask that you approach Council with a spirit of cooperation and goodwill so we can work together on solutions that will make our shire stronger.

Thank you to all the people who contributed to civic life during 2012/13. We value your contribution to Colac Otway Shire and look forward to working with you in 2013/14.



Cr Lyn Russell  
Mayor



Rob Small  
Chief Executive Officer

## Our Council



**Cr Lyn Russell**  
Mayor

First elected 2008  
Re-elected 2012

Telephone: 5232 9406  
5231 5191 (AH)  
Mobile: 0419 326 624  
Email: [councillor.russell@colacotway.vic.gov.au](mailto:councillor.russell@colacotway.vic.gov.au)

Cr Lyn Russell is a trained nurse and midwife and over the last 26 years has delivered over 1,000 babies. Lyn also has a Post Grad in Community Health Nursing, specialising in Cancer Support, Palliative Care and Diabetes. Lyn has been very active in local sport, serving as President, Secretary and Treasurer of the Colac Youth and Recreation Centre for many years and is a life member for her contribution to management, junior football and cricket and her years of running the playgroup. Lyn and her husband Merv have a son. Lyn's goal is to improve Shire communications and customer service, to maintain and improve our assets and to be part of a transparent, accountable, fair and honest Local Government.



**Cr Stephen Hart**  
Deputy Mayor

Mayor: (to Oct) 2012  
First elected 2002  
Re-elected 2008, 2012

Telephone: 5232 9406  
5237 3198 (AH & BH)  
Mobile: 0407 962 412  
Email: [lavershill7@bigpond.com](mailto:lavershill7@bigpond.com)

Cr Stephen Hart graduated in Economics at Monash University, Clayton, and was employed in the Federal public service until moving to Lavers Hill. Stephen and his partner Chris live in their owner-built mud brick house on a property adjoining the picturesque Melba Gully State Park. Solar panels generate most of their electricity needs. Since 1990 they have revegetated much of their land with more than 4,000 indigenous trees. Stephen is committed to improving Council's financial and environmental sustainability and is vigilant to ensure that appropriate governance standards are met. He is particularly interested in improving educational opportunities for the local community; an area he believes was neglected until recent years.



**Cr Brian Crook**

First elected 2002  
Re-elected 2004, 2008, 2012

Telephone: 5232 9410  
5231 3885 (AH)  
Mobile: 0448 352 583  
Email: [councillor.crook@colacotway.vic.gov.au](mailto:councillor.crook@colacotway.vic.gov.au)  
[bcrook88@gmail.com](mailto:bcrook88@gmail.com)

Cr Brian Crook is a teacher at Colac's Trinity College and is in his fourth term on council. Brian served two terms as Mayor with the previous council and places a strong emphasis on building relationships with local community groups and regional, State and Federal Governments. He believes the key to the Shire's success, particularly over the last four years, has been the result of a strong voice within the region and good working relationships with all levels of government. Brian and his wife Lyn have six children and two grandchildren. Brian acknowledges that there are many challenges and opportunities ahead and he is looking forward to further enhancing Colac Otway as a place of first choice.



**Cr Michael Delahunty**

First elected 2012

Telephone: 5232 9408  
Mobile: 0408 155 904  
Email: [councillor.delahunty@colacotway.vic.gov.au](mailto:councillor.delahunty@colacotway.vic.gov.au)

Cr Michael Delahunty and his wife Louise operate a family beef cattle, and consulting engineering businesses. Michael has been appointed to Council's emergency management committee, audit committee, industry advisory group and G21 transport pillar. These committees represent Michael's strong fields of interest, being financial management and safe efficient transport infrastructure for manufacturing industries, local residents and visitors to our region.



**Cr Mick McCrickard**

First elected 2012

Telephone: 5232 9409  
Mobile: 0408 625 274  
Email: [councillor.mccrickard@colacotway.vic.gov.au](mailto:councillor.mccrickard@colacotway.vic.gov.au)

Cr Mick McCrickard was born and raised in Colac Otway Shire, moving away for extended periods to attend university. Mick and his wife Annie have three children. Mick has spent his working life in education, firstly as a teacher and then as a primary school principal for 14 years. For the last 12 years, after completing a degree in wellbeing counselling, Mick has worked in Student Wellbeing at Trinity College in Colac. Mick's motivation in being a councillor is to do his best for all people in the Shire, particularly in the provision of Mental Health for adolescents, along with the building of relationships between all sectors of the community.



**Cr Chris Smith**

First elected 2004  
Re-elected 2008, 2012

Telephone: 5232 9411  
5235 1255 (AH & BH)  
Mobile: 0419 351 255  
Fax: 5235 1451  
Email: [cjmsmith@bigpond.com](mailto:cjmsmith@bigpond.com)

Cr Chris Smith is a dedicated family man, dairy farmer and Pastor of the South West Family Church in Colac. Chris and his wife Maree have four children. In his first term on Council Chris served as Mayor and is the youngest ever to serve in that role in Colac Otway Shire. Chris has over thirty years experience working directly with the youth of our community and champions the role of volunteers throughout the Shire. Chris is committed to working with the community and business to achieve the best possible outcomes for the Shire in both the short and long term.



**Cr Terry Woodcroft**

First elected 2012

Telephone: 5232 9407  
Mobile: 0417 559 258  
Email: [councillor.woodcroft@colacotway.vic.gov.au](mailto:councillor.woodcroft@colacotway.vic.gov.au)

Cr Terry Woodcroft has been a resident of the Otways for over 40 years and considers this area his natural home. Terry attended Gellibrand Primary School then the Colac Technical School before joining the Navy in 1980 at age 15 where he completed six years of service before returning to Colac and meeting his wife Jane. Terry worked at the Colac District Hospital then joined Victoria Police in 1997. Terry and Jane have three daughters and reside on a small farm in the Otway Ranges. Terry's primary interest has always been community and he believes a person's potential is there to be challenged and encouraged. He wants to see Colac Otway Shire placed in the best possible position to face the challenges ahead and is committed to teamwork and capitalising on the diverse skills and strengths of individuals to achieve a common goal.

## Chief Financial Officer's Report

Our vision is for a sustainable, vibrant future. In working towards this vision Council strives to balance the expectations and desires of our community with the need to ensure that the foundations of our services and the care of community assets remains strong.

During the year we continued to improve how and what we do. We are putting in place systems to provide for detailed long term planning, rigorous project management practices, a 'whole of life' asset management approach, further improving internal controls. We are also working towards an approach where funding is determined by the level of services our community requires. All of these measures provide the opportunity to increase the quality and efficiency of the facilities and the services that Council provides for our community.

This report focuses on the 2012/13 financial results, however, it is important to see the results in the context of the long-term financial objectives developed by Council.

These are to:

- Maintain the existing range and level of service provision and develop the capacity to grow and add new services.
- Maintain a strong cash position, ensuring Council remains financially sustainable in the long-term.
- Achieve operating statement surpluses (underlying surplus) with the exclusion of all non-operational items such as granted assets and capital income.
- Maintain debt levels below prudential guidelines.
- Continue to pursue recurrent grant funding for strategic capital funds from the state and federal governments.
- Ensure adequate rate increases to maintain a sustainable level of funding.
- Ensure critical infrastructure renewal is funded annually over the timeframe of the Long Term Financial Plan.

The following is a snapshot of the 2012/13 financial position:

- \$44.6 million revenue.
- \$11.73 million Capital Works program delivered.

- Rates and Charges comprised \$23.3 million (52%) of the total operating revenue.
- Operating surplus of \$1.7 million.
- Cash holdings decreased by \$1.9 million to \$11.7 million.
- Debt increased from \$4.2 million in 2011/12 to \$5.0 million in 2012/13.

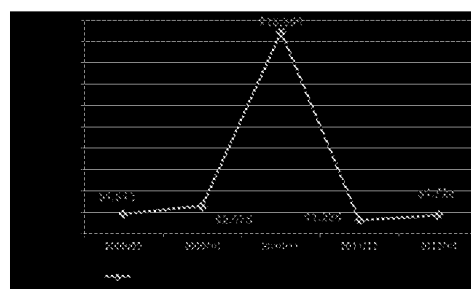
Council focuses on three key areas of financial performance as a guide to our overall position from a sustainability perspective:

- Our operating and underlying results
- The renewal or replacement of our existing assets
- Our cash holdings

### Operating result

The Operating Result provides us with a broad indicator as to whether Council is able to fund its ongoing operations. Although a common indicator for performance, it is often skewed by capital grants and assets being donated to Council e.g. roads, footpaths and drainage when a development is completed.

We achieved an operating surplus of \$1.7 million for 2012/13, compared with a \$1.2 million surplus for 2011/12. Both of these results are consistent with Council's long term trend of low operating outcomes.



Note: the sharp increase in 2010/11 is due to the Port of Apollo Bay assets being recognised for the first time.

### Underlying result

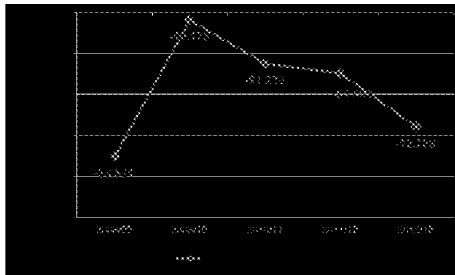
A key measure of financial sustainability is the Underlying Result. This identifies whether we are generating enough revenue to cover operating expenses, including the cost of replacing our assets.

This indicator is similar to the operating result. However it is adjusted to remove the activities that tend to skew the results, such as capital grants and donated assets.



Sustaining an underlying surplus result is a critical financial strategy and one that should remain relatively consistent from year to year. It is the best measure we have to represent our ability to remain viable and to continue with normal day-to-day operations.

Our underlying deficit for 2012/13 was \$2.79 million. This is \$1.3 million greater than the previous year's deficit of \$1.49 million.



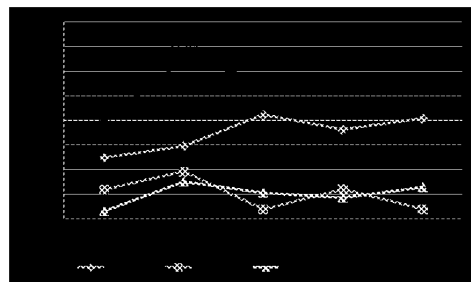
The underlying result reflects our capacity to replace existing assets and to provide existing services without a reliance on capital grants. Improving this position is a significant long-term issue (p 86).

#### Replacing our assets

Another indicator of our financial performance is whether or not we are replacing our assets as they age and deteriorate.

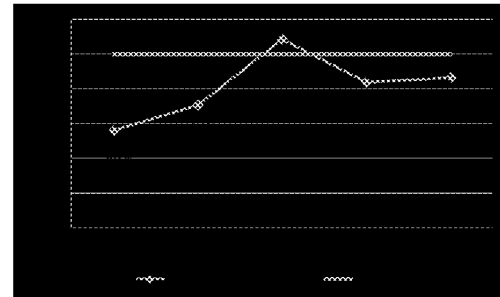
Building new facilities is important for our growing and changing community; however, this must be balanced with our ability to maintain and ultimately replace these assets as they wear out. Our capital works program strives to achieve this balance.

During 2012/13, we spent a total of \$11.73 million on capital works (capital expenditure/investment) across the shire. This included a total of \$8.17 million (70%) on renewal works/activities and \$3.56 million (30%) on new and upgrade works/activities.



The key indicator derived from our capital works activities compares whether the expenditure on renewal matches the rate that our assets are deteriorating or being consumed (depreciation).

At 87%, our result for 2012/13 has again fallen below the level considered sustainable; 100% is considered the minimum level.

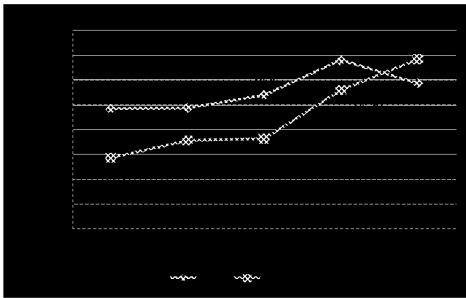


This outcome is a result of a conscious decision to partially fund the payment of the local government defined benefits superannuation call, by reducing our renewal activities. This had an adverse impact on our sustainability measure for 2012/13. However, it is anticipated that future capital expenditure will be maintained at the level required to replace our assets as they deteriorate, although there will always be the challenge of unforeseen one-off occurrences.

#### Cash holdings

This area of our financial performance focuses on our ability to pay for Council's activities and obligations. Our cash holdings are usually balanced by restricted items such as trust deposits and reserves or funds held for specific purposes, for instance employee long service leave obligations, future landfill rehabilitation, and the like. It is the equivalent of putting money in the bank to pay for something we expect to occur in the future.

In total, our cash holdings have decreased from \$13.6 million to \$11.7 million during 2012/13; primarily as a result of the payment of the local government defined benefits superannuation call, demanded of all local governments in Victoria. Also included in this amount are funds required for works carried forward from 2012/13 to 2013/14 and significant amounts received in advance from the Federal Government Grants Commission, of \$2.9 million, and \$1.3 million to fund the replacement of the dredge at the Port of Apollo Bay.



Our aim is to continue a moderate build-up of cash holdings, with a primary focus on having adequate cash to meet our restricted cash obligations. This will allow Council the flexibility to respond to future opportunities or unexpected events, including the potential to strategically acquire an asset or to respond to natural disasters such as flooding events.

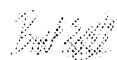
#### Financial sustainability

We have many current and future demands on funding, highlighting the need for strong, long-term planning and the targeted allocation of resources. This is achieved through the preparation and review process of the Council Plan and is supported by the Strategic Resource Plan. Ultimately, both of these documents are guided by longer-term visions and plans including the Long Term Financial Plan, which projects our financial commitments for the next ten years. This enables Council to identify and analyse trends of significance and supports sound financial planning and decision-making.

The continued development of the Long Term Financial Plan underpins longer-term conversations with our community making possible the establishment of long-term goals that assist in maintaining engagement with our communities.

The financial snapshot as at 2012/13 gives a brief overview of our financial performance and the significant factors that impacted on our financial resources used to support the achievement of long-term community service and asset management objectives.

For further information on Council's financial performance see page 82.



**Brett Exelby**  
Manager Finance and Customer Services

## Sustainability Report

Our sustainability report addresses the three key areas recognised internationally as crucial to responsible, sustainable development in our rapidly changing world: the environment, social (human needs) and economic development. By reporting on sustainability our intention is to provide a concise overview of the way we address these three key areas in the management of our responsibilities.

### Environmental Strategies

#### Environmental sustainability policy

Our Environmental Sustainability Policy has been in place since June 2012. It documents an organisational commitment to addressing sustainability in all council operations and services. It is a 'Statement of intent' that can be used to communicate to staff and the community a commitment to continually improving environmental sustainability over time.

[http://www.colacotway.vic.gov.au/Files/Environmental\\_Sustainability\\_Policy\\_2012.pdf](http://www.colacotway.vic.gov.au/Files/Environmental_Sustainability_Policy_2012.pdf)

#### Street smart lighting project

Full funding was secured for the installation of over 1,370 energy efficient streetlights across the shire as part of a \$3 million Great South Coast Street Smart Lighting Project funded by the six participating councils and the Federal Government's Community Energy Efficiency Program. The net cost savings to 2030 (after project costs) are projected to be approximately \$9.8 million across the Great South Coast region. Changing our street lights to more energy efficient alternatives is expected to reduce Council's electricity costs by up to \$70,000 a year. Although the lights are not expected to be installed until 2014, the efforts made to get to this point are an example of how regional collaboration by local governments can lead to very large projects with very significant benefits.

#### Strategic sustainability and climate change adaptation projects

In early 2012 we received two grants from the State Government's Victorian Adaptation and Sustainability Partnership (formally known as the Victorian Local Sustainability Accord) to progress local sustainability.

#### *Climate resilient communities of the Barwon South West*

The first grant was a \$600,000 regional grant received on behalf of 10 municipalities, with partner organisations committing \$275,000 in matching contributions. The aim of the three

year project is to assist 10 South West Victorian municipalities and partners to:

- build capacity to manage risks
- build community resilience to extreme climate events
- embrace any opportunities from future climate variability.

A number of actions were completed in 2012-2013 including the appointment of a consultant to deliver the first phase of the project which includes a climate science review and capacity analysis of each of the Councils. The outcomes of this process will help us to identify high priority regional projects that will help the region to build resilience to withstand, and recover from, extreme weather events.

#### *Carbon neutral project*

The second grant, of \$45,000, was for Colac Otway Shire to develop a carbon neutral approach and plan to track, monitor and reduce its carbon emissions. The aim was to examine and quantify the feasibility and costs associated with emission reduction initiatives to achieve carbon neutrality by 2016, as set out in our Environment Strategy 2010-2018. A carbon neutral approach is an ambitious goal. It can only be achieved through understanding our current carbon footprint and by outlining costed options for development of an implementation response.

[http://www.colacotway.vic.gov.au/Files/9367\\_ENVIRO\\_STRAT\\_fin\\_web.pdf](http://www.colacotway.vic.gov.au/Files/9367_ENVIRO_STRAT_fin_web.pdf)

We engaged an experienced sustainability consultant to assist with the carbon neutral planning. The work included reviewing our inventory of carbon emissions using the latest Federal Government protocols, providing a report that details all options available to reach that goal. It also included a cost-benefit analysis of the carbon emissions reduction and offset options available, along with a Carbon Neutral Roadmap to guide Council's carbon emissions abatement and reduction activities.

As part of the development of the plan, Council gave in principal support to a 15% carbon emissions reduction target and also extended Council's carbon neutral target from 2016 to 2020. This allows more time to prepare for the substantial capital investment required to implement the priority abatement measures identified, which include lighting and building fabric improvements, energy generation options such as solar panel systems and cogeneration, and alternate fuel options for transport such as biodiesel.

### LED lighting upgrade

After completing the consultancy services component of the Carbon Neutral project, approximately 48% of the project funds remained which were utilised to commence implementation of the identified priority abatement measures. One of these was energy efficient lighting upgrades at Council's high energy using facilities.

The Colac Otway Performing Arts & Cultural Centre (COPACC) was an ideal target for upgraded lighting given its high number of light fittings and extended hours of operation. The first stage of the project replaced 187 50W halogen down lights with 7W LED down lights and added a draught proof caps on each fitting to reduce energy wastage via loss of conditioned air. This will save council 70% of lighting related costs and emissions which accounts for 22% of all office energy use, related emissions and costs.

### Ecologically sustainable design features used in council facilities

#### Bluewater Fitness Centre redevelopment

In a landmark redevelopment of one of Council's key facilities, the Bluewater Fitness Centre, a critical element in the design was the incorporation of as many ecologically sustainable design (ESD) features as possible, including:

- insulation and draught proofing
- extensive LED lighting
- instantaneous gas boosted solar hot water and water conserving fittings
- rainwater harvesting and reuse
- energy use monitoring management and display system
- energy efficient gas boilers
- an 80kW solar panel system to supply 30% of the facility's electricity demand.

#### Retrofit of Rae Street Council office

Energy performance of the ageing Rae Street Administrative Centre was improved by the retrofit of ESD features and fittings were incorporated as part of the building's refurbishment. Features included:

- LED lighting
- occupancy sensors
- improved insulation
- improved heating, ventilation and air conditioning control through the building management system
- energy efficient fridges
- improved natural lighting.

### Solar array project

Council agreed to fund the installation of a 100KW Solar Array on the Rae Street Council Office and an 80KW Solar Array on the Blue Water Fitness Centre. The arrays would reduce carbon emissions, demonstrate Council's commitment to the environment and save money. Quotes have been obtained to undertake a study to determine if the solar arrays are feasible, the number and location of panels and what energy and financial savings would be generated. Assuming the findings of the study are positive the solar arrays will be installed in the first half of 2014.

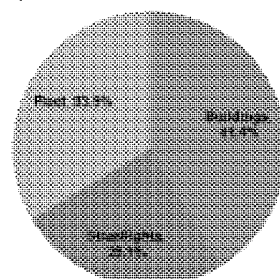
### Total greenhouse emissions (CO2-e tonnes)

|              | 2008/09      | 2009/10      | 2010/11      | 2011/12      | 2012/13      |
|--------------|--------------|--------------|--------------|--------------|--------------|
| Buildings    | 2,095        | 2,079        | 2,057        | 1,948        | 1,946        |
| Streetlights | 1,172        | 1,179        | 1,179        | 1,200        | 1,180        |
| Fleet        | 1,532        | 1,522        | 1,963        | 1,804        | 1,578        |
| <b>Total</b> | <b>4,799</b> | <b>4,779</b> | <b>5,199</b> | <b>4,952</b> | <b>4,704</b> |

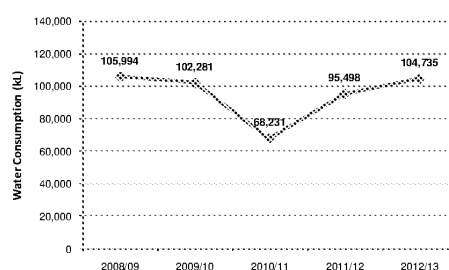
In 2010/11 flooding necessitated road and other infrastructure remediation works, increasing the use of diesel fuel used by heavy fleet.

All figures in the table have been updated retrospectively to align with the Federal Government National Greenhouse Emissions Reporting guidelines (NGER).

Proportion of CO2 Emissions for 2012/13



### Total water usage for council facilities (kilolitres)



The significant reduction in water use in 2010/11 was due to a particularly wet summer, which reduced our need for irrigation.

Source: 2013 Planet Footprint Report



## Social Strategies

### Policy commitment

Our suite of policies and guidelines govern Occupational Health and Safety; Human Rights; and behaviour in the Work Place. We have completed a review of the Equal Employment Opportunity (EEO) and Information Privacy Policies and introduced a new Diversity and Inclusion Policy. We are in the final stages of the development of new and much broader policies/guidelines covering unacceptable workplace behaviour (including responding to the issues of occupational violence), discipline and grievance guidelines. Our objectives are to ensure we are transparent in relation to our social responsibilities and provide a strong message in relation to unacceptable workplace behaviours.

### Employee code of conduct

We reviewed our Employee Code of Conduct dramatically changing its whole "look and feel" with a focus on simple language and engaging formatting whilst still covering all key elements staff must know and understand. Our new Enterprise Agreement negotiated during the period will increase flexibilities that allow staff to integrate their personal and professional lives, there are also new community service provisions and provisions to support staff who experience personal or family related difficulties.

### Human resources

The workforce turnover rate for 2012/13 was 12.8%. This is consistent with the data for 2011/12.

### Re-alignment of workforce demographics

This year we decided to align our workforce demographic reporting with the MAV Human Resources Benchmarking Survey. Whilst this impacts our ability in this report to provide comparative data with previous years, in future we will be able to compare our workforce directly with Councils of a similar size.

However, data shows a continuing ageing workforce trend:

- 3% of staff are aged 65 and over
- 27% of staff are aged between 55 and 64
- 30% of staff are aged between 45 and 54

Only 5% of the workforce are aged between 20 and 24 and 15% aged between 25 and 34.

The flexible work arrangements in our Enterprise Agreement have been highly successful in enabling staff to take up options to support their work/life balance, with 12 staff currently utilising flexibility work arrangements.

### Occupational health and safety

Providing a safe and healthy workplace for our staff, contractors, volunteers and visitors is a major focus. Our Occupational Health and Safety Consultative Committee meet quarterly, with all areas of our organisation represented on the committee through designated work groups. Safety training is a vital component of the program and staff participated in a range of training and activities during 2012/13 (p 26).

### Learning and development

Our highly effective performance review framework includes the identification of training needs to support employees in their current roles and to achieve future career aspirations. In 2012/13 we spent \$314,260 including on-costs, (a 13.6% increase from 2011/12) growing the capability of our workforce through a structured training program. Our program includes in-house training, release of staff to attend "short courses", seminars and conferences. Staff are also strongly encouraged and supported to participate in further education through the provision of a tertiary study assistance program. In 2012/13 six staff received tertiary study assistance (p 25).

### Society Strategies

#### Planning and support for our community

A range of strategies and plans have been developed, or are in progress, to support our community now and into the future. Along with master plans for our two major townships of Colac and Apollo Bay, Public Health and Wellbeing, Access Equity & Inclusion and Early Years plans have been developed. In addition the Public Open Space Strategy and the Active Transport Strategy, which was adopted by Council in June 2013. Together they promote physical activity through walking and cycling for transport and recreation.

### Community development

Funding from the Department of Planning and Community Development enabled us to continue with projects commenced in the 2011/12 financial year. These projects support communities to increase their capacity to participate in, and collectively influence, issues and activities that are important to them:

- Our small townships of Wye River and Separation Creek developed a Community Plan. Key issues in the plan include:
  - safe walking access between Wye River and Separation Creek, including a pedestrian bridge across Separation Creek
  - weed eradication
  - fire safety planning measures
  - a traffic and car parking plan for the peak season.
- Organisations, including Council's Older Person's and Ability Support Service, were supported to place volunteering opportunities on the Victorian Volunteering Portal site for Colac Otway.
- The Improving Liveability for Older People (ILOP) project has 12 Ambassadors representing 12 locations within the shire. The ambassadors identified the needs of older people and developed strategies to support those needs. Examples include public seating and accessible footpaths, intergenerational activities with older people and students, and providing training support for older people, such as CPR first aid training.

### Community grants

In 2012 we gifted a total of \$431,980 to our community groups and organisations to undertake cultural, recreational, environmental and community support projects and activities. Aggregated over the last 5 years this is a \$1.4 million investment in the social fabric of our community (p 79).

### Economic Strategies

Council is committed to facilitating a healthy and resilient economy through effective leadership, advocacy, and partnership initiatives across economic, social and environmental strategies. We focus on seven key themes:

- Workforce Development
- Climate Change
- Business Development

- Regional Development Planning
- Marketing and Promotion
- Infrastructure
- Economic Development Leadership

### Sustainable growth

One of the key challenges for Colac Otway Shire is low population growth and the impact this will have on sustaining the economy and local community. We have an ageing population and to combat this trend we have developed two linked strategies that are anticipated to encourage more people to move and live in Colac:

- The Colac Central Business District and Entrances Redevelopment project is designed to implement streetscape and amenity improvements in central Colac and provide an inviting sense of arrival at the town's entry points. It will integrate the visual, natural and built landscape of the city and create a sense of arrival and a sense of pride in Colac.  
[http://www.colacotway.vic.gov.au/Page.aspx?Page\\_Id=3797&h=0](http://www.colacotway.vic.gov.au/Page.aspx?Page_Id=3797&h=0)
- The Colac Marketing Strategy and 'Colac Life your Way' brand articulates the strengths of Colac as a place to live. Drawing on local industry, employment, recreation, health, education, housing, arts and culture, research and the anticipated local passion and energy generated through the community engagement, the strategy expresses the vibrancy of the local community. Drawing on state government research into metropolitan attitudes to rural living, relocation, 'sea change/tree change', expectations of rural work/life balance and liveability, the strategy identifies Colac's comparative advantage.

Another key challenge area is tourism development. A new campaign has been initiated to take advantage of the fact that 40% of tourists come to Colac Otway Shire to visit friends and relatives. The 'Love Our region' campaign offers a local resident membership card with discounts and special deals at Colac Otway Shire businesses and encourages people to take their visiting friends and relatives to our local attractions, restaurants and cafes.

The annual Small Town Improvement Program undertakes community planning and delivery of community infrastructure priorities. This program facilitates community strengthening in our small towns and stimulates business investment that will

contribute to local employment and township sustainability.

#### Business development

The annual Powercor Colac Otway Shire Business Awards encourage local business excellence. The application process provides a sound method for business operators to review their business operations and to see where success is occurring and where improvements can be made.

Through its sponsorship of the Colac Otway Business Awards, sustainability requirements have been included in each category. A special sustainability category will be introduced in the 2013 event.

Business sustainability and growth is also encouraged through professional development and networking opportunities. The Annual ANZ Business Breakfast brings high profile speakers to inform and inspire local business. Other events include information on topical issues such as the impending carbon economy and business and farm succession planning. We also provide updates on government changes such as taxation and business charges.

Other initiatives to engage business leaders in strategic thinking about the future of Colac and to create ongoing networks to promote business growth include:

- Young Business Leaders Breakfast series
- CEO and Business Leaders Lunch series
- Colac Leadership Program
- Working Women's Network

#### Sustainable labour force

As one of the major employers in the shire, Council contributes to the local economy through drawing the majority of its employees from the local community or region, creating a relatively stable workforce with a focus on equal opportunity (p 17, 77).

A skilled workforce is one of the key elements of local economic sustainability. We have joined the Colac Otway Vocational Education Cluster (COVEC), which includes the six secondary colleges in the local area. COVEC was successful in being granted funding to develop a Trade Training Centre in Colac that will meet the vocational education needs of Colac Secondary School students and the skills development needs of local business. An additional benefit of the

project will be a reduction in the amount of travel required by local employees for vocational and skills training to centres outside Colac.

To further assist with workforce development we initiated the Colac Otway Industry Advisory Group to provide advice to Council on skills, labour, education and training issues and to the COVEC on the training needs of local industry. We are also a participant on the Great South Coast Workforce Action Group.

During 2013/14 we will deliver the Industry Skills Audit and Enterprise Level Workforce Development Plans under the Advancing Country Towns (ACT) program. We will also complete a Business Plan for the Trade Training Centre under the ACT Enterprise Driven Education and Training Pathways initiative.

Another critical factor in supporting local business sustainability is the bi-annual Colac Otway Shire Careers Expo. The Expo provides the opportunity for young people to explore education and career options and to see that many of the careers they aspire to are available in Colac (p 26).

#### Procurement

A Procurement Policy and Operational Procedures were originally adopted in 2010 and are reviewed annually. These documents set out a 'green' approach to the purchase of products and services. Within the context of value for money, Council prefers to purchase products that have good environmentally sustainable credentials and to select suppliers who adopt good environmental practices.  
[http://www.colacotway.vic.gov.au/Files/Procurement\\_Policy\\_Review\\_SEP\\_2011\\_-\\_Final.pdf](http://www.colacotway.vic.gov.au/Files/Procurement_Policy_Review_SEP_2011_-_Final.pdf)

Council recognises the need to support local industry and is committed to buying from local businesses where purchases may be justified on a value for money basis. Benefits of buying local include:

- Retention of local employment.
- Increased local employment.
- Increased activity and spend in the local economy with identifiable benefits.

The application of local content gives consideration to Best Value Principles in the Local Government Act 1989 and the National Competition Policy (Trade Practices Act).

#### Long-term financial plan

The Long term Financial Plan (LTFP), first developed in 2011, provides a long-term focus on the prospects and ambitions of the Colac Otway Shire Council and our community.

This long-term strategic planning tool is a continuous planning journey aimed at focussing attention on the shire's future needs. It is expected that future councils will build upon the plan and that Strategic Resource Plans and annual budgets will have the LTFP as their keystone document.

The purpose of the LTFP is to:

- Establish a financial framework over the next 10 years to ensure Council's strategic objectives are met.
- Provide an assessment of the resources required to accomplish these objectives and strategies.
- Provide a basis for consecutive councils to establish and monitor long-term visions.
- Establish a basis to measure Council's adherence to its policies and strategies.
- Assist Council to comply with sound financial management principles and to plan for the long-term financial sustainability of the municipality.

## Calendar of Events

### July, August, September

An efficient street lighting program will go ahead after Council agreed to take out a loan to cover a State Government shortfall; the loan to be paid back through energy savings. The project will involve the replacement of 1,320 street lamps throughout the shire and provide significant cost and carbon emissions savings.

A formal committee of local tourism operators was established by Council to advise on tourism matters until a restructure of regional tourism is complete.

About 80 residents in Colac's west joined Council to plant fruit trees on their nature strips as part of an Edible Landscapes Project.

Bluewater Fitness Centre's Senior Men's Exercise Group members celebrated their 12<sup>th</sup> anniversary of group fitness. Regular classes help maintain functional strength, bone density and a healthy heart and lungs.

A project to develop a masterplan for the former Colac High School site was commenced by Council. Due to lobbying by Council and the community the State Government agreed to a master planning process that would give local people an opportunity to determine future uses for the site.

Council determined it was unable to establish Neighbourhood Safer Places in Barwon Downs, Forrest and Carlisle River due to the disparity between actual cost versus the amount of funding on offer from the State Government.

Colac Secondary College student Jack Reid won the Colac Otway Shire's Young Ambassador Award for 2012. Jack hopes to study paramedicine, with an aim of pursuing a career in healthcare and assisting disadvantaged children.

### October, November, December

A family fun day to celebrate the International Day of People with a Disability, was hosted by Council. The day highlighted awareness of the benefits of integration of people with disability in every aspect of political, social, economic and cultural life.

The Colac Livestock Selling Centre adopted post-sale cattle weighing, following a successful six month trial. This is part of the strategy to position the Colac Livestock Selling Centre as the premier regional selling centre in western Victoria.

Local kindergarten children learnt how to use school crossings with confidence as part of a new Local Laws initiative.

Civic leaders chose a vibrant and contemporary brand 'Colac, Life Your Way' to market Colac as a place to live, work and raise a family. The brand will be used to market the municipality to the rest of Victoria.

Council redirected \$700,000 from its capital works and major projects budget to the latest defined benefits superannuation call, after receiving a bill of \$3.18 million. The organisation avoided taking out a loan by using \$1.59 million from its employee long service leave reserves and the remainder from the plant replacement reserve.

Forrest Men's Shed received permission to use part of the former Council depot in the town as a meeting place.

The first ever Bluewater boot camp participants shed a massive 250 kilograms in the debut fitness course that took 40 people through an intensive exercise regime over six weeks.



**January, February, March**

Alvie's Kathy Niblett-Graham and Colac's Phillip Johnson jointly share Citizen of the Year awards as part of the 2013 Australia Day celebrations.

A new pirate-themed playground set sail in Elliminyt with the opening of the new play space.

A bushfire planning project commenced, examining the potential for new residential growth in towns located Forrest, Beech Forest, Gellibrand, Lavers Hill, Skenes Creek, Separation Creek, Kennett River and Wye River.

Mayor Lyn Russell used a visit to the Warracoot rail passing loop construction site to lobby for more frequent and timely train services between Colac and Geelong.

Following dog attacks in Apollo Bay, Council wrote to the Victorian Minister for Agriculture, Peter Walsh, requesting an amendment to the Domestic Animals Act to allow courts to impose dog ownership or possession bans on irresponsible owners.

Mothers across the shire welcomed local midwife Deb Park to Council's Maternal and Child Health team. Deb has been a midwife in Colac for 20 years but will now turn her focus to the vital early years of the shire's newest residents.

In-principle support has been given by Council to an indoor pool in Apollo Bay, subject to external funds being sourced for the initial construction. Council will fund ongoing operational costs.

**April, May, June**

Barwon Downs received \$240,000 for a multipurpose community hub thanks to a partnership between the community, Council and the State Government.

COPACC hosted a preview screening of *Cliffy*, a movie paying tribute to the achievements of Otways ultramarathon legend Cliff Young.

The Apollo Bay community celebrated the official opening of the town's extended library, which has doubled the space of the original building. It has created increased book storage and reading areas, an area for children's books and storytelling and a multimedia and study area.

The Apollo Bay foreshore reserve between Moore and Nelson streets became Colac Otway Shire's first Neighbourhood Safer Place. It will serve as a place of last resort in bushfire emergencies when all other plans have failed.

Council deferred any further work on Planning Scheme Amendment C70, a vegetation protection overlay, until the implications of State Government changes to policies relating to native vegetation were clearer.

A new Otways Tourism campaign encouraged locals to "Love Our Region" and raise local awareness of the fantastic array of activities and attractions the Colac Otway Shire has to offer.

The welcome mat was rolled out by Council to 15 prospective new residents who expressed interest in moving to the Shire at the Regional Victoria Living Expo.

Council adopted a revised Birregurra Structure Plan, which found that current land supply in Birregurra was sufficient for current growth levels for the short to medium term.

## Our Organisation

### Our Executive Management Team



**Rob Small, Chief Executive Officer**

National Diploma Hort (Hons); Dip Bus Studies, Associate of Chartered Institute of Secretaries

*Major Functions:* Council Governance; Councillor Support; Strategic Planning; Public Relations.

Rob returned to Colac Otway Shire as CEO on 12 May 2009. Rob led the shire for 16 months during 2003-2004, leaving to serve as CEO of the horticultural giant, Fleming's Nurseries. He brings more than 30 years' experience in Local Government to the role. Prior to returning Rob spent three years managing his own private consultancy in executive coaching and strategic planning. Rob has had a distinguished career in international organisations, having been director and judge of the World's Most Liveable Cities for over a decade, and served as the World President of the International Federation of Parks and Recreation.



**Jack Green, General Manager Sustainable Planning & Development**

*Major Functions:* Statutory Planning and Regulations; Strategic Land Use Planning; Economic Development; Environmental Management; Building Surveying; Fire Prevention; Local Laws.

Jack commenced with Colac Otway Shire on 15 October 2006 bringing with him 25 years experience in both Local and State government. His previous role was Director Shire Development with the Moorabool Shire Council where he managed a similar portfolio. Prior to Moorabool Jack was employed as South West Regional Manager for the Department of Industry, Innovation and Regional Development, which helped him develop a strong affinity for the Colac Otway region



**Colin Hayman, General Manager Corporate & Community Services**

Bachelor of Business in Local Government, Certificate of Business Studies – Accounting

*Major Functions:* Finance and Customer Services; Recreation Arts & Culture; Information Services; Organisational Support & Development; Health & Community Services.

Colin has been involved in Local Government for nearly 37 years and commenced with Colac Otway Shire on 31 January 2005. He has worked in a number of roles during his time in local government including Accountant, Finance Manager and Deputy Shire Secretary. Colin's previous role was as Group Manager Corporate and Community Services for Corangamite Shire Council.



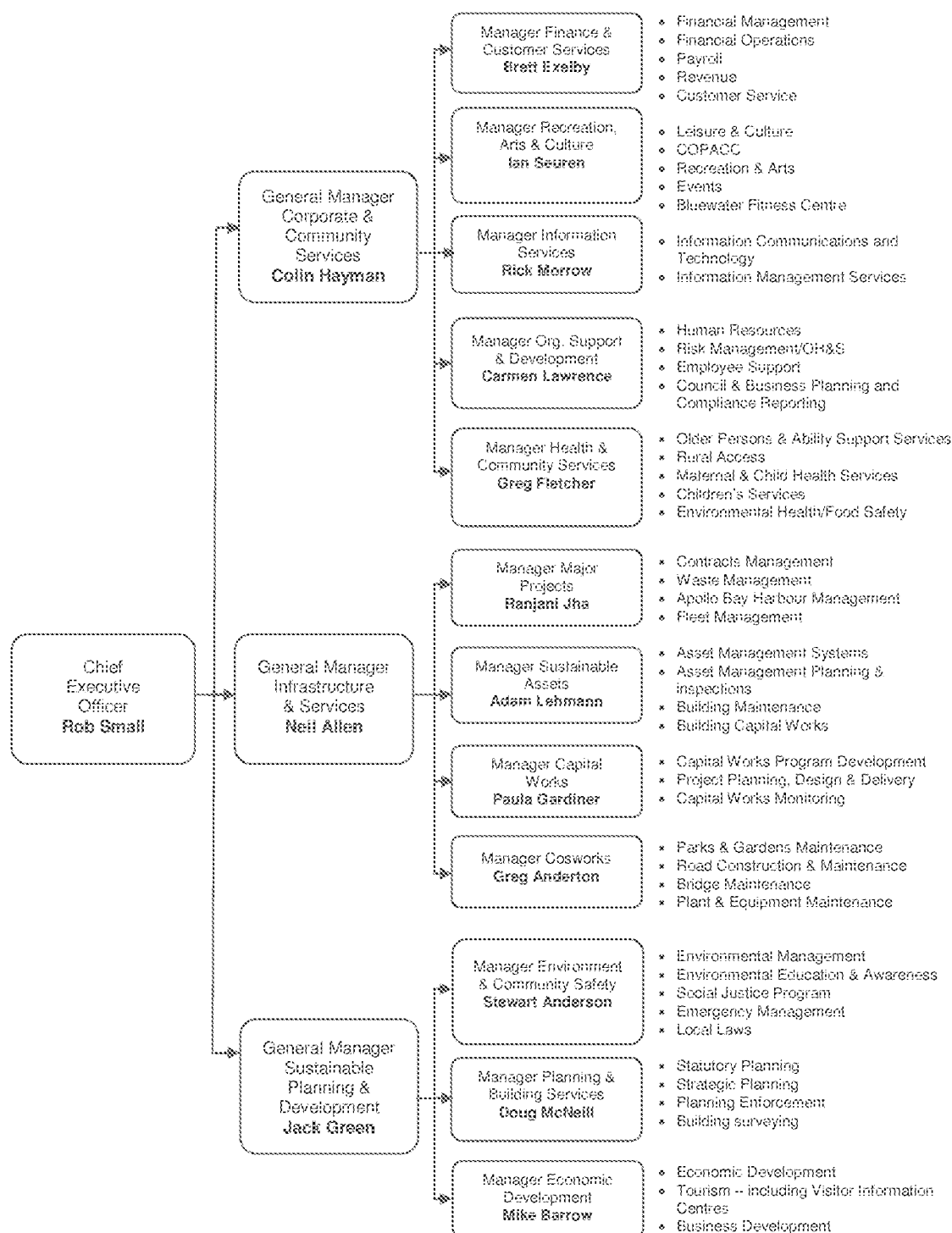
**Neil Allen, General Manager Infrastructure & Services**

M.B.A. (Management); Member of the College of Engineers; Grad. Dip. Management; Certificate of Local Government Engineer; Graduate Certificate in Water Engineering; Diploma of Municipal Engineering; Diploma of Civil Engineering

*Major Functions:* Infrastructure and Asset Development; Major Contracts; Waste Management; Cosworks; Colac Live Stock Selling Centre; Apollo Bay Harbour.

Neil commenced with Colac Otway Shire on 3 November 2008. He has previously held the positions of Deputy City Engineer with the City of Seymour, Contracts Manager with the Mitchell Shire, General Manager Contracts and then General Manager Asset Management with Hume City Council before making a 'sea change' decision and undertaking the position of Director City Infrastructure at Warrnambool City Council.

## Our Organisation Structure





Our people are our greatest asset

#### Learning and development

The development of our staff is a corporate priority. We want our employees to have every opportunity to grow their skills and knowledge through access to targeted professional and personal development. This approach to increase capability in current roles, support career progression and increase retention.

In this period we introduced the "Let's Talk" program the objectives of which were to help the 16 participants understand the dynamics of communication, differences in communication styles and improve interpersonal skills.

Our Local Laws staff participated in a targeted training session on the Victorian Charter of Human Rights and Responsibilities. The program focused on balancing enforcement responsibilities with their obligations under the Charter.

Other programs delivered in 2012/2013 were:

| Training                                      | Attendees |
|-----------------------------------------------|-----------|
| First Aid/CPR                                 | 46        |
| Health and Safety Representative Refresher    | 8         |
| Health and Safety Representative 5 day course | 3         |
| Manual Handling                               | 34        |
| Emergency Warden                              | 12        |
| Risk Assessment                               | 14        |
| Report/Business Writing                       | 3         |
| Time and Workload Management                  | 14        |

Good governance means we ensure we meet our legislative compliance training requirements. In 2012/13 the following programs were mandatory for all staff:

- Employee Code of Conduct
- Fraud awareness
- Risk and Occupational Health and Safety

In addition, the 120 staff whose roles involve the purchase of goods and services were required to attend procurement refresher training.

We invested significant time and resources ensuring all new staff completed a comprehensive induction program. The extensive program provides an overview of the role and objectives of Council, key human

resources policies and procedures, training in internal systems and processes, risk management and workplace safety. Focussed induction helps new staff become more effective and productive in their new roles sooner.

#### Tertiary study support

Employees are encouraged and supported to participate in further education. Our Tertiary Study Assistance Program provides financial assistance towards the cost of tertiary study in recognised courses that will benefit employees in their current role and potential roles within our organisation. In 2012/13 six staff received tertiary study assistance of \$17,488, excluding travel and oncosts. Studies include Bachelor of Commerce (2), Vocational Graduate Certificate of Community Services (2), Advanced Diploma Management and Cert IV Record Keeping.

#### Developing tomorrow's leaders

Colac Otway Shire Council's development engineer Ronan Corcoran was successful in gaining a place in the Leadership Great South Coast Program.

The course is a challenging 10 month leadership program that focuses on the region's future and expands the knowledge, ethical decision making capacity and leadership ability of our leaders and emerging leaders

"I hope to gain a better understanding of the economy of the area, its challenges, opportunities and vision for the future."



#### Health and wellbeing

A comprehensive review of health and wellbeing initiatives was undertaken and in February 2013 we launched the new COShealth (health and wellbeing program). In excess of 80 staff attended the launch. The

program actively contributes to a healthy, positive workplace culture and contributes to staff engagement and retention.

Programs conducted this year included:

- Skills in basic health and wellbeing management.
- Financial planning consultations.
- Healthy Lifestyle sessions.
- Diet & Disease/Heart Health sessions
- Stress Tolerance sessions.
- Introduction of quarterly "Stress Down" Casual Days.
- Work Health Checks
- Flu vaccinations.
- Subsidised membership to Council's Bluewater Fitness Centre.
- MAV Local Government Employees Health Plan consultations.

#### *Global Corporate Challenge*

In May, 77 staff took a positive step to improving their health by signing up for the Global Corporate Challenge® (GCC) - the world's largest and most innovative workplace health initiative. Teams from across our organisation commenced the 16 week program of recording their daily activity levels and competing against their own co-workers, as well as over 30,000 teams globally in a virtual walk around the world. The GCC has proved hugely popular, in the first five weeks of the challenge, the 77 participants had a total combined step count of more than 43,000,000, equivalent to approximately 25,000 km.

Staff also participated in a number of health awareness fundraisers including: Movember, Australia's Biggest Morning Tea, Jeans for Genes Day (fundraiser for Children's Medical Research Institute), Daffodil Day, Sids and Kids Red Nose Day, raising over \$2,200 for these well recognised organisations.

#### *Occupational health and safety*

At Colac Otway Shire we have an absolute commitment to providing a safe and healthy workplace for our staff, contractors, volunteers and visitors. Our Occupational Health and Safety (OH&S) Consultative Committee meets quarterly, with representation from all areas of our organisation. Ongoing OH&S training is a key element in our continuous improvement approach to health and safety performance (see the 'Training' table on page 25).

Recognising the risks our Community Care workers face in driving to and from their

clients we provided the opportunity for them to undertake a defensive driver training program. All 40 Community Care workers participated in the program.

#### *Supporting our employees*

Our partnership with PPC Worldwide, one of the world's largest employee assistance providers (EAP) provides our managers, employees (and their families) with unparalleled access to an extensive range of support services. Employees can discretely and confidentially access a range of emotional, physical and social support services including:

- 24/7 face-to-face and telephone counselling
- manager hotline
- health and wellbeing services
- extensive online resources
  - mortgage assist
  - health risk assessment
  - finance assist
  - legal assist

Data indicates that the uptake of EAP services has dramatically increased since the provision of this new service.

#### *Recruitment success*

In 2012/13, 56 positions were advertised, attracting 461 applications. Vacancies ranged across Statutory Planning, Engineering, Health and Community Services, Information Technology, Tourism, Finance, Customer Service, Administration, Recreation and Arts. Initiatives promoting Colac Otway Shire as an 'employer of choice' to the local, regional, national and international employment market paid dividends, with Council attracting multiple applicants for positions that have traditionally been hard to fill.

We also commenced an extensive review of Recruitment, Selection and Induction Policies and processes, including a design review to update advertising templates for print media.

#### *Promoting local government employment opportunities*

##### *Careers in local government*

We participated in the Colac 'It's Your Career' expo, which provided young people with the opportunity to explore and consider their future role in the community. It was a fantastic opportunity to expose students and their families to the range of job opportunities and career pathways that exist at Council and local government generally. More than 260 students attended our stall and participated in

activities specifically designed to highlight careers available to them at Colac Otway Shire.

#### Student work placements

The objective of the secondary school work placement program is to provide students with opportunities to get workplace experience and knowledge. Students gain valuable industry experience in a friendly and supportive environment. One student from a local school participated in a work experience placement in Information Technology.

We also provided opportunities to university students to enhance their discipline specific skills and "employability". A total of eight students were placed in Maternal and Child Health, Finance, Human Resources, Planning and Engineering, where they were integrated into the workplace teams and engaged in specific projects and given opportunities to "shadow" management.

#### Employee opinion survey

Council adopted a new highly sophisticated staff survey instrument called the Alignment & Engagement Survey (AES), delivered by specialist firm Insynco Surveys. All staff were invited to participate in the survey. Results place Colac Otway shire in the top quartile of results compared with other participating Councils. Our strengths included Team Leadership, employee engagement, adherence to values and a strong accountability culture. Areas for improvement included the communication of our strategic objectives and Vision by the Senior Executive.

#### Appreciating our staff

Our staff are critical to our success. We strive to continually strengthen a culture that recognises, encourages and celebrates our employees' achievements. We do this through our monthly and annual recognition awards and functions. This year 44 employees were recognised for key service milestones at the annual Years of Service awards presentation:

#### 35 Years:

Terence Malone

#### 30 Years:

Phillip Eysers and Guy Permezel

#### 25 Years:

Gwenda Cook, Karen Borch, Terance Robb and David Noonan

#### 20 Years:

Owen James

#### 15 Years:

Laurence Towers, Lynette Morgan, Nola McGuane, Shellie Nicholls and David Frizon

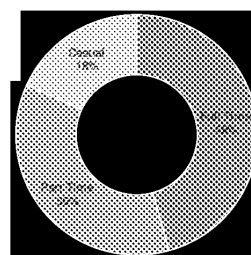
#### 10 Years:

Chris Spalding, John Sherman, Paula Gardiner, Simon Robertson, Geoffrey Neave and Derry Craig

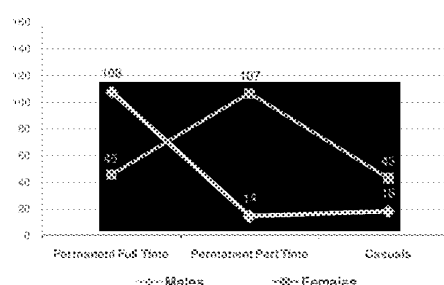
#### 5 Years:

Ashley Attrill, Brett Exelby, Bronwyn Keenan, Dionne Smith, Doug McNeill, Elke Duffin, Janet Forbes, Jillian Sharp, Kerrie Trigg, Maree Ryan, Pamela McGrath, Robyn Trotter, Suzanne White, Heather Sandercock, Alan Simm, Angela Hodge, Brian Shields, Carmel Westmoreland, Christine Guest, Gemma Lamanna, Heather Peillon, Kellie Bennett, Peter Mitchell, Stewart Anderson and Travis Riches

#### Staff by employment status

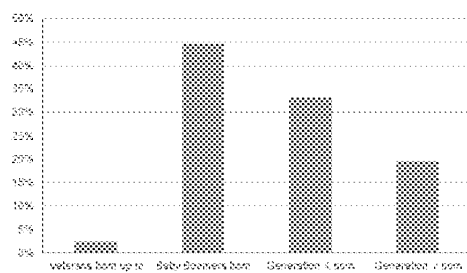


#### Staff by gender and employment category



The data remains consistent over the past five years and is reflective of the typical contemporary workforce. Permanent full-time work is predominantly male and part-time work is predominantly female. Anecdotal evidence supports the findings of formal studies that the main reason for the higher number of women working part-time is that it fits better with balancing work and other responsibilities.

### Our workforce by generation



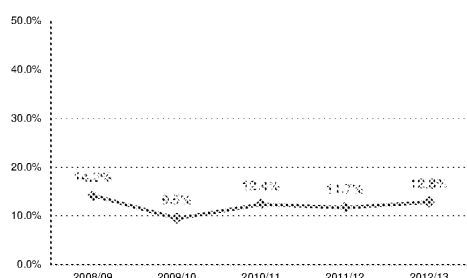
Our workforce profile by generation highlights the ageing nature of our workforce and the potentially significant loss of skills and expertise Colac Otway Shire faces as it's Baby Boomer population moves towards retirement.

### Equivalent full time staff

| Business Unit                          | EFT          |
|----------------------------------------|--------------|
| Apollo Bay Harbour Operations          | 5.5          |
| Capital Works                          | 5.8          |
| Corporate and Community Services       | 2.0          |
| Cosworks                               | 54.2         |
| Economic Development                   | 11.5         |
| Environment and Community Safety       | 14.4         |
| Executive                              | 3.9          |
| Finance and Customer Services          | 19.0         |
| Health and Community Services          | 39.6         |
| Information Services                   | 9.0          |
| Infrastructure and Services            | 2.1          |
| Major Contracts                        | 3.6          |
| Organisational Support and Development | 6.1          |
| Planning and Building                  | 12.3         |
| Recreation, Arts and Culture           | 26.6         |
| Sustainable Assets                     | 5.0          |
| Sustainable Planning and Development   | 2.2          |
| <b>TOTAL</b>                           | <b>232.5</b> |

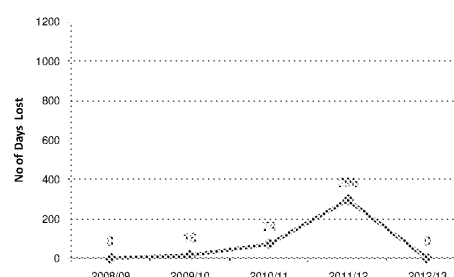
Note: EFT is based on annual hours worked in each business unit

### Annual staff turnover rate



Our turnover rate has remained relatively consistent over the last three years, which is comparable with the local government sector.

### Days lost due to injury



This year Council had no WorkCover claims which met the thresholds to be declared a "Standard Claim" (a standard claim is one in which more than 10 days of time have been lost or for which medical expenses have exceeded the threshold, in 2012, \$629). The official report from Council's insurer is that we had no lost time injuries. Council did have a small number of WorkCover claims, which involved lost time; however all of the employees were able to return to their pre-injury duties after losing less than 10 days. The total number of days which were lost as a result of these minor claims equates to 18.3 EFT days (Equivalent Full Time days).

The spike in lost time days which can be seen during the 2011/12 period is the result of two injuries:

1. A very serious injury involving a Community Care Worker who broke her elbow and required an elbow replacement, but against all odds returned to her full pre-injury duties.
2. A back injury for a worker who is required to carry out inspectorial duties and had to undertake alternative duties for a period while his back healed; however he was also able to return to his pre-injury duties.



*Staff Development – Clive Brooker, Asset Management Coordinator*

Clive Brooker, Council's Asset Management Coordinator has taken 12 months leave without pay to work as a skilled volunteer at the Kiribati Institute of Technology (KIT). This role is a unique opportunity for Clive to transfer the skills and knowledge he developed in the management of Council's vast portfolio of assets to the senior managers at KIT.

Kiribati is a Micronesian Island nation straddling the equator north of Fiji. The volunteer assignment is part of the Australian Volunteers for International Development program, an Australian Government initiative. The role is an identified position in the Technical Vocational Education and Training Sector Strengthening Program (TVETSSP) which is managed, on behalf of the Australian Government, by Austraining.

Clive is based at the Tarawa campus of KIT and mentors his counterpart, the Deputy Principal People and Operations, to build capacity in:

- Developing and implementing;
  - repair and maintenance plans for buildings and facilities
  - procurement policies and procedures consistent with the Government of Kiribati guidelines
  - an asset database, associated audits and reports.
- Improving:
  - communication with a wide range of stakeholders
  - selection, training, supervision and motivation of staff associated with facilities management functions.

Clive commenced the role in May 2013, arriving at KIT just as a shipping container holding the workstations and partitions for the first Virtual Enterprise (VE) in the Pacific was delivered on site. His first task was to supervise the assembly of the workstations and partitions.

A VE is a simulated business that has been set up within a learning environment to mirror the roles and functions of a real office. Virtual Enterprises trade with each other across the world, buying and selling virtual goods and services with virtual money, however the business processes they use are real.

Clive is pictured below with some of the Business Studies students who are benefitting from the experience of working in their own VE, 'Micronesian Magic', marketing authentic Kiribati Experiences. Their virtual products include corporate retreats, holidays and local handicrafts.

Clive will return to work for Council during May 2014.



*Above: Clive with some of the Business Studies students at the Kiribati Institute of Technology*

# Leadership and Governance

## Fast Facts

### Objective

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

Services, projects and programs supporting this key result area

Audit Program  
Communications  
Corporate Governance  
Corporate Systems Development and Improvement  
Council and Business Planning  
Councillor Support Services  
Customer Services  
Document Management Services  
Domestic Animal Services  
Emergency Management/Readiness  
Executive  
Financial Management Systems and Services  
Fire Prevention  
Human Resources Management  
Information Communication and Technology  
Local Laws Enforcement  
Occupational Health and Safety  
Rating/Property Services  
Risk Management

### Key Achievements

- New Council Plan 2013-2017 and new strategic planning framework developed.
- New communications system implemented.
- Funding achieved for improving maintenance of key roads used to transport timber.

Net Expenditure  
(\$18,853,038)

Equivalent Full – time Positions  
48.6

### Key Functions

- Engage with and advocate for our community.
- Monitor the efficiency and effectiveness of operations.
- Ensure effective community consultation
- Support open and transparent decision-making processes.
- Ensure sound financial practices.
- Establish effective frameworks for planning.
- Ensure compliance with relevant legislation and regulations.
- Human Resources management.
- Occupational Health and Safety compliance, audit and reporting.
- Risk Management compliance, audit and reporting.
- Corporate and business planning and reporting.
- Management of Council's IT infrastructure and systems.
- Disaster Recovery.
- Management of controlled Council information, both hard copy and electronic.
- Fire prevention inspections and standpipe management.
- Local Law enforcement and issuing of permits.

### Service Statistics (compared with 2011/12)

- ↓ 94.1% Rates collected by year end.
- ↑ 14,768 Property assessments.
- ↓ 1,090 Non-rateable property assessments.
- ↑ 2,469 Pension rebates.
- ↓ 778 Land information certificates issued.
- ↓ 33,819 Debtor invoices issued.
- ↓ 13,684 Supplier payments processed.
- ↓ 62,637 Receipts issued.
- ↑ 4,858 Dogs registered.
- ↓ 1,485 cats registered.
- ↓ 198 Dogs returned to their owners.
- ↓ 15 cats returned to their owners.
- ↑ 1,060 Permits (various) issued.
- ↑ 144 new properties mapped.
- ↑ 121,332 items of both inwards and outwards correspondence processed.

## Highlights

### **New Council, new Council Plan, new strategic planning framework**

A new Council Plan for 2013-2017 has been created following Council elections on 27 October 2012. Following a review of our planning framework we positioned the Council Plan as our high level strategic document and we introduced an Annual Operational Plan. This new element in our internal planning process serves two purposes:

1. It contains details of short term projects, significant recurrent work programs and other activities that were formerly included in the Council Plan.
2. It introduces a new level of transparency and visibility of our operational activities, because we have made the document available to the community.

The development of both plans was based on extensive community consultation, input from Councillors and staff, along with research on the issues affecting the growth and development of our Shire.

### **Strategic transport initiatives**

#### *Upgrade of rail services included in the G21 Regional Public Transport Plan*

We successfully lobbied for a 60% increase in rail services, from three to five services per day, and for increased connectivity to Melbourne to be included in the G21 Regional Public Transport Plan. This is essential for the future Public Transport planning for our community.

#### *Funding received for road used in timber harvesting*

The Old Beech Forest Road, between the townships of Gellibrand and Beech Forest, is heavily utilised by the timber industry for timber harvesting. Ongoing maintenance needs will be addressed utilising a \$679,000 grant received under the State Government's Transport Solutions regional freight initiative. This is a result of a key action contained in the G21 Regional Transport Plan. The initiative is aimed at upgrading strategic transport networks used to cart products and goods to ports and markets.

### **Disaster resilience project**

A project to improve Relief and Recovery planning and capacity has commenced.

Council is facilitating the project across three municipalities utilising a \$30,000 grant received through the National Disaster Resilience Scheme. The project is expected to be completed in May 2014.

### **Neighbourhood Safer Place chosen for Apollo Bay**

A site on the Apollo Bay foreshore was designated as a Neighbourhood Safer Place (NSP) and approved by Council in February 2013. Signage has been erected demarcating the NSP site and a community awareness campaign has been initiated.

### **Edible landscape introduced**

Nature strips in West Colac will soon be bearing fruit under an Edible Landscapes Project, launched on 25 August 2012. The Project is part of an initiative of the Colac West Neighbourhood Action Group (West NAG) in conjunction with the Community Hub Inc. and Colac Otway Shire Council. The aim is to address food security by including fruit trees in treescape plantings. In addition to the nature strip planting, fruit trees were planted in three public open spaces in the vicinity of the West NAG, including the Donaldson Street Playground.

### **New communications system**

A new Voice over Internet Protocol (VoIP) telephone system replaced our outmoded digital telephone system. The new range of capabilities our staff, and especially the Customer Assist Team, can access has dramatically improved our ability to respond to the public. There have also been significant efficiency gains for the organisation.

It is anticipated that the new system will deliver a reduction in the operational costs associated with Council's fixed telephone service; estimated to be approximately \$20,000 in the 2013/14 financial year.

### **Financial Performance**

We achieved an operating surplus. Our financial performance for the year is broadly consistent with the targets set in the 2012/13 budget in that:

- Operating result for the year is \$1.7 million.
- Value of total assets has grown by \$3.6 million to \$290.8 million.
- Total income has increased by 2.3% to \$44.6 million.
- Total expenses have grown by 1.1% to \$42.9 million.

Like many local governments, our underlying position continues to be in deficit with 2012/13 having an underlying shortfall of \$2.79 million. It remains a structural challenge to raise sufficient funds from the community and other sources to deliver the services increasingly demanded by our community.

The next decade will be challenging as the Local Government Defined Benefits Superannuation funding is addressed and the Federal and State Governments manipulate funding of Local Government to address their own needs (p 118, Note 5).

#### **Winning annual report**

We were very proud to again receive recognition for the quality of our annual reporting; winning best annual report in the 'low resources' category of the Municipal Association of Victoria's annual reporting awards for our 2011/12 annual report. Within the report, wins were recorded for best reporting on the following sections: summary, sustainability, financial overview and an Honourable Mention for performance. We were also proud winners of a Silver Award from the Australasian Reporting Awards. The awards are an acknowledgement of our commitment to openly communicate our business practices and obligations in a clear and informative way.

#### **Disappointments**

##### **Full disaster recovery for information systems not implemented**

We have a highly developed Disaster Recovery (DR) capability, which has been designed to protect Council's information and the provision of services should a catastrophic systems failure occur. However, some elements of the DR capability are yet to be implemented. Finding a balance between a full fail safe DR capability and meeting the associated costs is challenging, in the face of tight fiscal constraints.

#### **Challenges**

##### **Neighbourhood Safer Places**

Although a Neighbourhood Safer Place (NSP) was designated in Apollo Bay there are currently no other NSPs in the Shire. We are working with the Fire Services Commissioner's Office to identify alternative measures for high fire risk towns and to progress the inspection of possible NSP

sites in lower risk towns such as Beeac and Birregurra.

##### **Significant upgrades planned for software packages**

Our information systems are highly advanced, providing a range of capabilities that support the delivery of a variety of services to the community. A number of significant software upgrades are programmed for 2013/14, which will provide additional features, deliver more efficient outcomes and meet the ever growing demand for enhanced technical capabilities. These changes also create uncertainty for the system users, so the challenge will be ensuring a seamless transition.

##### **Our Objectives for the Year Ahead**

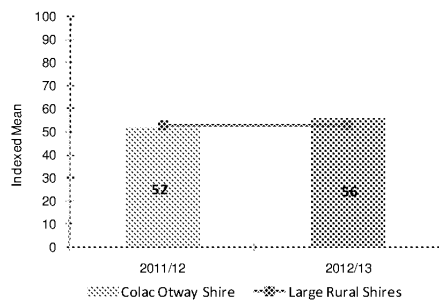
- Review of all Council policies.
- Commence implementation of the Authority Asset Management System.
- Implementation of Prince 2™ project management methodology.
- Complete Local Law review.
- Implement Domestic Animal Management Plan.
- Complete the Cross Council Relief and Recovery Project
- Implementation of the e-mail SMTP filtering and Archive solution.
- Identify other suitable sites for Neighbourhood Safer Places.

##### **2013 Local government Community Satisfaction Survey**

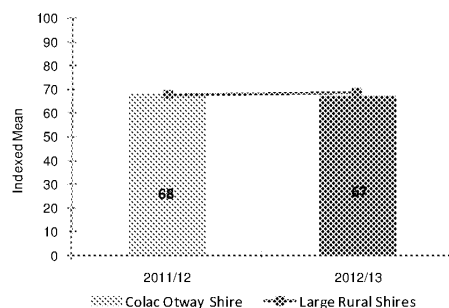
The following graphs highlight Council's performance in three key result areas of the 2013 Local government Community Satisfaction Survey. Our results are compared against those of similar sized Councils.



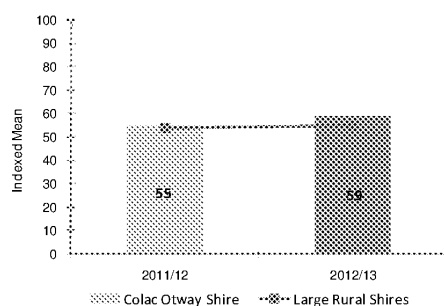
### Advocating for our community



### Customer contact with our community



### Engaging with our community



Source: Local government Community Satisfaction Survey 2013 Department of Planning and Community Development, prepared by JWS Research.

**Note:** The Community Satisfaction Survey, under the auspices of the Department of Planning and Community Development, was revised resulting in significant changes to content and methodology for 2012. Councils have been advised that the data is not directly comparable to previous years; however future results will gradually build a comparative picture.

### Civic Awards

Joint winners of Australia Day citizen of the year

Alvie's Kathy Niblett-Graham and Colac's Phillip Johnson were announced the two Australia Day Citizens of the Year for 2013.

Ms Niblett-Graham's extensive role with the youth of Colac, as a Scouts leader and volunteer for the Otway Community Radio station was acknowledged, as well as her tireless work over many years as a volunteer.

Mr Johnson, a former school principal, also received the award for his continued service on many levels to the Colac Lions Club as well as the St Mary's Parish, and Probus.

### Young citizen of the year

Colac's Callum Murdoch accepted the Young Citizen of the Year Award. Callum has been involved in the scouting movement as a cub, a scout, a venturer and now as a rover and assistant scout leader. Early in 2013 Callum formed part of the leadership team of the second Otway Plains Scout Fiji Service Trip and was a leading hand in the construction of playground equipment for a school in Sorokoba.

### Community service award

Apollo Bay Catholic nuns, Sister Margaret Kelly and Sister Patricia O'Brien received the Community Service award for their volunteer work on radio station OCR FM.

### Young ambassador of the year

Colac Secondary College student, Jack Reid was the winner of the Colac Otway Shire's Young Ambassador Award for 2012. Jack was the College's school captain and is a member of the student leadership council. Jack aspires to study paramedicine, with the aim of pursuing a career in healthcare and assisting disadvantaged children. The Young Ambassador Award acknowledges young people's community involvement and levels of achievement. The winner receives \$1,000 to assist with further study or to develop other areas of interest.

#### Youth Council

The aim of the Youth Council is to:

- Provide a forum for the Colac Otway Shire Council to consult with and receive advice from local youth. This helps to ensure we provide a high quality, affordable and flexible youth program.
- Promote and encourage the involvement of youth in the planning, development and implementation of matters associated directly with young people in the community.
- Ensure that the views of local youth are canvassed and conveyed to Council.
- Provide advice to Council on appropriate youth programs.

The Youth Council meets twice each month during school terms.

#### *2013 Youth Council*

- Tassia Georgakis
- Claire Whytcross
- Tom Robinson
- Chloe Robbins
- Taylah Walters
- Sinead Leamer
- Bonnie Darlow
- Kyrrah Howell
- Josh Smith
- Amy Brauer
- Spencer Cochrane
- Jasmine Steen

Additional members of the Youth Council in 2012/13 include:

- Councillor Chris Smith, appointed Council representative and is a mentor to the group.
- Cayley Robinson (2012), Melanie Duve (2012/2013) and Rhonda Deigan (2013) Colac Otway Shire, administrative support.

Three additional adult mentors provide support and guidance to the youth councillors:

- Kerri Bauer, Otway Business Inc.
- Terry Woodcroft, Co-PYLIT (Colac Otway Police Youth Liaison Team).
- Emma Warton, Colac Area Health.

#### *Major achievement in 2012/2013*

- Participated in ANZAC Day ceremonies in Colac.

### Progress on Council Plan Actions

|   |                                      |   |                                          |
|---|--------------------------------------|---|------------------------------------------|
| √ | Completed                            | + | Completed in 2012/2013/repeated annually |
| > | In progress, continuing in 2013/2014 | Δ | On hold, for review                      |

| Council Plan Strategies                                                                                                                                                        | Actions                                                                                                                                                                                              | Status |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Lead the community in responding to the current and long-term sustainability challenges facing the municipality.                                                               | Review and, where possible, simplify Council's Local Laws.                                                                                                                                           | >      |
|                                                                                                                                                                                | Review of Council's Policies.                                                                                                                                                                        | >      |
| Improve community engagement to ensure open, accessible, transparent planning and decision making.                                                                             | Conduct community forums throughout the Shire.                                                                                                                                                       | √      |
| Provide responsible financial management.                                                                                                                                      | Review the ten year financial plan on an annual basis and ensure that is integrated with Council's Asset Management Strategy.                                                                        | +      |
|                                                                                                                                                                                | Support the Audit Committee in developing and implementing an internal annual audit program based on the outcomes of the Risk Profiling project.                                                     | +      |
|                                                                                                                                                                                | Facilitate a strategic and integrated approach for government grants applications aimed at reducing Council's reliance on matching contributions from rate revenue.                                  | >      |
|                                                                                                                                                                                | Ensure Council's asset and financial systems meet the National Financial Reporting Framework standards required by the Federal Government by June 2013.                                              | >      |
| Continuously improve the services directly provided by Council.                                                                                                                | Carry out continuous improvement reviews on Council operations and implement the prescribed actions.                                                                                                 | +      |
|                                                                                                                                                                                | Improve Council's Customer Service capability to increase customer satisfaction.                                                                                                                     | +      |
|                                                                                                                                                                                | Actively promote the delivery of responsive customer service across the organisation.                                                                                                                | +      |
| Advocate for improved infrastructure, services and utilities provided to our community by other organisations or levels of Government and in relation to environmental issues. | Advocate and influence the development of water authorities' water supply demand policies and strategies.                                                                                            | +      |
|                                                                                                                                                                                | Advocate for increased State Government recognition and funding as compensation for the Shire's larger than average area of non-rateable land and actively support the Australian Rural Roads Group. | +      |
|                                                                                                                                                                                | Advocate for appropriate State and Federal Government funding for community priorities.                                                                                                              | +      |
|                                                                                                                                                                                | Participate in G21 and Great South Coast resource sharing forums and negotiations on regional strategic objectives.                                                                                  | +      |
|                                                                                                                                                                                | Advocate for appropriate fire prevention activities in the Great Otway National park and other public land.                                                                                          | >      |
| Attract and retain quality staff.                                                                                                                                              | Work in partnership with local and industry groups on employment branding initiatives that enhance the profile and appeal of local government as an "employer of choice".                            | +      |
| Provide a fair, safe and healthy work environment.                                                                                                                             | Enhance the corporate occupational health and safety systems (SafetyMap) and ensure ongoing compliance with all relevant regulations.                                                                | +      |
| Continuously improve operational                                                                                                                                               | Review and update Council's Risk Management Policy and Procedures Manual including compliance audits.                                                                                                | +      |

| Council Plan Strategies                                                                              | Actions                                                                                                                                                                                   | Status |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| systems, processes and minimise risk.                                                                | Implement the Systems and Processes Review project to ensure that systems and processes are operating effectively and providing support to eliminate risk.                                | >      |
|                                                                                                      | Implement Council's Information Communication Technology strategic plan.                                                                                                                  | +      |
|                                                                                                      | Develop and implement Council's Information Services disaster recovery environment.                                                                                                       | +      |
|                                                                                                      | Seek opportunities for sharing of resources and expertise across the region.                                                                                                              | +      |
| Communicate regularly, effectively and honestly with the community.                                  | Provide relevant, timely and accurate information to the community using print, radio and web media, as well as non-media channels such as newsletters and the Colac Otway Shire website. | +      |
|                                                                                                      | Ensure Colac Otway Shire's website is accessible, easy to navigate, utilises appropriate web technologies and contains relevant and up-to-date information.                               | >      |
| Meet our statutory obligations for community safety, security and responses to emergency situations. | Implement the Domestic Animal Management Plan.                                                                                                                                            | +      |
|                                                                                                      | Implement the Municipal Fire Prevention Plan.                                                                                                                                             | +      |
|                                                                                                      | Establish integrated fire management practices and endorse Township Protection Plans and Neighbourhood Safer Places where appropriate.                                                    | +      |
|                                                                                                      | Undertake an annual review of the Municipal Emergency Management Plan (MEMP) from a Shire perspective and implement awareness training and readiness programs for community and staff.    | √      |

# Physical Infrastructure and Assets

## Objective

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

Services, projects and programs supporting this key result area

Apollo Bay Harbour Management  
Asset Management  
Building maintenance, development and upgrades  
Colac Livestock Selling Centre  
Contract Management  
Engineering Design  
Infrastructure Maintenance and upgrades  
Road Safety

## Key Achievements

- Investment in long term asset renewal.
- Completion of Capital Works.
- Four new bridges constructed.

## Fast Facts

### Net Expenditure

\$11,853,038

### Equivalent Full-time Positions

74.1

### Infrastructure and Assets

1,632 km of Roads

- 558 km Sealed
- 1,074 km Unsealed

134 Bridges and Major Culverts maintained

133 km of Footpaths

144 Buildings

### Key Functions

- Development, management and monitoring of Council's Capital Works Programs and major operational projects.
- Project planning, design and delivery of infrastructure related projects within the Capital Works Program.
- Development and facilitation of Special Charge Scheme projects.
- Engineering advice for developments via the town planning process.
- Active participation in Colac Community Road Safety Council.
- Implementation of Council's Road Safety Strategy.
- Provision of general engineering services to both internal and external customers.
- Provision of civil infrastructure including roads, drainage systems, footpaths, car parks, bridges, traffic facilities, buildings, recreation areas etc.
- Capital improvement projects including the renewal of assets, upgrades and in some cases the provision of new assets.
- Prioritisation of capital works projects to ensure Council has the available resources to complete projects.
- Management of the procurement of goods and services.
- Management of the Colac Livestock Selling Centre, which provides facilities for weekly sales of livestock in the region.

### Service Statistics (compared with 2011/12)

- ↑ 52 km trees trimmed on rural roads.
- ↑ 105 km rotary drain cleaning on rural roads
- = 2,500 guideposts replaced.
- ↓ 250 km centre lines marked on roads
- ↓ 2,000 parking bays line marked.
- = 40 km bike lanes line marked.
- = 450 Stop and Give Way intersections line marked.



## Highlights

### Investment in long term asset renewal

A key achievement in 2012/13 was the acceptance and adoption by Council of the recommended investment of \$8.99 million for asset renewal. This acknowledges the robustness of the systems and processes that have been implemented to determine future asset renewal funding demands. It also integrates with future financial forecasts and capital works planning.

### Completion of Capital Works

Council has exceeded its Capital Works target of 85% for the second year in a row. We achieved 88% in 2012/13, an improvement of 2% from 2011/12. The high level of project completion can be attributed to the continued improvements in project management and reporting across the organisation along with the implementation of improved project management systems.

### Construction of environmentally sensitive trail completed

The construction of 900 metres of the Beechy rail trail from Ditchley Station to Dinmont Station through an environmentally sensitive gully was completed during 2012/13. The environmental challenges included dealing with endangered native forest, heavy native vegetation classified as high value and traversal of very steep terrain. The project resulted in approximately three kilometres of trail being moved off Council's local road network and is a major safety improvement for users.

### A roof for the Colac Livestock Selling Centre

A 6-8 metre high roof structure for the Colac Livestock Selling Centre was approved by Council as part of developing and upgrading the Centre to make it the leading regional facility. The contract for approximately \$1.5 million was awarded in February 2013. The expected completion date for the roof is March 2014.

In conjunction with the construction of the roof, a major review of the Centre's business plan is underway to ensure a more business focused model for the future.

### What's in a 'Road'? What do the terms mean?

Terms used to describe our roads and the various works that occur on them can at first seem confusing but they describe specific types of activity, each with its own target and budget allocation.

- *Unsealed* – a gravel surface.
- *Sealed* – a paved (bitumen or asphalted) surface.
- *Bitumen* – thin layer on the surface of the road with aggregate spread over it.
- *Asphalting* – 30-40 mm thick layer of bitumen mixed with stone used for high turning areas e.g. roundabouts and intersections.
- *Grading* – levelling the surface of a gravel road.
- *Resheeting* – additional gravel placed on an unsealed road and graded to a level finish.
- *Resealing* – thin coating of bitumen over an existing sealed road topped with stone aggregate. Cyclic maintenance avoids expensive reconstruction.
- *Reconstruction* – digging up a larger section of a sealed road and completely rebuilding it. Also referred to as 'patching'.
- *Renewal* – maintenance of the road to an agreed standard. Grading, resheeting and reconstruction all fit within this term, including fixing potholes.
- *Upgrade* – responding to changed needs e.g. widening an existing road.

### Caring for our extensive road network

Our road network totals 1,632 km, of which 558 km is sealed and 1,074 km is unsealed (see definitions in above box). Caring for our extensive road network is of intense interest to our community.

### Sealed roads

#### Renewal

The major contributor to the renewal program was:

- Resealing 45 km of the local road network, costing \$847,000.
- Asphalting approximately 2,100 square metres of the urban road network and rural road intersections, at a cost of \$151,000.

#### **Reconstruction**

4.3 km of local sealed roads were reconstructed at a cost of \$1,007,284. Projects included:

- Cape Otway Road, Birregurra
- McLaren Parade, Apollo Bay
- Seymour Crescent, Apollo Bay
- Warrowie Road, Irrewarra
- Weering School Road, Eurack

#### **Unsealed roads**

During 2012/13, \$1.68 million was spent on resheeting approximately 100 km of our local gravel roads. \$480,000 was also spent on the routine grading program.

#### **Road stabilisation works**

As part of road maintenance, stabilisation of 9,500 square metres of small scale works were undertaken, extending the life of the roads and reducing the maintenance costs of our road network. This is approximately a 12% increase on the previous amount of stabilisation works undertaken in 2011/12.

#### **Improvements to footpaths**

We manage 133 kilometres of constructed footpath throughout the Shire. The average life of concrete paths is 50 years. The 2012/13 footpath replacement program included identified priority areas located in Colac, Apollo Bay, and Birregurra. Areas of pathway renewed were Jillian Road, Nelson Street and Scenic Drive in Apollo Bay, Strachan Street in Birregurra and Hesse, Gellibrand, Gravesend and Queen Streets in Colac. Approximately 1,753 metres of constructed footpath was replaced.

#### **New bridges constructed**

Four new reinforced concrete bridges were constructed at a total cost of \$1,664,636 utilising State Government funds. The new bridges replace timber bridges that had load limits and structural problems requiring major maintenance. As the new concrete bridges will have a life of up to 150 years, maintenance requirements will be minimal. Our resources can now focus on other areas of road and bridge maintenance.

The new bridges are located at:

- Apollo Bay, Barham River Road
- Carlisle River
  - Carlisle River Valley Road
  - Gane's Access bridge
- Barramunga, Upper Gellibrand Road

#### **Disappointments**

##### **Construction delayed on new sections of the Old Beechy Rail Trail**

The programmed construction of new sections for the Old Beechy Rail Trail, including the Colac Station section and the Beech Forest to Ferguson section, raised a number of challenges which resulted in significant delays. These challenges included agreement of the trail alignment with private property owners and obtaining necessary approvals and permits. Works are scheduled for completion in 2013/14.

##### **Minimal progress in determining the Colac by-pass route**

The resolution of the Colac by-pass continues to be a major issue for Council in trying to determine the long term solution to heavy vehicle movements through and around Colac. Despite various attempts dating back to the 1960's, a detailed study and significant debate in the community, only minimal progress has been achieved. Options will now be explored as part of long term land use planning in the next review of the Planning Scheme. The final decision for the by-pass will rest with VicRoads. However, Council needs to decide on an option for the by-pass and reserve land for when the works eventually occur.

#### **Challenges**

##### **Ongoing management of waste from the Livestock Selling Centre**

Disposal of waste material is a significant cost of operating the facility. Organic composting is being investigated, which will provide significant cost savings over other disposal options.

##### **Maintaining our road network**

We face a number of issues in maintaining the extensive length of our unsealed and sealed road network, including:

- Increased storm events
- High rainfall areas.
- Drought-like conditions.
- Increased heavy vehicle use.
- Increased costs of transporting quality gravel materials involving long haulage distances.
- Environmental issues regarding locations for waste spoil from drainage maintenance and construction works. To address this challenge we are working with the Department of Environment and Primary

Industries (DEPI) and landholders to explore alternative locations for material disposal.

- Increasing encroachment of trees and vegetation restricting vision and sight distances for the road users.

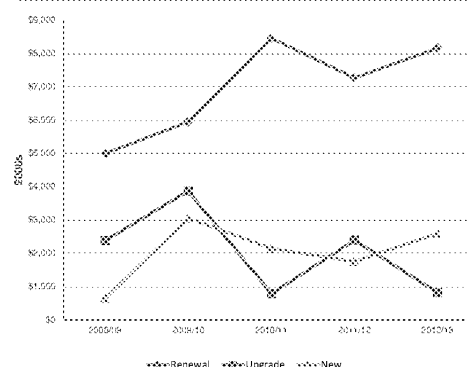
#### Our Objectives for the Year Ahead

- Completion of the Old Beechy Rail Trail improvements including the construction of 8 km of off-road trail.
- Completion of the Colac Livestock Selling Centre roof.
- Rehabilitation of Gellibrand Landfill.
- Review of Safety and Environment Management Plan for the Port of Apollo Bay in readiness for an external audit mid 2013/14.

#### Capital Works

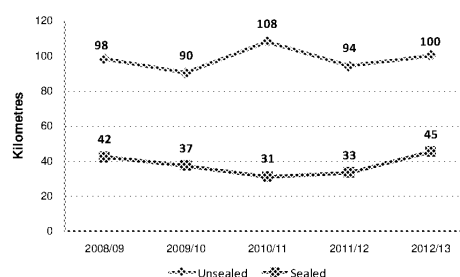
In '000s

|         | Renewal | Upgrade | New     | Total    |
|---------|---------|---------|---------|----------|
| 2008/09 | \$4,936 | \$2,386 | \$647   | \$8,029  |
| 2009/10 | \$5,954 | \$3,875 | \$3,063 | \$12,892 |
| 2010/11 | \$8,464 | \$792   | \$2,150 | \$11,406 |
| 2011/12 | \$7,273 | \$2,397 | \$1,754 | \$11,424 |
| 2012/13 | \$8,168 | \$824   | \$2,597 | \$11,589 |

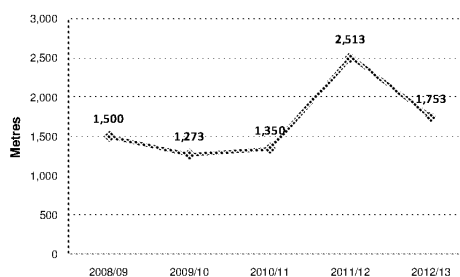


Increased spending in 2012/13 demonstrates our commitment to renewal of our assets. This included buildings and the road network. Significant funding was invested in replacing our ageing infrastructure.

#### Road network renewal



#### Footpath repairs



The reduction in the overall level of footpath renewal carried out was a result of transferring funding to the construction of new works for a gravel path of 400 m in Queen Street, Elliminyt. This highlights the impact on existing programs by undertaking unfunded work throughout the year.



### Progress on Council Plan Actions

|   |                                      |   |                                          |
|---|--------------------------------------|---|------------------------------------------|
| √ | Completed                            | + | Completed in 2012/2013/repeated annually |
| > | In progress, continuing in 2013/2014 | Δ | On hold, for review                      |

| Council Plan Strategies                                                                                                    | Actions                                                                                                                                                            | Status |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Ensure infrastructure development, renewal and maintenance plans address current and forecast community needs.             | Plan and implement infrastructure projects that transform townships and promote economic development and community strengthening.                                  | +      |
|                                                                                                                            | Review and implement Asset Management Plans to ensure that the level of funding for asset development, maintenance and upgrade meets the community's expectations. | +      |
|                                                                                                                            | Develop a 10 year capital works and major projects program according to adopted priorities.                                                                        | √      |
|                                                                                                                            | Review the 10 year capital works and major projects program annually.                                                                                              | +      |
| Implement and manage Colac Otway Shire's Road Management Plan.                                                             | Continue active participation and involvement in the STEP Asset Management Program with the Municipal Association of Victoria.                                     | +      |
|                                                                                                                            | In line with the Road Management Act 2004 requirements, review and update Colac Otway Shire's Road Management Plan.                                                | >      |
|                                                                                                                            | Review the Strategic Footpath Plan for Apollo Bay.                                                                                                                 | >      |
| Manage Council's buildings and facilities in a responsible, safe and sustainable manner.                                   | Develop a Building Assets Management Plan and implement according to adopted priorities.                                                                           | >      |
|                                                                                                                            | Develop a Building Rationalisation Program for buildings surplus to Council needs.                                                                                 | Δ      |
| Improve local and regional transport networks to ensure safety and accessibility.                                          | Advocate for strategic transport initiatives.                                                                                                                      | √      |
|                                                                                                                            | Implement the parts of the G21 Transport Plan relevant to Colac Otway Shire.                                                                                       | √      |
|                                                                                                                            | In partnership with regional councils and VicRoads develop and implement a Road Safety Plan and Council approved road safety initiatives.                          | √      |
|                                                                                                                            | Advocate for further improvements to the Princes Highway from Colac to the South Australian border.                                                                | +      |
|                                                                                                                            | In partnership with VicRoads identify options and plan for alternative road access through or around Colac, particularly relating to freight movement.             | >      |
|                                                                                                                            | Advocate for improved commuter Rail Services and safe Railway Crossings.                                                                                           | +      |
| Ensure environmental risks are adequately addressed for Council infrastructure works, including impacts of climate change. | Develop a proposed long-term management response to sea level rise for Council assets.                                                                             | Δ      |
|                                                                                                                            | Implement measures to manage and monitor Council's closed landfills to EPA standards                                                                               | >      |

# Land Use and Development

## Fast Facts

### Objective

*Council will engage, plan and make decisions about land use and development that takes into account the regulatory role of Council, its diverse geography, social, community, economic and environmental impacts for current and future generations.*

Services, projects and programs supporting this key result area

Building Control Services

Statutory Planning

Strategic Planning

### Key Achievements

- Amendment C69 to the Planning Scheme approved by the State Planning Minister.
- Adoption of the Birregurra Structure Plan.
- Apollo Bay Harbour Master Plan revised.

### Net Expenditure

\$1,620,578

### Equivalent Full Time Positions

12.8

### Key Activities

- Administering the *Planning and Environment Act 1987* through the Colac Otway Planning Scheme, as well as other related legislation such as the *Subdivision Act 1988*.
- Provision of planning and building advice and property information.
- Processing subdivision plans under the *Subdivision Act 1988*.
- Assessment and decisions on planning permit applications and related matters under the *Planning and Environment Act 1987*.
- Representation of Council at Victorian Civil and Administrative Tribunal (VCAT) hearings.
- Enforcement of planning permit conditions and planning scheme provisions.
- Strategic projects that result in amendments to the planning scheme.
- Input into state and regional initiatives, and amendments undertaken to rezone land when required.
- Review of the planning scheme every four years to improve its performance.
- Ensure that buildings in the Colac Otway Shire are constructed to acceptable standards by enforcing compliance with building legislation and safety standards.
- Determining 'report and consents' for variations to siting requirements.
- Approval of applications for Places of Public Entertainment (POPEs).
- Processing of building permit applications.
- Mandatory inspections during building construction.

### Service Statistics (compared with 2011/12)

#### Planning Appeals to VCAT (10)

↑ 8 Council decisions upheld

↓ 2 Overturned

#### Buildings

↓ 67 Report and Consent applications

↓ 103 Notices and Orders

↓ 27 Resolution of Work Applications

## Highlights

### Amendment C69 to the planning scheme approved by the State Planning Minister

Amendment C69 to the Planning Scheme, implementing the outcomes of the Rural Living Strategy and Forrest Structure Plan, was adopted by Council in January 2013 and approved by the State Planning Minister. This ends a four year process and provides opportunities for land owners to benefit from the new controls. The amendment included:

- Changes to a range of policy, zoning and overlay controls across the Shire.
- Rezoning land at Coragulac for urban development.
- Rezoning of several rural residential areas to Rural Living Zone.
- Introduction of a Restructure Overlay in select locations to prevent development on small lots created by old and inappropriate subdivision.

### Adoption of the Birregurra structure plan

Following a four year review process the Birregurra Structure Plan was adopted in June 2013 providing residents with certainty about where future growth will occur. The final version of the Plan received strong support from the community following the Council funded neighbourhood character study which occurred midway through the process after the first draft attracted significant opposition. The current town boundary will be retained and growth will be achieved through sensitive infill development. A Community Reference Group was important in ensuring that the adopted Plan best represented the community's views.

### Planning Scheme amendment implements the Colac and Apollo Bay car parking strategy

Planning Scheme amendment C72 (Part 1), implementing the Colac and Apollo Bay Car Parking Strategy, was adopted by Council in June 2013. It introduced reduced rates for provision of car parking for new commercial uses in Colac and Apollo Bay. It also introduced a requirement for a cash-in-lieu payment on a development site in Apollo Bay where car spaces are not able to be provided. The amendment will introduce more realistic parking provisions and enable collection of funds over time for the construction of additional parking in Apollo Bay.

### Apollo Bay Harbour master plan revised

A revised Master Plan for the Apollo Bay Harbour has been completed, reflecting the outcomes from the successful Enquiry by Design consultation process in 2008. The highly contentious hotel and health and wellbeing centre has been removed from the Plan. It is intended that the revised Master Plan, prepared by consultants with funding from the State Government, will be included in the Planning Scheme through an amendment process in 2013/14.

### Heritage strategy developed

A new Heritage Strategy was developed in consultation with the community to guide Council's future activities concerning its built and cultural heritage. We received strong community support for the specific initiatives contained in the four year action plan.

### Audit of swimming pools and outdoor spas

An audit of all known swimming pools and outdoor spas was undertaken by our Building Unit during 2013. The purpose was to check for compliance with fencing/barrier requirements under the State Government's Building Regulations. The audit was very successful in highlighting a high rate of non-compliance with the regulations. Our staff are working with pool and spa owners to rectify areas of non-conformance, which will make pools safer for children.

### Disappointments

#### Use of SPEAR for electronic 'hosting' of planning applications

Early in 2012 the Planning Department introduced SPEAR, a website for electronic lodgement and management of planning permit applications. It was anticipated that the system would reduce processing times. Whilst regular permit applicants have been using the service, the lodgement rate by the general community is low. This has added a significant administrative burden as staff have been manually loading applications into the system, which has led to increased processing times. Whilst changes have been introduced to address this, the extra time taken to determine applications lodged in 2012/13 will continue to adversely affect service levels until late 2013.

#### Vegetation mapping overlay deferred

Council has been working with the State Government for a number of years to introduce new mapping of the Vegetation Protection and Environmental Significance Overlays. Amendment C70 to revise the mapping of the current overlay controls was put on public exhibition early in 2013 and attracted significant opposition from rural land owners, based largely on a misunderstanding of the implications of the amendment. Amendment C70 was ultimately deferred following the announcement of State Government reforms to native vegetation provisions and will not progress until the implications of these reforms are known.

#### Challenges

##### Reforms to State Government planning legislation

Significant reforms to the *Planning & Environment Act 1987*, being introduced in 2013/14, will require extensive changes to Council processes. These include:

- altering and removing Section 173 agreements
- consideration of extensions of time for planning permits
- referral processes to external authorities
- the introduction of a fast track process for specific types of simple planning permit types, termed *VicSmart*
- changes to the commercial, residential and rural zones.

These changes are in addition to those being introduced by Council to implement its own strategic planning program.

#### Our Objectives for the Year Ahead

- Commence a Colac Structure Plan review to identify where future growth will be accommodated. The project is subject to receipt of a State Government grant.
- Implementation of the State Government's new residential zones.
- Complete development of bushfire planning policies for Wye River, Kennett River, Separation Creek, Skenes Creek, Forrest, Gellibrand, Beech Forest and Lavers Hill.
- Commence audits of commercial property owners for compliance with Essential Safety Measures requirements of the Building Regulations, which includes fire alarms, fire hose reels and emergency exits.
- Explore implications of the State's Native Vegetation reforms and determine how these will influence the progress or otherwise of Amendment C70, which proposes changes to mapping of the Environmental Significance and Vegetation Protection Overlays.

### Planning applications

|         | Applications Received | Average days to process | Appeals to VCAT * | Council Decisions Upheld |
|---------|-----------------------|-------------------------|-------------------|--------------------------|
| 2008/09 | 506                   | 63                      | 12                | 8                        |
| 2009/10 | 404                   | 54                      | 19                | 15                       |
| 2010/11 | 409                   | 55                      | 12                | 5                        |
| 2011/12 | 382                   | 57                      | 11                | 7                        |
| 2012/13 | 297                   | 77                      | 10                | 8                        |

\* Victorian Civil and Administrative Tribunal

### Planning applications completed within the 60-day statutory timeframe

|         | Colac Otway Shire | Rural Councils |
|---------|-------------------|----------------|
| 2008/09 | 60%               | 67%            |
| 2009/10 | 90%               | 71%            |
| 2010/11 | 92%               | 71%            |
| 2011/12 | 71%               | 69%            |
| 2012/13 | 55%               | *Unavailable   |

\* Based on information available at the time of this report as PPAR data (State government Planning Permit Activity Report) not available until October 2013.

### Building applications

|         | Number of Applications | Average Days to Assess | Average Days to Issue Permit |
|---------|------------------------|------------------------|------------------------------|
| 2008/09 | 105                    | 20                     | 60                           |
| 2009/10 | 75                     | 17                     | 47                           |
| 2010/11 | 126                    | 17                     | 45                           |
| 2011/12 | 95                     | 18                     | 36                           |
| 2012/13 | 54                     | 20                     | 33                           |



### Progress on Council Plan Actions

√ Completed + Completed in 2012/2013/repeated annually  
> In progress, continuing in 2013/2014 Δ On hold, for review

| Council Plan Strategies                                                                                                      | Actions                                                                                                                                                           | Status |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                                                                                                                              | Advocate for more detailed mapping of the Erosion Management Overlay by State Government.                                                                         | √      |
|                                                                                                                              | Finalise a Rural Living Strategy and implement findings.                                                                                                          | √      |
|                                                                                                                              | Finalise and implement a car parking study for Colac & Apollo Bay.                                                                                                | √      |
|                                                                                                                              | Finalise a Structure Plan for Birregurra.                                                                                                                         | √      |
|                                                                                                                              | Commence a review of the Colac Structure Plan, including the identification of long term residential and commercial/industrial growth options.                    | >      |
|                                                                                                                              | In conjunction with the State Government, and subject to external funding, exhibit a Planning Scheme amendment for the Apollo Bay Harbour Master Plan.            | >      |
| Ensure that responsible planning mechanisms are used to control development in areas potentially affected by climate change. | Work with State Government to develop appropriate planning controls that respond to predicted sea level rise.                                                     | Δ      |
|                                                                                                                              | Advocate for State Government funding to undertake more detailed local area mapping of low lying areas along the coast to assist with climate change initiatives. | >      |
| Ensure all Council land use plans and strategies are current and responsive.                                                 | Regularly update and improve the Colac Otway Planning Scheme through Planning Scheme amendments.                                                                  | +      |
|                                                                                                                              | Undertake a Neighbourhood Character Study for Birregurra.                                                                                                         | √      |
|                                                                                                                              | Prepare Design Guidelines for Colac and Apollo Bay Industrial and Business 4 zone areas.                                                                          | Δ      |
| Enforce planning and building regulations to meet legislative requirements.                                                  | Implement comprehensive monitoring of the Essential Safety legislative requirements.                                                                              | >      |
|                                                                                                                              | Implement mechanisms to improve knowledge of building and planning requirements/responsibilities.                                                                 | √      |
| Ensure consistent and timely decision making for building and planning applications that meet Council's policy framework.    | Document and continuously improve processes and procedures for assessment and determination of building and planning permit applications.                         | √      |
|                                                                                                                              | Prepare and develop a more comprehensive Information Kit on building and planning application requirements.                                                       | √      |
| Ensure that environmental risks are adequately addressed for new development and land use.                                   | Work with State Government to develop and introduce planning controls that accurately reflect areas known to potentially have acid sulfate soils.                 | >      |
|                                                                                                                              | Introduce a Salinity Management Overlay to affected areas.                                                                                                        | >      |
|                                                                                                                              | Work with State Government to review policies and provisions in fire risk areas as appropriate following the conclusion of the Bushfire Royal Commission.         | >      |

# Environmental Management

## Fast Facts

### Objective

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

Services, projects and programs supporting this key result area

Environment Education/Promotion

Environmental Planning

Natural Resource Management

Sustainability Management

Transfer Stations/Recycling

Waste Management

### Key Achievements

- Completion of Environment Action Plan 2010-2012 and development of new plan for 2013-2015.
- Completion of Marengo landfill rehabilitation project.
- Retrofit of Rae St administrative centre with Ecologically Sustainable Design features (p 16).

### Net Expenditure

\$545,036

### Equivalent Full Time Positions

8.5

### Key Activities

- Protection and enhancement of environmental assets in the shire.
- Promotion of sustainable use of natural resources.
- Strengthening partnerships with key stakeholders.
- Building community capacity through environmental education and awareness raising programmes.
- Working closely with other business units to achieve multiple environmental benefits from Council programmes.
- Organisational greenhouse footprint tracking and reporting including vehicle fuel consumption, street lighting, energy use and waste.
- Waste minimisation programs.
- Auditing the water use of Council facilities.
- Household kerbside and litter waste collection services (contracted service).
- Transportation of waste to regional landfill and recycling facilities (contracted service).
- Management of Transfer Station and Landfill (contracted service).
- Operation of waste drop-off facilities (contracted service).
- Waste education.
- Kerbside waste bin inspections.
- Organics processing facility (includes sorting and decontamination).

### Service Statistics (compared with 2011/12)

- ↓ 7,770 trees, grasses and shrubs planted
- ↑ 4,622 tonnes of domestic waste diverted from landfill
- ≡ Weed control conducted on 20 Council managed environmental assets and 150 high conservation roadsides.
- ≡ Various environmental education events held across the shire including, World Environment Day, Earth Hour, National Tree Day, School Tree day, Threatened Species Day and Recreational Fishing Workshops.

## Highlights

### Barongarook Creek improvement works

The third stage of exotic tree removal has been undertaken as part of rehabilitating Barongarook Creek. Native species will be planted to help improve water quality, decrease erosion potential and create a healthy ecosystem that will attract native fauna to the area. Over 20 large Willow, Elm and Poplar trees were removed from the banks of the creek between Chapel Street and Lake Colac.

### Completion of Environment Action Plan 2010-2012

Achievements of the completed Environment Action Plan 2010-2012 included roadside vegetation mapping, development of an Open Space Strategy, and a number of local training workshops for business highlighting environmental issues and opportunities. [http://www.colacotway.vic.gov.au/Files/Environment\\_Action\\_Plan\\_2010\\_2012.pdf](http://www.colacotway.vic.gov.au/Files/Environment_Action_Plan_2010_2012.pdf)

A new Environment Action Plan for 2013-2015 has been developed. The plan identifies priority projects and programmes that address targets in the Environment Strategy 2010-2018.

### Engaging our community in environmental activities

The Environment Team has worked with a range of community groups and schools to deliver many environmental events. These include revegetation projects, fishing workshops, clean up days, pest animal control works and storm water management activities. World Environment Day is a high profile event. In 2012/13, over 200 students participated in a range of creative and educational workshops aimed at helping them understand and appreciate our unique environment. This approach is supported with Council coordinated planting days where visits from Wally the Water Skink (a big hit with children) build an awareness of threatened species within the Shire.

### Completion of Marengo landfill rehabilitation project

A \$250,000 project to rehabilitate the old Marengo landfill site was completed. The project included capping the existing landfill site with 500 ml of clay followed by a layer of topsoil. The clay acts as a seal to prevent storm water from entering the buried waste and contaminating groundwater. The site

has been revegetated to suit future recreational purposes.

### Advocating for a regional Waste to Energy facility

Council continued to be proactive by raising the need for a regional Waste to Energy facility with the local Barwon Regional Waste Management Group (BRWMG). BRWMG has committed to explore the concept and has acknowledged it in the Regional Waste Management Plan. We have also made a presentation to Sustainability Victoria requesting consideration of a regional facility as part of longer term planning.

### Safe waste collection for Wye River and Separation Creek townships

Significant safety issues have been addressed for kerbside collection of waste in the townships of Wye River and Separation Creek. Both townships have steep terrain with 100 metre drop-offs, narrow roads with no turning capability for waste collection trucks. Changes to address safety and access concerns included:

- smaller collection trucks better suited to the terrain
- creation of corrals for waste bins enable safe collection
- updated safe turning places for collection trucks.

### Disappointments

#### Energy smart funding application unsuccessful

The Community Energy Efficiency Program – Round Two application for \$487,200 of Federal Government funding was unsuccessful. The funding would have supported a state-of-the art heating, ventilation and air-conditioning system for the Bluewater Fitness Centre. This would have further future-proofed the redeveloped facility.

#### Cogeneration at Bluewater Fitness Centre not feasible

Cogeneration (using natural gas to generate electricity and heat) was not feasible for the Bluewater Fitness Centre redevelopment due to facility size, unknown future energy demands and a lack of local expertise to service and maintain the technology.



#### Increased contamination of recycled waste

An audit of recyclable material showed relatively high levels of contamination due to increased quantities of items such as plastic bags, polystyrene and clothing. The issue will be addressed by inspections of kerbside bins, notifications to relevant households on correct recyclable items and a public education program.

#### Challenges

##### Barongarook Creek rehabilitation works

During the next twelve months extensive weed control and revegetation works will be undertaken along Barongarook Creek, where large exotic tree removal has recently taken place. It will take many years to improve water quality and biodiversity along the creek and this needs to be done in staged sections to ensure the revegetation planting is successful.

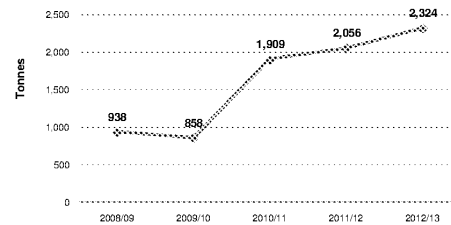
##### Drying of Lake Colac

The water level in Lake Colac is very low. Without significant rainfall from July to October, the lake is expected to dry out next summer. A prime concern this would create is a large fish kill event, similar to 2011. We will work with the Environment Protection Authority to develop a Lake Colac Fish Death Response Plan in order to minimise the impact of an event.

#### Our Objectives for the Year Ahead

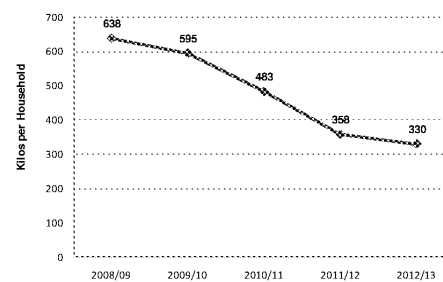
- Installation of Street Smart Lighting and two large Solar Arrays.
- Completion of Phase one of the Climate Resilient Communities project.
- Implementation of the Environment Action Plan.
- Consolidation of the Barongarook Creek Rehabilitation Works.
- Managing Dry Lake Issues.
- Preparation of a rehabilitation plan for the Alvie landfill site.
- Continue public education to increase correct usage of the kerbside recycling bin.

#### Organic waste diverted from landfill (tonnes)



The introduction of the three bin system in September 2010/11 has resulted in a large increase in the kerbside collection of green waste for composting.

#### Household waste to landfill (kilos)



The continuing downward trend in waste to landfill per household reflects a combination of community awareness and public education.

### Progress on Council Plan Actions

✓ Completed + Completed in 2012/2013/repeated annually  
> In progress, continuing in 2013/2014 Δ On hold, for review

| Council Plan Strategies                                                                                                                                                                                | Actions                                                                                                                                                                           | Status |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Develop a coordinated approach to managing environmental issues across all Council activities.                                                                                                         | Implementation of the Environment Strategy.                                                                                                                                       | +      |
|                                                                                                                                                                                                        | Development of 2 Year Action Plans for the Environment Program.                                                                                                                   | >      |
| Ensure the protection and enhancement of environmental values on Council owned and managed land.                                                                                                       | Develop and implement action plans to manage the threats to environmental assets on Council managed land in accordance with the Environment Strategy and the 2 Year Action Plans. | +      |
|                                                                                                                                                                                                        | Continue to implement the Lake Colac Management Plan and the Re-vegetation and Weed Control Master Plan.                                                                          | +      |
| Facilitate the protection and enhancement of environmental values on private land.                                                                                                                     | Continue to carry out audits of forestry operations on private land.                                                                                                              | +      |
|                                                                                                                                                                                                        | Continue to raise the awareness of private landholders on their responsibilities in relation to the environment.                                                                  | +      |
|                                                                                                                                                                                                        | Update the environmental overlays in the Planning Scheme to introduce the latest biodiversity mapping prepared by State Government.                                               | >      |
| Minimise environmental impacts and the use of natural resources associated with Council operations in accordance with Council's Environment Strategy 2010-2018.                                        | Continue program of works and practices in accordance with the Environment Strategy and 2 Year Action Plans.                                                                      | +      |
|                                                                                                                                                                                                        | Continue to implement agreed, viable water saving measures in accordance with the Environment Strategy and 2 Year Action Plans.                                                   | +      |
|                                                                                                                                                                                                        | Implementation of the planning scheme and Council processes to manage environmental issues associated with Council works.                                                         | +      |
|                                                                                                                                                                                                        | Develop and implement an Environmental Sustainability Policy.                                                                                                                     | ✓      |
| Promote environmental values in the broader community and work with other stakeholders on managing large scale issues in accordance with the process identified in the Environment Strategy 2010-2018. | Coordinate a range of environmental events across the region.                                                                                                                     | +      |
|                                                                                                                                                                                                        | Promote awareness of environmental issues through various media and forums.                                                                                                       | +      |
|                                                                                                                                                                                                        | Advocate where appropriate community views on environmental issues outside the direct responsibility of Council.                                                                  | >      |
|                                                                                                                                                                                                        | Encourage energy efficiency including the use of renewable and alternative energy sources.                                                                                        | +      |
| Minimise, recycle and manage residential waste                                                                                                                                                         | Implement the Landfill Rehabilitation Plan.                                                                                                                                       | >      |
|                                                                                                                                                                                                        | Implementation of the Waste Water Management Strategy.                                                                                                                            | >      |
|                                                                                                                                                                                                        | Investigate waste-to-energy for green waste                                                                                                                                       | ✓      |

# Economic Development

## Fast Facts

### Objective

*Council is committed to facilitating a healthy and resilient economy through effective leadership, advocacy, and partnership.*

### Net Expenditure

\$1,087,279

### Equivalent Full-time Positions

12.0

Services, projects and programs supporting this key result area

Business Development  
Economic Development  
Small Town Improvement  
Tourism

### Key Functions

- Working with business, government and community partners to help develop a sustainable local economy.
- Supporting local business development.
- Providing services for tourism to encourage them to stay longer in our region and spend more locally to support local business and the community.
- Delivering capital works projects that have a direct impact on economic development.
- Promoting investment in local communities.
- Developing and implementing local Township Community Infrastructure Plans and implementing local priorities through the Small Town Improvement Program.

### Key Achievements

- Launched the Colac Marketing Strategy, 'Colac, Life Your Way'.
- Launched the Otways Tourism Marketing Strategy, 'Love Our Region'.
- New programs to engage business leaders in strategic thinking.

### Service Statistics (compared with 2011/12)

- ↓ 190,501 walk-in visitor enquiries serviced and answered 13,662 phone enquiries at the Colac and Great Ocean Road Visitor Information Centres.
- ± Maintained Level 2 accreditation at Colac and Great Ocean Road Visitor Information Centres.
- ± 9 Small Town Improvement Program projects undertaken, with Council contributing \$80,000.
- ↓ 520 people attended local business development forums.

## Highlights

### Attracting new people and investment

We launched the Colac Marketing Strategy, 'Colac, Life Your Way', with branding, a new promotional website, a presence at the Victorian Regional Living Expo, regional TV advertising and advertising on Melbourne metro bus routes. The strategy aims to attract young families and professionals to help grow the local population and contribute to economic and community sustainability. The marketing campaign promotes the Shire's strengths and competitive advantages to attract new people and new investment. It will also enhance Colac's regional service centre status.

### Promoting local tourism

The Otways Tourism Marketing Strategy, 'Love Our Region', was also launched with branding, a new promotional website, a Facebook page, regional TV advertising and advertising on Melbourne metro bus routes. The program includes a 'Love Our Region' loyalty card for Colac Otway Shire residents and offers special deals to encourage local people to take visiting friends and relatives to local attractions, cafes and restaurants. 132 people signed up for the 'Love Our Region' loyalty card by 30 June 2013. The strategy aims to promote local tourism and support local business.

### Caring for our visitors

We delivered tourism assistance and advice to more than 150,000 visitors at Colac Visitor Information Centre and the Great Ocean Road Visitor Information Centre at Apollo Bay. These centres provide world standard tourism services and promote Colac Otway Shire to potential new residents as a place to live and invest.

### Engaging our business leaders

We initiated new programs to engage business leaders in strategic thinking about the future of Colac and to create ongoing networks to promote business growth:

- The Young Business Leaders Breakfast is a series of small gatherings to develop relationships and understanding across the various industry sectors in Colac. There have been four of these breakfast meetings with 16 people in attendance.
- The CEO and Business Leaders Lunch is a series of lunchtime meetings with the CEO and senior staff from Council and the Chief Executives and managers

of local businesses to build strong relationships between business leaders and Council. There have been five of these events with 15 people in attendance.

- The Colac Leadership Program is a partnership between Colac Otway Shire, Colac Area Health and Barwon Water to develop a leadership program for aspiring business and community leaders in Colac. The program is in development and expected to commence in 2014.

### Supporting our business owners

We delivered six business training and networking events. These events aim to inform, educate and inspire local business to develop their individual businesses and work together to make Colac Otway Shire a strong local economy. Events included:

- ANZ Business Breakfast with the Director of 'Red Balloon', Naomi Simson.
- Powercor Colac Otway Shire Business Awards.
- 'Establishing, Buying and Adding Value to your Business' and 'Business Culture Matters' seminars with accounting firm WHK.
- Small Business Commissioner Information Session.
- Business Coaching seminar.
- Five Working Women's Network events.

### Investing in our small towns

Small Town Improvement Program projects were completed in Carlisle River, Forrest, Beech Forest, Birregurra, Beeac and Cressy. Township Community Infrastructure Plans were also completed for Forrest and Birregurra. Council allocates \$80,000 annually to the implementation of priority projects such as streetscape improvements, shelters, lighting, parks, playgrounds and pathways. This investment in small town communities transforms townships and promotes economic development and community strengthening. It also ensures that small town communities are able to participate in the development of their townships through the creation of local community plans.

## Disappointment

### Completion of Master Plan delayed

The Master Plan for the former Colac High School site reached draft stage but was not able to be completed before the end of the financial year as anticipated. The project involved a high level of community engagement through a call for submissions, on-line and hard copy surveys and a large number of one-on-one conversations with the local community and key stakeholders.

### Challenges

#### Maintaining the momentum of marketing strategies

Maintaining the momentum achieved in the 'Colac, Life Your Way' Shire marketing strategy and the 'Love Our Region' tourism marketing strategy is a significant challenge. Marketing strategies need to be constantly refreshed to ensure they hold the attention of the target audience.

#### Restructure of regional tourism

The expected restructure of regional tourism will be completed early in the next financial year. With this comes the challenge of being involved in the wind down of the current regional tourism authority, Geelong Otway Tourism, and the establishment of the new Great Ocean Road Regional Tourism Board.

#### Increased competition for grant money

The year ahead will be challenging for the Colac Otway Shire Grants Strategy as both State and Federal Governments tighten budgets and grants become even more competitive.

## Our Objectives for the Year Ahead

An ambitious target has been set to complete a number of strategic projects in the next financial year:

- Planning for growth – Colac Otway Shire Economic Development and Tourism Strategy.
- Forrest Mountain Bike Strategic Plan.
- Advancing Country Towns Workforce and Industry Development Initiative:
  - Skills and Workforce Audit
  - Workforce Development Planning
  - Green Industry Feasibility Planning
  - Enterprise Driven Education and Training Pathways.
- Manage the Steering Committee to coordinate completion of the Detailed Design Stage of the CBD and Entrances Redevelopment Stage 1 – Inner Eastern Entrance and commencement of project works.
- Complete the Master Plan for the former Colac High School site. It will contain a new initiative, the Colac Investment Prospectus, and facilitate the establishment of the Colac Leadership Program.

## Grants received from government sources



The sharp increase in grant monies in 2011/12 was due to funding received for the redevelopment of the Bluewater Fitness Centre.



### Progress on Council Plan Actions

|   |                                      |   |                                          |
|---|--------------------------------------|---|------------------------------------------|
| ✓ | Completed                            | + | Completed in 2012/2013/repeated annually |
| > | In progress, continuing in 2013/2014 | Δ | On hold, for review                      |

| Council Plan Strategy                                                                                       | Council Plan Actions                                                                                                                                                                                        | Status |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Support the development of a diverse, skilled and capable workforce.                                        | Work with industry sectors on strategic workforce planning initiatives, including training and education.                                                                                                   | >      |
|                                                                                                             | Participate in local and regional task groups to improve access to vocational education and training and post compulsory education and training.                                                            | >      |
| Work with business to recognise growth potential from climate change and renewable energy initiatives       | Encourage and promote climate change sustainability initiatives for business and renewable and alternative energy opportunities for the Colac Otway Shire.                                                  | >      |
| Support local business to develop and succeed.                                                              | Implement new business support and facilitation services that make it easy to do business in the Shire.                                                                                                     | ✓      |
|                                                                                                             | Enhance Colac's regional service centre status through the development of a Marketing strategy.                                                                                                             | ✓      |
|                                                                                                             | Develop a Master Plan to support the redevelopment of the Colac Central Business District streetscape and city entrances.                                                                                   | ✓      |
|                                                                                                             | Continue to provide world standard tourism support services including Visitor Information Services, and support for local and regional tourism organisations.                                               | >      |
|                                                                                                             | Implement Business Development training programs, networking events and Business Awards.                                                                                                                    | +      |
|                                                                                                             | Provide on line information for customers and potential investors to access businesses in the Shire.                                                                                                        | +      |
| Lead, support and/or participate in regional and local development networks and partnerships.               | Promote and encourage the development of infrastructure to support nature based tourist development of Great Otway National Park/Otway Forest Park and Great Ocean Walk.                                    | >      |
|                                                                                                             | Promote and encourage the development of infrastructure to support Lake Colac tourism and community use.                                                                                                    | >      |
|                                                                                                             | Support local business associations such as Otway Business Inc, Apollo Bay Chamber of Commerce and Tourism, Otway Coast Tourism, Otway Scenic Circle Association, and Otway Hinterland Tourism Association. | >      |
| Participate in regional and Shire based marketing and promotion initiatives designed to promote.            | Promote the Shire's strengths and competitive advantages to attract new investment.                                                                                                                         | >      |
|                                                                                                             | Identify the capacity, demand and rating of accommodation in Colac including the attraction of a high end quality star hotel.                                                                               | >      |
|                                                                                                             | Facilitate the development of services and a calendar of business events / industry conferences designed to attract and engage external business and job opportunity for families and young people.         | Δ      |
|                                                                                                             | Continue to provide strategic support to tourism including operation of the Colac and Apollo Bay Visitor Information Centres and provision of funding to Otways Tourism.                                    | >      |
| Facilitate the development of infrastructure for business investment, growth and livability.                | Support the Apollo Bay Harbor Precinct development.                                                                                                                                                         | >      |
|                                                                                                             | Undertake streetscape planning for Apollo Bay to integrate with the proposed harbour development.                                                                                                           | Δ      |
|                                                                                                             | Develop small town / community capability by providing infrastructure and resources, including continued support for the Small Town Improvement Program.                                                    | +      |
|                                                                                                             | Lobby for improved telecommunications in the Colac Otway Shire in consideration of Federal Government and telecommunication owners' initiatives.                                                            | >      |
| Work in partnership with business, industry groups, government and agencies on sustainable economic growth. | Develop improved educative material on Council policy and practices to assist business with development proposals.                                                                                          | ✓      |
|                                                                                                             | Review business attraction and local business development policies.                                                                                                                                         | ✓      |

# Community Health and Wellbeing

## Objective

*Council will promote community health and wellbeing in partnership with other health services. Through a partnership approach, Council will provide a broad range of customer focused health, recreational, cultural and community amenities, services and facilities.*

Services, projects and programs supporting this key result area

Aged & Disability Services  
Bluewater Fitness Centre  
Colac Otway Performing Arts and Cultural Centre  
Community Transport  
Economic Development (part)  
Environmental Health Services  
Family and Children's Services  
Festivals and Events  
Immunisation Services  
Maternal and Child Health Services  
Older Persons and Ability Support Services  
Public Health and Wellbeing planning  
Recreation, Arts and Culture  
Rural Access  
Transport Connections  
Youth Services

## Key Achievements

- Accreditation success for in-home, community care and disability services.
- Completion of the Central Reserve Oval redevelopment project.
- Increase in personal care hours allows our older people to remain in their own homes for longer.

## Fast Facts

### Net Expenditure

\$2,534,536

### Equivalent Full Time Positions

66.6

### Key Activities

- Assessment, care management, maintenance and support services for frail older people, younger people with moderate to severe disabilities, and their carers.
- Support for families with children aged from birth to 6 years of age includes home visits to families in need, developmental assessments, appropriate referrals and the provision of information and parent education.
- Assisting with the needs of migrant and refugee families.
- Coordinating quality care for children from birth to twelve years in the homes of educators who contract their services to Council.
- Environmental health services encompassing immunisations, public health promotion and education, inspection of food premises, investigation of septic tank systems and investigation of nuisances and health related issues.
- Investigation of reports of infectious disease outbreaks and enforcement of EPA guidelines and emergency planning for a public health response.
- Encouraging active participation in sport, recreation and other leisure activities through the provision of programs, services and facilities.
- Facilitating and promoting major and community events to provide social, cultural, economic and tourism benefit.
- Encouraging and inspiring creativity in the arts to facilitate social activity and generate a healthy and vibrant community.

### Service Statistics (compared with 2011/12)

- ⬆ 6,165 community transports provided for older people and people with a disability.
- ⬆ 1,238 hours of property maintenance provided.
- ⬆ 330 children registered for Family Day Care.
- ⬆ 255 birth notifications.
- ⬆ 2,711 immunisations given *(more on page 56)*.

## Highlights

### Introduction of the National Disability Insurance Scheme

We have registered with DisabilityCare Australia to provide National Disability Insurance Scheme (NDIS) services within our Shire. We are part of the Barwon launch site, which is one of four launch sites across Australia to implement the NDIS. This new initiative aims to provide long term and individualised support for people with disabilities aged under 65 years. We will be working closely with service users, their families, DisabilityCare Australia and the Victorian Department of Human Services to enable a smooth transition to NDIS.

### Supporting our community members to stay at home longer

Through negotiations with the Department of Health we have been able to secure an increase of 1,200 hours for personal care services for our Shire's older people. This support assists people to maintain independence with dignity in their own homes. In the current period we provided increased hours of support to older people in our community and services such as meals on wheels. See graphs on page 58.

### Accreditation success for community care services

Our Older Person's and Ability Support Services has completed three successful audit accreditations this financial year, achieving certification until 2016. Audits were carried out by the:

- Victorian Department of Health for our Home and Community Care (HACC) programs, which provide in-home and community care services.
- Federal Department of Health and Ageing for the packaged care program known as Community Aged Care Packages (CACPs).
- Federal Department of Human Services Standards and the Disability Service Standards (FaHCSIA).

### Supporting physical access for people with disabilities

We initiated and supported the inaugural Accessibility Award as part of the Otway Business Inc annual business awards. The award sits within a broader strategy to raise community awareness and to lead improvements in physical access for people with disabilities.

We supported community members with a disability to organise events for the International Day of People with Disabilities. The Shire also hosted a range of free activities in Memorial Square to raise awareness of access, equity and inclusion issues, and to celebrate people of all abilities.

### Community Plan for Wye River and Separation Creek

A community plan was completed by members of the coastal townships of Wye River and Separation Creek, with significant administrative support from our Health and Community Services Unit. Key issues in the plan are safe walking access between Wye River and Separation Creek, including a pedestrian bridge across Separation Creek, weed eradication, developing fire safety planning measures and a plan for traffic and car parking during the peak tourist season. Preparation of the plan involved a number of community meetings and a survey of the community to better understand and document what was important to people.

### High percentage of children immunised

Immunisation figures released in June 2013 indicate that Colac Otway Shire is placed ninth amongst the 79 councils in Victoria, with 97.4% children fully immunised by five years of age. This is 5% above the State average of 92%.

### Redevelopment of the Bluewater Fitness Centre

Additional funding received from Sport & Recreation Victoria enables the full redevelopment of the Bluewater Fitness Centre. The additional funding allows for a new warm water pool and aquatic play facilities. This will complement the funding received from both State and Federal Governments for the stadium and gymnasium redevelopment. Detailed design for the \$10 million project has been completed, with construction to commence in 2013/14. This project is a key component of the Beechy Precinct development.

### Central Reserve Oval redevelopment completed

Reconstruction of the Central Reserve Oval was completed, transforming a poor quality playing surface to a high level sports field. The new oval has received positive



feedback from user groups, the AFL and the broader community.

The new surface attracted a number of high level matches including AFL Victoria's Herald Sun Country Shield. Hawthorn Football Club Senior Coach Alastair Clarkson, who paid a visit to inspect the venue said he was "very impressed with the quality of Colac's Central Reserve. I found that it certainly lived up to its reputation as one of the best playing surfaces in the State."

#### Vocal workshops with Jonathon Welch and the Choir of Hard Knocks

In November 2012, we hosted a day of singing workshops led by Jonathon Welch, which were attended by members of our six local choirs. The following day they performed with Jonathon and the Choir of Hard Knocks at the Happy Together concert on the Colac Otway Performing Arts and Cultural Centre (COPACC) main stage.

*"It was a very positive experience meeting Jonathon Welch. Working with the people from the Choir of Hard Knocks and Jonathon was a real privilege. The workshops with Jonathon were brilliant. We still use a couple of the songs and tools he gave us."* Choir member, Colac.

#### Bootcamp program a big success

In October 2012, Bluewater Fitness Centre launched its first round of Bootcamp. Mission 1 was a huge success with enrolments reaching capacity prior to the commencement of the program. All 40 participants completed the six week team based program achieving great results. The sessions took place at numerous Council owned outdoor spaces including sporting ovals, netball facilities and the Lake Colac foreshore.

Following the success of Mission 1, Mission 2 was expanded to cater for 72 motivated participants. This made it the biggest dry program ever conducted by the Centre. Mission 3 began in April 2013 and despite the cooler weather, we attracted another 46 participants. Bootcamp has been an extremely successful program and one which will be repeated.

Participant comments from Mission 1:

*"Boot Camp has been the best thing I have spent money on!"*

*"I reached my goal weight of 85kg thanks to Boot Camp, where I lost 7.6kg".*

#### Disappointments

##### Community plans delayed

The community plans for Gellibrand and Forrest were not completed. This was due to time demands on community members who work on a range of committees in these small communities. We are working towards completing the plans during 2013/14.

##### Maternal and Child Health appointments not kept

There was an increase in the number of parents failing to attend appointments with our maternal and child health nurses. This meant early assessment of infants to detect developmental problems could not be made. The flow on impact is that other parents requiring appointments missed out. This was a contributing factor to the lower level of consultations, see graph on page 58.

#### Challenges

##### Implementing the NDIS

The introduction of the NDIS means we will need to work through the transition and implementation issues for people who received our services under the Victorian Home and Community Care scheme. This will involve working closely with service users, their families, DisabilityCare Australia and the Victorian Department of Human Services

##### Potential impact on in-home child care

People wishing to become Family Day Care Educators (in-home carers) from 2014 onwards will need to be pre-qualified. This may impact on our future intake of Educators.

##### Temporary relocation of gymnasium

Major redevelopment works at the Bluewater Fitness Centre poses the challenge of relocating the gymnasium and dry programs to the Colac Youth and Recreation Centre, and effectively communicating the changes to our members and the broader community.

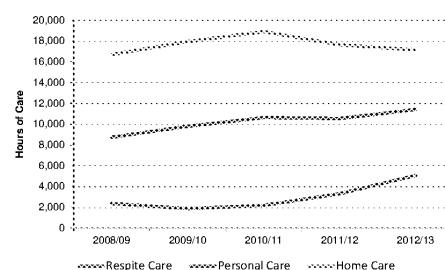
### Our Objectives for the Year Ahead

- Transition to the Nation Disability Insurance Scheme.
- Develop the Access, Equity and Inclusion Plan.
- Finalise the community plans for Gellibrand and Forrest.
- Support an inaugural Tri-athlon for the community with sections inclusive of people with physical and intellectual disabilities
- Commence redevelopment of the Bluewater Fitness Centre.
- Commence implementation of the Active Transport Strategy and Action Plan.
- Review and implement the Events Policy and Guidelines.
- Secure funding for the implementation of the Central Reserve Master Plan.
- In partnership with the community, deliver open space development projects at Wye River and Elliminyt.

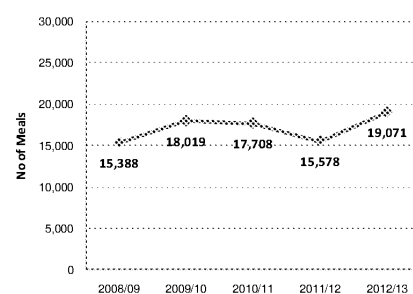
### Service Statistics (compared with 2011/12) Continued from page 55

- ◆ 46 community events delivered, with 70,500 attendances.
- ◆ 4 FReeZA events delivered.
- ◆ 2,400 attended FReeZA events.
- ◆ 1,019 events were held at COPACC, with 67,606 attendances.
- ◆ 10 exhibitions conducted in the COPACC foyer.
- ◆ 371 multi-passes were sold at Bluewater Fitness Centre.
- ◆ 1,136 attended the Learn to Swim program.
- ◆ 647 premises and other outlets selling food.
- ◆ 843 food safety inspections undertaken.

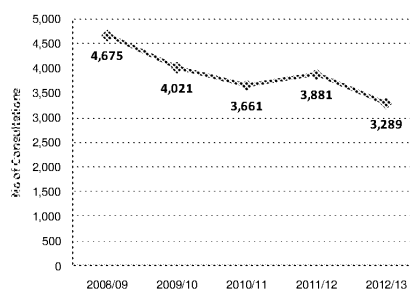
### Hours of support for older people



### Meals on Wheels delivered



### Maternal and Child Health consultations



### Progress on Council Plan Actions

√ Completed + Completed in 2012/2013/repeated annually  
> In progress, continuing in 2013/2014 Δ On hold, for review

| Council Plan Strategies                                                                                        | Actions                                                                                                                                                                                                                                                                           | Status |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Provide, facilitate or advocate for a range of health, recreation, community services and facilities.          | Develop a 10 year upgrade works program for Colac Otway Performing Arts and Cultural Centre                                                                                                                                                                                       | Δ      |
|                                                                                                                | Develop a 10 year capital upgrade works program for Blue Water Fitness Centre.                                                                                                                                                                                                    | Δ      |
|                                                                                                                | Develop a 10 year capital upgrade works facility improvement program for all recreation facilities and investigate external funding options to assist with these works, with priority to Council owned facilities.                                                                | Δ      |
|                                                                                                                | Continue in partnership with the Colac Community and project stakeholders to plan and develop the Beechy Precinct in accordance with Council approvals. Review Council's continued involvement in the Beechy Precinct regarding those elements still requiring Council approvals. | >      |
|                                                                                                                | Implement the extension of the Apollo Bay Library and additional program spaces.                                                                                                                                                                                                  | √      |
|                                                                                                                | Review and implement the Council Community Grants Program guidelines.                                                                                                                                                                                                             | √      |
|                                                                                                                | Implement Council's Recreation Strategy.                                                                                                                                                                                                                                          | >      |
|                                                                                                                | Develop an Active Transport Strategy.                                                                                                                                                                                                                                             | √      |
|                                                                                                                | Implement strategies in the Drug Action Plan.                                                                                                                                                                                                                                     | √      |
|                                                                                                                | Develop a Civic and Cultural Precinct Plan for Colac.                                                                                                                                                                                                                             | Δ      |
| Promote and facilitate cultural and community events throughout the municipality.                              | Investigate initiatives that reduce exposure to passive smoking in public places.                                                                                                                                                                                                 | >      |
|                                                                                                                | Implement the Arts and Cultural Strategy.                                                                                                                                                                                                                                         | >      |
|                                                                                                                | Implement the Festival and Events Strategy.                                                                                                                                                                                                                                       | √      |
|                                                                                                                | Work with event organisers and community groups to develop a broad range of community festivals and events                                                                                                                                                                        | >      |
| Adopt a partnership approach to addressing the current and future health and wellbeing needs of the community. | Implement and promote the Municipal Public Health Plan.                                                                                                                                                                                                                           | >      |
|                                                                                                                | Implement the Positive Ageing Strategy.                                                                                                                                                                                                                                           | >      |
|                                                                                                                | Develop and implement an Early Years Plan.                                                                                                                                                                                                                                        | >      |
|                                                                                                                | Develop and implement an Access, Equity and Inclusion Plan.                                                                                                                                                                                                                       | >      |
|                                                                                                                | Review the provision of Youth Services in the Shire.                                                                                                                                                                                                                              | Δ      |
| Support local communities to develop, grow and be great places to live.                                        | Implement the Transport Connections Strategy.                                                                                                                                                                                                                                     | √      |
|                                                                                                                | Liaise with local Real Estate Industry to monitor the local market and encourage diversity in housing choice.                                                                                                                                                                     | +      |
|                                                                                                                | Participate in local and regional Affordable Housing task groups.                                                                                                                                                                                                                 | Δ      |
|                                                                                                                | Work with Developers to create liveable, affordable and sustainable housing.                                                                                                                                                                                                      | +      |

# Corporate Governance

## Good governance

Good governance is about accountability, fairness and transparency of all our operations and decisions. It encompasses:

- making clear the legislation and regulations under which we operate
- local laws we are authorised to make
- our decision-making processes
- delegations of authority
- effective risk management systems and processes
- establishing frameworks for planning, monitoring operational effectiveness
- performance management.

## The role of Council

Colac Otway Shire is one of 79 Victorian councils that derives its role, powers and functions primarily from the *Local Government Act 1989*. Under s3D of the Act:

1. *A council is elected to provide leadership for the good governance of the municipal district and the local community.*
2. *The role of a council includes:*
  - a. *Acting as a representative government by taking into account the diverse needs of the local community in decision making;*
  - b. *Providing leadership by establishing strategic objectives and monitoring their achievement;*
  - c. *Maintaining the viability of the council by ensuring that resources are managed in a responsible and accountable manner;*
  - d. *Advocating the interests of the local community to other communities and governments;*
  - e. *Acting as a responsible partner in government by taking into account the needs of other communities; and*
  - f. *Fostering community cohesion and encouraging active participation in civic life.*

We do this by setting the strategic direction of the municipality, establishing and guiding policies, setting service delivery standards and monitoring the performance of the organisation on behalf of our community.

## How we make decisions

Council decisions are made in one of two ways:

1. By resolution at Council meetings and Special Committees of Council.
2. By Council officers under delegated authority.

Most decisions of an operational nature have been delegated to officers through the Chief Executive Officer (CEO). This system recognises the CEO's responsibility under the Local Government Act in managing the day-to-day operations of the organisation.

### **Conflict of interest**

Dealing with matters that come before Council for decision, individual councillors and members of staff may find that they, or their immediate family, have either a financial or some other advantage that could be interpreted as having undue influence on the outcome.

To ensure transparency in the decision-making processes of Council, councillors and staff are required to declare and document their interest in a matter. Where councillors have declared an interest they take no part in the decision-making process. During 2012/13 six Conflicts of Interest were registered by councillors.

Copies of the following publications, published by the Department of Planning and Community Development Victoria (now known as the Department of Transport, Planning and Local Infrastructure) have been provided to councillors and staff for information:

- *Conflict of Interest: A Guide for Councillors*, June 2011.
- *Conflict of Interest: A Guide for Council Staff*, October 2011.

### **Local Laws**

We have the following local laws in place:

#### *No. 1 Consumption of Liquor in Public Places*

Date Adopted by Council: 24 August 2005

Date Operational: 24 September 2005

#### *No. 2 General Local Law*

Date Adopted by Council: 23 September 2005

Date Operational: 24 September 2005

#### *No. 3 Livestock Local Law*

Date Adopted by Council: 21 November 2007

Date Operational: 22 November 2007

#### *No. 4 Council Meeting Procedures and Common Seal*

Date Adopted by Council: 24 February 2010

Date Operational: 1 March 2010

#### *No. 5 Colac Livestock Selling Centre*

Date Adopted by Council: 24 August 2005

Date Operational: 24 September 2005

Local Laws No. 1, 2 and 3 are currently being reviewed with the intent to complete the reviews by late 2013, including Gazetteal and implementation.

### **Council Plan strategic planning framework**

The Council Plan is the key strategic document guiding the direction of the Council for their elected four year term.

This was the final year reporting against the Council Plan 2009-2013.

#### *Development of the Council Plan 2013-2017*

The Council Plan for 2013-2017 was adopted by Council on 26 June 2013.

The aim of the Council Plan 2013-2017 is to articulate Council's vision for the future of Colac Otway Shire and to outline strategies to be achieved during the next four year period. It is an important strategic document for informing where Council's financial resources will be directed.

Following a review of our planning framework we positioned the Council Plan as our high level strategic document and we introduced an Annual Operational Plan. This new element in our internal planning process. It contains details of short term projects, significant recurrent work programs and other activities that were formerly included in the Council Plan.

The development of the Council Plan included extensive community consultation and a number of discussions with Councillors and staff. The Council Plan 2013-2017 can be viewed on Council's website at [http://www.colacotway.vic.gov.au/Files/Colac\\_Otway\\_Shire\\_Council\\_Plan\\_2013-2017\\_-\\_Final\\_20130626.pdf](http://www.colacotway.vic.gov.au/Files/Colac_Otway_Shire_Council_Plan_2013-2017_-_Final_20130626.pdf).

The plan is structured around four key themes or 'pillars', these are:

**Pillar 1: Good Governance**

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

**Pillar 2: A Planned Future**

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

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

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

**Policies, Strategies and Plans**

The following policies, strategies and key plans were reviewed and or adopted by Council during 2012/2013:

| Document                                                              | Date Endorsed/Adopted |
|-----------------------------------------------------------------------|-----------------------|
| Colac Botanic Gardens Masterplan                                      | 22 August 2012        |
| Birregurra and Forrest Community Infrastructure Plans                 | 22 August 2012        |
| G21 Regional Growth Plan                                              | 22 August 2012        |
| Colac Otway Fire Management Plan                                      | 19 September 2012     |
| Councillor Support Policy                                             | 19 December 2012      |
| Apollo Bay Drainage Strategy                                          | 19 December 2012      |
| Councillor Code of Conduct                                            | 27 February 2013      |
| Risk Management Policy                                                | 24 April 2013         |
| Internal Audit Policy                                                 | 24 April 2013         |
| Fraud Prevention and Control Policy                                   | 24 April 2013         |
| Port of Apollo Bay, Safety & Environment Management Plan              | 24 April 2013         |
| Procurement Policy                                                    | 22 May 2013           |
| Council Plan 2013-2017 and Strategic Resource Plan 2013-14 to 2016-17 | 26 June 2013          |
| G21 Economic Development Strategy                                     | 26 June 2013          |
| Birregurra Structure Plan                                             | 26 June 2013          |



## **Elected Representatives**

### **Council elections**

Council elections were held on Saturday, 27 October 2012, with 3 new Councillors elected:

- Cr Michael Delahunty
- Cr Mick McCrickard
- Cr Terry Woodcroft

Councillors returned for another term were:

- Cr Brian Crook
- Cr Stephen Hart
- Cr Lyn Russell
- Cr Chris Smith

### **Councillor induction**

An intensive induction program and workshop was conducted on 30 and 31 October 2012. The program included a number of topics to provide Councillors with information to assist them in their role:

- The fundamentals of being a Councillor
- Council finances
- Capital Works and Asset Management Process
- Key Strategic Planning
- Overview of each Department and Major Projects
- Legal responsibilities
- Code of Conduct
- Framework for working together

### **Code of conduct**

Council has a Code of Conduct, which was reviewed and adopted by the new Council on 27 February 2013. The code outlines the principles of good governance, guides councillors' behaviour, accountability and dispute resolution between councillors. The existing code is available on Council's web site at [http://www.colacotway.vic.gov.au/Files/D13\\_14933\\_\\_Councillor\\_Code\\_of\\_Conduct\\_-\\_2013.PDF](http://www.colacotway.vic.gov.au/Files/D13_14933__Councillor_Code_of_Conduct_-_2013.PDF)

### **Council meetings**

Council conducts its business in open and publicly advertised meetings. Ordinary Council Meetings are usually held on the fourth Wednesday of each month at Council Chambers in Colac. Reports are prepared independently by staff for both the decision and information of the Council. During the year, ordinary council meetings were also held in Apollo Bay in September 2012 and May 2013. On occasions, Special Council meetings are called to consider specific matters. Meetings are conducted in accordance with the meetings procedure provisions of Local Law 4.

Minutes of the Council meetings are available on Council's web site at [www.colacotway.vic.gov.au/Page/page.asp?Page\\_Id=265&h=0](http://www.colacotway.vic.gov.au/Page/page.asp?Page_Id=265&h=0).

### **Question time**

Question time is held at the start of each Council meeting. It provides the opportunity for members of the public to ask questions on issues in which Council has a direct interest or responsibility.

*Councillor attendance at meetings*

The following table indicates meeting attendance for the previous and current councillors for the reporting period:

| Council from 1 July 2012 to 27 October 2012  | Number of Council and Statutory Meetings |          | Number of Special Meetings |          |
|----------------------------------------------|------------------------------------------|----------|----------------------------|----------|
|                                              | Eligible to Attend                       | Attended | Eligible to Attend         | Attended |
| Cr Stephen Hart (Mayor)                      | 4                                        | 4        | 1                          | 1        |
| Cr Lyn Russell (Deputy Mayor)                | 4                                        | 4        | 1                          | 1        |
| Cr Brian Crook                               | 4                                        | 4        | 1                          | 1        |
| Cr Frank Buchanan                            | 4                                        | 3        | 1                          | 1        |
| Cr Stuart Hart                               | 4                                        | 3        | 1                          | 1        |
| Cr Geoff Higgins                             | 4                                        | 4        | 1                          | 1        |
| Cr Chris Smith                               | 4                                        | 4        | 1                          | 1        |
| Council from 29 October 2012 to 30 June 2013 |                                          |          |                            |          |
| Cr Lyn Russell (Mayor)                       | 9                                        | 9        | 4                          | 4        |
| Cr Stephen Hart (Deputy Mayor)               | 9                                        | 9        | 4                          | 4        |
| Cr Brian Crook                               | 9                                        | 9        | 4                          | 4        |
| Cr Michael Delahunty                         | 9                                        | 9        | 4                          | 4        |
| Cr Mick McCrickard                           | 9                                        | 9        | 4                          | 4        |
| Cr Chris Smith                               | 9                                        | 9        | 4                          | 4        |
| Cr Terry Woodcroft                           | 9                                        | 8        | 4                          | 3        |

The new Council was sworn in on Wednesday, 7 November 2013, following the General Election. The Statutory Meeting included the election of the Mayor for a two year period

*Councillor attendance at briefing sessions 29 October 2012 to 30 June 2013*

| Councillor                     | Number of Briefings Eligible to attend | Present In Full | Present In Part | Absent with apology | Absent |
|--------------------------------|----------------------------------------|-----------------|-----------------|---------------------|--------|
| Cr Lyn Russell (Mayor)         | 9                                      | 9               | 0               | 0                   | 0      |
| Cr Stephen Hart (Deputy Mayor) | 9                                      | 9               | 0               | 0                   | 0      |
| Cr Brian Crook                 | 9                                      | 9               | 0               | 0                   | 0      |
| Cr Michael Delahunty           | 9                                      | 8               | 1               | 0                   | 0      |
| Cr Mick McCrickard             | 9                                      | 3               | 6               | 0                   | 0      |
| Cr Chris Smith                 | 9                                      | 1               | 2               | 0                   | 6      |
| Cr Terry Woodcroft             | 9                                      | 4               | 4               | 1                   | 0      |



*Councillor attendance at workshops 29 October 2012 to 30 June 2013*

| Councillor                     | Number of Workshops Eligible to attend | Present In Full | Present In Part | Absent with apology | Absent |
|--------------------------------|----------------------------------------|-----------------|-----------------|---------------------|--------|
| Cr Lyn Russell (Mayor)         | 15                                     | 15              | 0               | 0                   | 0      |
| Cr Stephen Hart (Deputy Mayor) | 15                                     | 14              | 0               | 1                   | 0      |
| Cr Brian Crook                 | 15                                     | 11              | 3               | 1                   | 0      |
| Cr Michael Delahunty           | 15                                     | 11              | 3               | 1                   | 0      |
| Cr Mick McCrickard             | 15                                     | 6               | 7               | 1                   | 0      |
| Cr Chris Smith                 | 15                                     | 2               | 2               | 1                   | 10     |
| Cr Terry Woodcroft             | 15                                     | 8               | 4               | 3                   | 0      |

**Councillor support and remuneration**

The Councillor Support Policy provides a broad overview of how the Council provides assistance and support to the Mayor and councillors in carrying out their roles and official duties. A copy of the policy is available for inspection, as required under section 75B of the *Local Government Act 1989*, and is also available on Council's website at [http://www.colacotway.vic.gov.au/Files/Councillor\\_Support\\_2012.pdf](http://www.colacotway.vic.gov.au/Files/Councillor_Support_2012.pdf).

In line with the policy, support is provided to the Mayor in the form of a council vehicle and computer equipment and telephones are available for all councillors. The following table indicates the equipment currently provided to each Councillor:

| Councillor               | Land Line Phone | Mobile Phone | I-Pad Computer | Next G Internet Connection | Fax Machine |
|--------------------------|-----------------|--------------|----------------|----------------------------|-------------|
| Cr L Russell (Mayor)     |                 | ✓            | ✓              | ✓                          |             |
| Cr S Hart (Deputy Mayor) |                 | ✓            | ✓              | ✓                          |             |
| Cr B Crook               |                 | ✓            | ✓              | ✓                          |             |
| Cr Michael Delahunty     |                 | ✓            | ✓              | ✓                          |             |
| Cr Mick McCrickard       |                 | ✓            | ✓              | ✓                          |             |
| Cr C Smith               | ✓               | ✓            | ✓              | ✓                          | ✓           |
| Cr T Woodcroft           |                 | ✓            | ✓              | ✓                          |             |

The *Local Government Act 1989* (section 75) also provides for the reimbursement of 'necessary out of pocket expenses' incurred while performing the duties of a Councillor. Therefore, the Councillor Support Policy also provides for reimbursement of expenses for training, registration fees for conferences and functions, travel and child care.

The following table sets out the allowances paid to councillors for the reporting period:

| Councillor                     | Allowance<br>(including<br>superannuation) | Travel <sup>2</sup> | Total            |
|--------------------------------|--------------------------------------------|---------------------|------------------|
| Cr Lyn Russell <sup>1</sup>    | \$58,664                                   | \$2,491             | \$61,155         |
| Cr Stephen Hart <sup>1</sup>   | \$44,523                                   | \$8,685             | \$53,209         |
| Cr Brian Crook                 | \$25,775                                   | \$1,413             | \$27,188         |
| Cr Michael Delahunty           | \$16,400                                   | \$1,735             | \$18,135         |
| Cr Mick McCrickard             | \$16,400                                   | -                   | \$16,400         |
| Cr Chris Smith                 | \$25,775                                   | \$8,987             | \$34,762         |
| Cr Terry Woodcroft             | \$16,400                                   | -                   | \$16,400         |
| Cr Frank Buchanan <sup>3</sup> | \$9,375                                    | \$11,726            | \$21,100         |
| Cr Stuart Hart <sup>3</sup>    | \$9,375                                    | \$24,515            | \$33,890         |
| Cr Geoff Higgins <sup>3</sup>  | \$9,375                                    | -                   | \$9,375          |
| <b>Total</b>                   | <b>\$232,061</b>                           | <b>\$59,553</b>     | <b>\$291,614</b> |

Notes:

1. Cr Lyn Russell was elected as Mayor on 7 November 2012, taking over from Cr Stephen Hart. A councillor vehicle, currently a Ford Focus Diesel, is provided to the Mayor for business and private use.
2. Travel includes remote area travel allowance. The travel allowance represents the amounts paid to councillors during the period 1 July 2012 to 30 June 2013.
3. Outgoing Councillors on 27 October 2012.

## Committees of Council

The *Local Government Act 1989* acknowledges the need for Advisory and Special Committees of Council. These committees may include councillors, council staff and other persons as deemed necessary. The Act also allows for Council, by Instrument of Delegation, to delegate any of its functions, duties or powers to a Special Committee. The current Committees of Council are as follows:

| Committee                                                                                                | Councillor                                                                    | Meeting Frequency                                              | Purpose/Comments                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Audit Committee (Advisory Committee)                                                                     | Cr Michael Delahunty<br>Cr Stephen Hart<br>(includes 2 independent members)   | Quarterly, or more frequently as determined                    | To review financial and risk management systems and assist Council to carry out its corporate governance responsibilities. It has an independent member as the chairperson.                       |
| Australia Day Advisory Committee                                                                         | Cr Stephen Hart<br>Cr Lyn Russell<br>Cr Chris Smith<br>Cr Terry Woodcroft     | Once a year in December/January and other meetings as required | To review nominations, select Australia Day Award winners in the various categories and recommend to Council on the location of the Australia Day celebration.                                    |
| Central Reserve Advisory Committee                                                                       | Cr Brian Crook                                                                | Bi-monthly                                                     | To facilitate communication between Council, park user and local residents about matters concerning planning, development, maintenance and operation of the reserve.                              |
| Chief Executive Officer Appraisal Committee                                                              | All Councillors                                                               | Half Yearly                                                    | To review the performance of the CEO.                                                                                                                                                             |
| Colac Livestock Selling Centre Advisory Committee                                                        | Cr Chris Smith                                                                | Annual Budget meeting and other meetings as required           | To provide advice on the operations of the centre and make recommendations to Council.                                                                                                            |
| Festival & Events Support Scheme Advisory Committee (includes Events Coordinator and 2 external members) | Cr Mick McCrickard<br>Cr Lyn Russell<br>Cr Chris Smith<br>Cr Terry Woodcroft  | Once a year in May/June, and other meetings as required        | To consider the applications received for the Festival & Events Support Scheme and make any recommendations to Council on any strategic directions for specific events or the Support Scheme.     |
| Friends of the Colac Botanic Gardens Committee (Advisory Committee)                                      | Cr Chris Smith                                                                | Monthly                                                        | To undertake voluntary projects and to act as an advisory committee for Council.                                                                                                                  |
| Grants/Community Funding Advisory Committee                                                              | Cr Stephen Hart<br>Cr Mick McCrickard<br>Cr Chris Smith<br>Cr Terry Woodcroft | Once a year in June/July                                       | To consider the applications received for the Community Funding programs and make recommendations on any strategic directions for the specific projects or funding programs.                      |
| Lake Colac Coordinating Committee (Advisory Committee)                                                   | Cr Chris Smith                                                                | Quarterly                                                      | To be a forum to assist Council in the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan and to advise Council on the revitalisation and development of Lake Colac. |

| Committee                                                 | Councillor                                                                | Meeting Frequency                                         | Purpose/Comments                                                                                                                                                                                                                                       |
|-----------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Municipal Emergency Management Planning Committee (MEMPC) | Cr Michael Delahunty                                                      | Quarterly                                                 | To ensure the prevention of, the response to, and the recovery from emergencies that could occur within the Shire.                                                                                                                                     |
| Planning Committee (Special Committee)                    | All Councillors                                                           | Meets the second Wednesday of the month (where required). | To consider and determine all matters referred to it pursuant to the instrument of delegation, matters relating to strategic issues, receiving regular reports on key performance indicators, and other matters referred to the Committee as seen fit. |
| Small Town Improvement Program Advisory Committee         | Cr Stephen Hart<br>Cr Mick McCrickard<br>Cr Lyn Russell<br>Cr Chris Smith | Once a year in May, and other meetings as required        | To consider the applications received for the Small Town Improvement Program.                                                                                                                                                                          |

## Council representation on other committees

In addition to the previously listed committees, councillors represented the Council on other committees and groups:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Cr Lyn Russell, Mayor</b><br/>                     Apollo Bay Harbour Redevelopment Community Reference Group<br/>                     Australian Local Government Association<br/>                     Colac Otway Network of Community Centres<br/>                     G21 Board<br/>                     Geelong Otway Tourism Board<br/>                     Great South Coast Municipalities Group<br/>                     Heathfield Estate Reserve Community Reference Group<br/>                     Otways Tourism Advisory Committee<br/>                     Rural Council of Victoria<br/>                     Wye River &amp; Separation Creek Waste Consultative Committee</p>                                                                                                                                                                                                                                                                                                                         | <p><b>Cr Michael Delahunty</b><br/>                     Apollo Bay Harbour Redevelopment Community Reference Group<br/>                     G21 Economic Development Pillar<br/>                     Industry Advisory Group<br/>                     Local Laws Review Steering Committee<br/>                     Municipal Emergency Management Planning Committee<br/>                     Municipal Fire Management Planning Committee<br/>                     Transport Connections Local Advisory Group</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>Cr Stephen Hart, Deputy Mayor</b><br/>                     Apollo Bay Aquatic Centre (ABAC) Committee<br/>                     Apollo Bay Leisure Centre Liaison Group<br/>                     Australian Local Government Association<br/>                     Barnard Trust Committee<br/>                     Barwon Regional Waste Management Committee<br/>                     Colac Community Library &amp; Learning Centre Joint Use Advisory Committee<br/>                     Corangamite Regional Library Corporation<br/>                     G21 Education &amp; Training Pillar<br/>                     G21 Environment Pillar<br/>                     Heathfield Estate Reserve Community Reference Group<br/>                     Lavers Hill Swimming Pool Committee of Management<br/>                     Lavers Hill Waterhole Committee<br/>                     Municipal Association of Victoria<br/>                     Wye River &amp; Separation Creek Waste Consultative Committee</p> | <p><b>Cr Mick McCrickard</b><br/>                     Community Hub Inc<br/>                     G21 Health &amp; Wellbeing Pillar<br/>                     Port of Apollo Bay Consultative Group<br/>                     Tirrengower Drainage Scheme Committee of Management</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Cr Brian Crook</b><br/>                     Birregurra Structure Plan and Neighbourhood Character Study Community Reference Group<br/>                     Community Hub Inc<br/>                     COPACC Trust<br/>                     G21 Transportation Pillar<br/>                     Great South Coast Improve Our Connections Group<br/>                     Industry Advisory Group</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>Cr Terry Woodcroft</b><br/>                     G21 Arts &amp; Culture Pillar<br/>                     Municipal Emergency Management Planning Committee<br/>                     Municipal Fire Management Planning Committee<br/>                     Old Beechy Rail Trail Committee</p> <p><b>Cr Chris Smith</b><br/>                     Community Hub Inc<br/>                     COPACC Trust<br/>                     Dairy Industry Training Committee<br/>                     Industry Advisory Group<br/>                     Municipal Aerodrome Committee – Colac<br/>                     Old Beechy Rail Trail Committee<br/>                     Oudit Quarry Consultative Committee<br/>                     Rural Financial Counselling Service Victoria – Wimmera Southwest<br/>                     Timber Towns Committee<br/>                     Weeds Consultative Committee<br/>                     Youth Council</p> |

### Audit committee

The Audit Committee meets quarterly and its main function is to provide an internal control framework to:

- 1.1 Assist the Council in its oversight responsibilities by monitoring, reviewing and advising on:
  - The truth and fairness of the view given by the annual financial and performance statements of the Council
  - The Council's accounting policies and practices in accordance with current and emerging, accounting standards
  - The external auditor's performance
  - The independence and performance of the internal audit function
  - Compliance with legal and regulatory requirements and policies
  - Compliance with Council policy framework
  - Internal controls, the control environment and the overall efficiency and effectiveness of financial operations
  - The Council's overall risk management policy and programs
- 1.2 Provide a forum for communication between the Council, management and the internal and external auditors.

Members of the Audit Committee were:

| Audit Committee                                                    | Eligible to Attend | Actual Attendance |
|--------------------------------------------------------------------|--------------------|-------------------|
| Mr Mike Said, Independent Member and Chairperson (EMES Consulting) | 4                  | 4                 |
| Ms Linda MacRae, Independent Member (Local Solutions Pty Ltd)      | 4                  | 4                 |
| Cr Stephen Hart                                                    | 4                  | 4                 |
| Cr Michael Delahunty                                               | 3                  | 3                 |
| Cr Stuart Hart                                                     | 1                  | 1                 |

Mr Mike Said was reappointed Chairperson of the committee in March 2012.

Ms Linda MacRae was reappointed to the Committee commencing 1 May 2013.

Cr Stephen Hart and Cr Michael Delahunty were appointed at the Statutory Meeting held on 7 November 2012. Cr Delahunty replaced former Councillor Cr Stuart Hart on the Committee.

The Chief Executive Officer, General Manager Corporate and Community Services, Manager Organisational Support and Development, Manager Finance and Customer Services and the Senior Accountant attend meetings to assist with information and support. Other council officers attend as required.

Over the financial year the Audit Committee dealt with issues under the following headings as per the Audit Committee Charter:

- Compliance with Laws & Reporting
- External Audit
- Financial Reporting
- Internal Audit
- Internal Control
- Risk Management
- Other Issues

*Outcomes*

- Developed an Audit Committee Plan for the year
- Review and endorsement of the 2011/12 Financial Statements, Standard Statements, Performance Statement and Audit Management Letters
- Review End of Year Management Report 2011/12
- Review of various Victorian Auditor General's Reports to Parliament applicable to Local Government including Fraud Prevention Strategies in Local Government
- Review of the 2012/13 External Audit Strategy and development of an Internal Audit program
- Review of Audit Committee Charter, Internal Audit Policy, Fraud Prevention and Control Policy and Risk Management Policy
- Review of Risk Management Issues and monitoring of the Risk Register developments
- Review of the Audits for SafetyMAP, JMAPP Property and Fidelity Insurance
- Review Benchmarking/Performance Indicator Information
- Monitoring of Road Management Plan compliance
- Quarterly reporting of Fraud Control Program
- Quarterly monitoring of Excess Annual Leave of staff
- Review of Quarterly Performance Reports to Council
- Review of Council Plan, Budget and Long Term Financial Plan processes
- Reviewed the Audit Plan for period 2012/13 to 2016/17
- Reviewed the audit scopes, reports and recommendations of internal audit projects, including Payroll Review, Fraud Management Review and IT Control Environment Review.
- Review of Waste Management results
- Review of Procurement/Purchasing Practices

Council's External Auditor is the Victorian Auditor General (agent Coffey Hunt).

Council's internal Auditor is Crowe Horwath.

## **Risk management**

In April 2013 Council endorsed a revised Risk Management Policy. The Policy articulates a systematic approach to identifying, analysing and mitigating risks.

Reviews of policies, internal controls and standards supporting the Risk Management Strategy are monitored by the Risk Management Committee. Identified risks have been added to our risk register within TRIM, our corporate records system, and allocated to appropriate officers for action. Risk mitigation strategies are updated regularly with responsible officers being required to routinely update and report on their progress.

## **Occupational health and safety**

Our annual SafetyMap surveillance audit was conducted in November 2012. There were four Corrective Actions Required (CARs) following the audit, these were:

- Fire extinguishers in trucks out of punch. Oversight during regular inspection.
- No evidence of risk assessment at Safeyards for walkway & stair works. Lack of understanding of requirements to undertake work of this nature.
- No evidence of corrective action taken for 2 failed pressure vessels. Failure to record proposed works to rectify issue.
- Safeyards incident not notified to WorkSafe Victoria. Lack of understanding of requirements to report incidents of this nature to WorkSafe for any person injured, not just Council staff.

We took action to address these issues and all issues were rectified by March 2013. Council was deemed compliant with the criteria and we maintained our SafetyMap certification.

## **Insuring our risks**

### *Public and professional liability*

The biennial Liability Mutual Insurance (LMI), formerly Civic Mutual Plus/CMP, audit was conducted in December 2011. The audit covered:

- Town Planning and Building
- Risk Management
- Food Safety
- Road and Footpath management
- Tree Management
- Written Agreements and Recreation.

An audit review meeting was held in February 2013 with an LMI auditor to review Council's progress, against areas previously identified as having potential for improving our result. Excluded were those areas that required inspection. Our audit score improved by 3%; however it was noted that there were a number of additional improvements that were not eligible for a revised score in this financial year. As a result, we anticipate a better score in 2014.

### *Asset insurance/ Fidelity insurance*

JLT Municipal Asset Protection Plan Discretionary Trust (JMAPP) provide Council's asset insurance and conduct audits every second year, alternating with the Liability Mutual Insurance audit. The Municipal Officers Fidelity Guarantee Fund (Fidelity) audit is conducted concurrently with the JMAPP Audit. Council underwent its bi-ennial audit as part of our ongoing involvement with the JMAPP insurance scheme. Our result was disappointing at 59%, however there were some positive comments included in the executive summary of the report:

*"Council is to be commended on maintaining a current version of their Business Continuity Plan (BCP). A comprehensive business impact analysis and exercise of the BCP has also been completed with assistance from an external consultant."*



*It is important to recognise and acknowledge the significant changes in the new JMAPP audit criteria and which places increased emphasis on results from site inspections and proactive risk management."*

On a positive note, Council scored 100% in the areas of Business Continuity Management and Accountability Continuous Improvement.

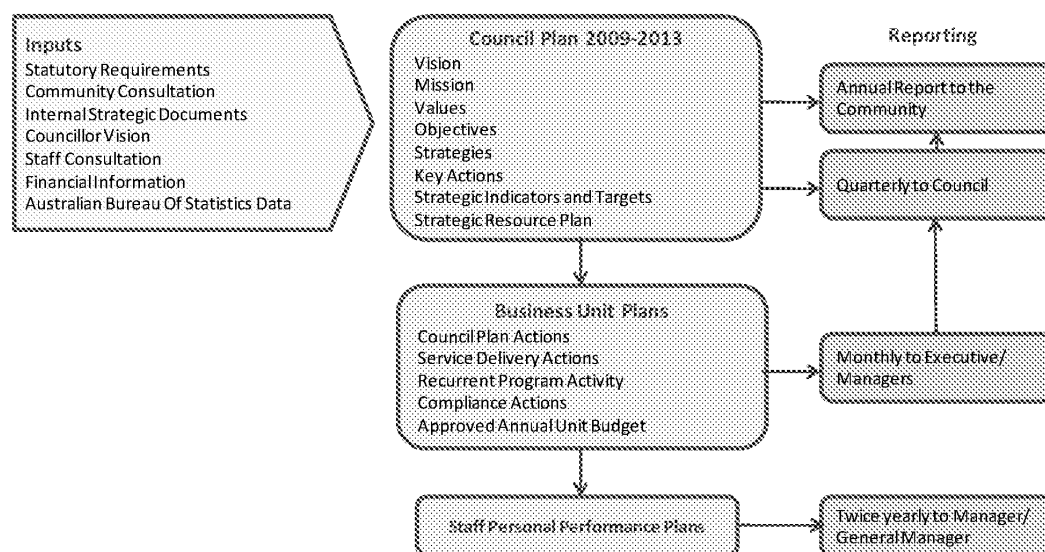
*WorkSafe insurance*

Our WorkSafe insurance premium noted that Council was performing on average 33% better than our industry sector.

## Business planning

Our integrated business planning system, Interplan®, assists us in creating a consistent approach to business planning and reporting by generating strong linkages between the Council Plan, annual business unit plans and employees' personal plans.

To further strengthen these linkages significant effort went into the development of our 2013-2017 Council Plan, along with the introduction of an accompanying organisational Annual Operational Plan. This will sit between the Council Plan and Business Unit Plans. The new structure allows the Council Plan to be a truly strategic, outcome focussed plan, and will give the Annual Operational Plan the necessary flexibility to respond to changing conditions.



The following table provides an overview of reporting intervals and the audiences that receive reports:

| Performance Report              | Content                                                                                                                                                             | Audience                                                                            | Interval                                          |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------|
| Annual Report                   | Report of operations<br>Achievement in line with Council Plan strategies<br>Victorian Local Government Indicators<br>Legislative compliance<br>Financial management | Colac Otway community, Council, State Government, businesses, partners and visitors | Annual by 30 September                            |
| Financial Management            | Financial position                                                                                                                                                  | Council, CEO and General Managers                                                   | Monthly to the Executive and Council              |
| Council Plan Key Actions Report | Achievement in line with Council Plan strategies                                                                                                                    | Council, CEO, General Managers and Managers                                         | Quarterly                                         |
| Business Unit Report            | Progress according to business unit actions                                                                                                                         | CEO, General Managers and Managers                                                  | Monthly                                           |
| Employee Personal Plans         | Progress against personal plan actions                                                                                                                              | Employee and their Manager                                                          | Twice a year                                      |
| Capital Works                   | Progress according to implementation schedule and expenditure                                                                                                       | Council, CEO, General Managers and Managers                                         | Monthly to the Executive and Quarterly to Council |

## **Continuous service improvement**

The Best Value provisions outlined in the Local Government Act require Council to review its services against the following principles:

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

During 2012/13 our major focus continued on improvements to some of the larger systems including the:

- Staged implementation of the Prince2 project management methodology. This will result in a process that delivers well considered and viable projects, close up the weakness in evaluation of completed projects and improve future planning.
- The final stage of the upgrade to our telecommunications systems was completed in 2013. The Voice over Internet Protocol (VoIP) system has provided a range of capabilities our staff, and especially the Customer Assist Team, can access, dramatically improving our ability to respond to the public. It is anticipated that the new system will deliver a reduction in the operational costs estimated to be approximately \$20,000 in the 2013/14 financial year.

The following service improvements have also been implemented during 2012/13:

- Our Strategic Planning department has reviewed their operations and implemented the following initiatives:
  - The introduction of a range of planning information sheets/checklists. The aim is increased quality of planning applications and reduced processing times.
  - A review of standard planning permit conditions, removing redundant conditions and ensuring that standard conditions are up to date with best practice.
  - A new template was introduced for the preliminary assessment of new planning permit applications. It is partially filled out by the planner at the commencement of the application. The template ensures that all necessary information is assessed more thoroughly at the start of the permit process, introducing greater consistency and minimising potential for errors.
  - Introduction of peer review by Council's solicitor of Section 173 agreements to ensure they are consistent and the wording is appropriate. This has standardised the quality of the documents.
- The Economic Development Unit facilitated two new initiatives:
  - The Colac Leadership Program developed in partnership project with Council, Colac Area Health, Barwon Water, and Otway Business Inc. It is funded by the State Government, participant fees and local business sponsorship. The program is designed to provide a local entry-level leadership/management program.
  - Engaged a retail expert consultant through the Victorian State Government Small Business Mentoring program to review the retail facets of the Visitor Information Centres at Colac and Apollo Bay. It is anticipated the review will result in improved purchasing, display, stock control and profit in the 2013/14 financial year for the two centres.
- Information Services Unit
  - The Information Services Unit (ISU) worked with the other business units of Council to improve systems, software development and enhancements. In addition ISU is involved in the records management STEP program aimed at continuous improvement of Council's information management processes, a legislated requirement of the Public Records Office Victoria.

## Legislative Compliance

### Information Privacy Act 2000

Council has adopted policies relating to information privacy and health records that meet the requirements of the *Information Privacy Act 2000* and the *Health Records Act 2001*. Both Acts include privacy principles that relate to the collection, use and disclosure of information. Council's Information Policy and Guidelines can be downloaded from our website at <http://www.colacotway.vic.gov.au/Files/18.2InformationPrivacy2009.pdf> [http://www.colacotway.vic.gov.au/Files/18.2\\_InformationPrivacyGuidelines2009.pdf](http://www.colacotway.vic.gov.au/Files/18.2_InformationPrivacyGuidelines2009.pdf).

At Colac Otway Shire we believe the responsible handling of personal information is a key aspect of democratic governance and we are strongly committed to protecting an individual's right to privacy. No complaints were received during 2012/13.

### Freedom of Information Act 1982

The Act grants the community the right to access certain council documents. This general right of access is only limited by exceptions and exemptions, which have been prescribed to protect essential public interests and the private and business affairs of people about whom Council holds information.

The Act has four principles:

1. The public has the right of access to information.
2. Local governments are required to publish information on the documents they hold.
3. People may request that inaccurate, incomplete, out-of-date or misleading information in their personal records be amended.
4. People may appeal against a decision not to give access to the information or not to amend a personal record.

Written requests for documents must be addressed to Council's Freedom of Information Officer. The request must specify the document required or if unable to do so, give sufficient detail to enable the relevant document to be located, the form of access required and include details of the applicant's contact details. Applications must be accompanied by the prescribed fee. For further information and access to the FOI Access Request Form, see Council's website [http://www.colacotway.vic.gov.au/Files/Freedom\\_Info\\_Application.pdf](http://www.colacotway.vic.gov.au/Files/Freedom_Info_Application.pdf).

### Appeals

Applicants may appeal against a decision made in response to requests for access to documents and amendment of records, or against the cost levied for allowing access to documents. Information about the appropriate process of appeal will be conveyed to the applicant in the initial decision letter. Applicants should consult Part IV of the Act for further information about appeal rights.

### FOI Applications Recorded

|         |    |
|---------|----|
| 2012-13 | 9  |
| 2011-12 | 6  |
| 2010-11 | 17 |
| 2009-10 | 9  |
| 2008-09 | 22 |

### Whistleblowers Protection Act 2001

The *Whistleblowers Protection Act 2001* was replaced by the *Protected Disclosure Act 2012* on 10 February 2013.

No disclosures were received under the *Whistleblowers Protection Act 2001* up to 10 February 2013.

#### **Protected Disclosure Act 2012**

The *Protected Disclosure Act 2012* commenced on 10 February 2013. The purposes of this Act are:

- (a) to encourage and facilitate disclosures of:
  - (i) improper conduct by public officers, public bodies and other persons; and
  - (ii) detrimental action taken in reprisal for a person making a disclosure under this Act; and
- (b) to provide protection for:
  - (i) persons who make those disclosures; and
  - (ii) persons who may suffer detrimental action in reprisal for those disclosures; and
- (c) to provide for the confidentiality of the content of those disclosures and the identity of persons who make those disclosures.

Council must establish procedures:

- that facilitate the making of disclosures.
- for the handling of disclosures including any notifications to the Independent Broad-based Anti-corruption Commission (IBAC).
- for the protection of persons from detrimental action.

The procedures must be established before 10 August 2013 and be made available to members of the public and each staff member.

No disclosures were received under the *Protected Disclosure Act 2012* for the period 10 February 2013 to 30 June 2013.

#### **Equal Opportunity**

Colac Otway Shire is committed to the principles of Equal Opportunity and anti-discrimination legislation. Our staff, volunteers and clients are entitled to work in an environment free from unacceptable workplace behaviour. Access to employment, promotion, training and other work related opportunities are underpinned by the principles of merit and equity. In 2012/2013 we introduced a Diversity and Inclusion Policy and revised our Equal Employment Opportunity Policy.

#### **Road Management Act 2004**

Council, as a road authority, is required under Section 22 of the Act to publish a copy or summary of any direction received from the Minister in its annual report. No directions were received from the Minister in 2012/13.

#### **Domestic Animals Act 1994**

Under the Act Council is required to create a Domestic Animal Management Plan and to evaluate its implementation in the annual report. The Domestic Animal Management Plan provides Council with a sound basis from which to plan, coordinate and make decisions to meet the present and future needs of the community.

The plan was prepared in accordance with the requirements and responsibilities under the *Domestic Animals Act 1994*, the *Impounding of Livestock Act 1994*, the Colac Otway Shire Council's General Local Laws and relevant policies. The plan was endorsed by Council on 24 July 2013.

The new plan identified strategies and actions to implement the vision, aims and objectives for animal management and contains recommendations for a wide range of actions to be undertaken by Council in a programmed approach. These actions enable Council to maintain a balance between the competing interests of animal management and to accommodate new requirements.

The plan addresses topics including Authorised Officer training, promotion of responsible pet ownership including registration, minimisation of dog attacks, operation of the Municipal Pound facility and general service delivery throughout the municipality.

All Officers are trained to the required standard with Certificate IV in Statutory Compliance and Certificate IV in Animal Management. This plan will be due for further review in 2016.

Commitment to animal welfare is showing results, with the numbers of animals registered continuing to increase whilst animal impoundments are decreasing. A contributing factor is the continued effort by Local Laws Officers to deliver a professional and efficient service where animal welfare is the focus.

As at 30 June 2013 there were 6,403 domestic animals registered; 4,858 dogs and 1,545 cats.

- Of the 272 dogs impounded, 198 were returned to their owner, 43 were rehoused and 31 were euthanased. There has also been a substantial decrease in the dog euthanasia rate which is encouraging (down from 75 in 2011/12). Despite our best efforts to rehouse animals the number of persons wanting to rehouse suitable dogs is difficult to maintain.
- Of the 101 cats impounded (down from 193 in 2011/12), 15 were returned to their owner, 51 were rehoused and 35 were euthanased (down from 76 in 2011/12). We continue to receive support through a local vet who is running a cat adoption program.

Overall, of the 373 animals impounded (down from 523 in 2011/12), 82% were returned to their owner or re-housed, up from 77% in 2010/11. However, this only represents the animals that were physically brought to the pound and does not include the many animals that were able to be taken straight home.

#### **Country Fire Authority Act 1958**

Under the Act Council is required to create a Municipal Fire Management Plan and to evaluate its implementation in its annual report.

Council's 2012/13 Annual Fire Prevention Inspection Program has been undertaken, in line with the 2009 Victorian Bushfire Royal Commission Recommendations. Strategic fire breaks identified in the plan have been maintained and fire prevention inspections undertaken during the fire danger period. In total 652 (down from 763 in 2011/12) properties were issued with a Schedule 15 Fire Prevention Notice (FPN), with 26 properties failing to comply (down from 58 in 2011/12). Although this is still disappointing, it is a very small proportion of the 8,000 properties that were inspected and shows that the vast majority of the community is committed to undertaking fire prevention activities in responsible and timely manner.

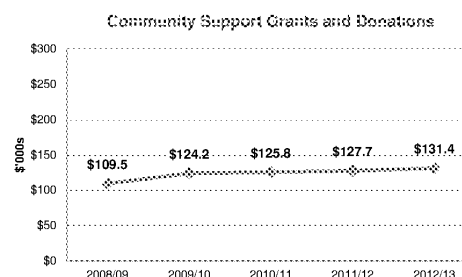


## Grants and donations to the community

To assist our community undertake cultural, recreational, environmental and community support projects and activities, Council provides grants and donations to community groups and organisations. In 2013 we gifted a total of \$431,980 to our community; \$131,389 was granted as a result of applications for funding by community groups and organisations for a variety of projects ranging from minor maintenance to sporting clubs and arts and theatre groups, and \$300,591 was allocated by Council to provide support for community events and organisations. Aggregated over the last 5 years this is a \$2.03 million investment in the social fabric of our community.

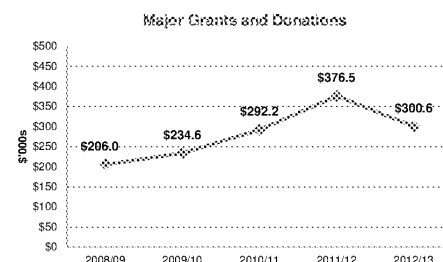
### Community support grants and donations

A five year view of the Community Support Grants and Donations reveals Council has provided a total of \$618,576 to support community groups, with a variety of projects, ranging from minor maintenance to sporting clubs and arts and theatre groups.



### Major grants and donations

Over the past five years Council has provided \$1,409,853 in Major Grants and Donations to support community events and organisations.



## Council memberships

Council is a member of a number of groups/organisations including the following key memberships:

| Organisation                                        | Amount   |
|-----------------------------------------------------|----------|
| Aquatics & Recreation Victoria Inc                  | \$545    |
| Australian Performing Arts Centres Association      | \$809    |
| Australian Rural Roads Group                        | \$455    |
| Autodata Aust Pty Ltd                               | \$1,116  |
| Cemeteries & Crematoria Association of Victoria     | \$136    |
| Family Day Care Victoria Incorporated               | \$165    |
| G21 Geelong Regional Alliance Ltd                   | \$41,000 |
| Geelong Otway Tourism Inc                           | \$79,634 |
| Great South Coast                                   | \$13,636 |
| ICLEI                                               | \$700    |
| Life Saving Victoria                                | \$123    |
| Livestock Saleyards Association of Victoria Inc     | \$2,488  |
| Local Government Finance Professionals              | \$575    |
| Local Government Professionals                      | \$1,573  |
| National Family Day Care Council (Aus) Inc          | \$145    |
| National Sea Change Taskforce Inc                   | \$2,273  |
| Otway Business Inc                                  | \$364    |
| Play Australia                                      | \$250    |
| Revenue Management Association                      | \$100    |
| RIM Professionals Australasia                       | \$600    |
| TaxEd Pty Ltd                                       | \$905    |
| Timber Towns Victoria                               | \$2,500  |
| Vic Maternal & Child Health Co-ordinators Group Inc | \$50     |

| Organisation                                           | Amount           |
|--------------------------------------------------------|------------------|
| Victorian Association of Performing Arts Centres       | \$918            |
| Victorian Community Transport Association Incorporated | \$220            |
| Victorian Planning & Environment Law Association       | \$177            |
| <b>Total</b>                                           | <b>\$151,757</b> |

#### Public access to registers and documents

Under the *Local Government Act 1989*, Council is required to have the following list of documents available for public inspection. These documents can be viewed at the Colac Otway Shire Offices at 2-6 Rae Street, Colac from 8.30am to 5.00pm Monday to Friday.

- Details of current allowances fixed for the mayor and councillors.
- Details of senior officer's total salary packages for the current financial year and previous year.
- Details of overseas or interstate travel undertaken in an official capacity by councillors or any council staff in the previous 12 months.
- Names of council officers who were required to submit a return of interest during the financial year and the dates the returns were submitted.
- Names of councillors who were required to submit a return of interest during the financial year and the dates the returns were submitted.
- Agendas and minutes for Ordinary and Special Council meetings held in the previous 12 months.
- A list of all special committees established by the Council and the purpose for which each committee was established.
- A list of all special committees established by Council which were abolished or ceased to function during the financial year.
- Minutes of meetings of special committees established under Section 86 of the *Act* and held in the last 12 months.
- A register of delegations kept under the *Local Government Act 1989*.
- Submissions received under Section 223 of the *Act* during the previous 12 months.
- Agreements to establish a regional library.
- Details of all property, finance and operating leases entered into by Council
- Register of authorised officers appointed under Section 224 of the *Act*.
- A list of donations and grants made by the Council during the financial year.
- A list of the names of the organisations of which the Council was a member during the financial year.
- A list of contracts valued at \$100,000 (or such higher amount as is fixed from time to time) or more which Council entered into during the financial year without first engaging in a competitive process and which are not contracts referred to in 186(5) of the *Act*.

Council's website [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au) also offers extensive information ranging from council meeting agendas and media releases to job vacancies and the minutes of council meetings.



## Victorian Local Government Indicators

At the Council Plan level the key performance indicators address outcomes of the Council Plan strategies and actions and the following legislatively prescribed indicators (Victorian Local Government Indicators):

|                                                                                                       | 2008/09           | 2009/10           | 2010/11           | 2011/12            | 2012/13          |
|-------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|--------------------|------------------|
| <b>Affordability</b>                                                                                  |                   |                   |                   |                    |                  |
| Average rates and charges per assessment                                                              | \$1,228           | \$1,288           | \$1,400           | \$1,474            | \$1,586          |
| Average rates and charges per Residential assessment                                                  | \$1,000           | \$1,031           | \$1,151           | \$1,222            | \$1,222          |
| <b>Sustainability</b>                                                                                 |                   |                   |                   |                    |                  |
| Average liabilities per assessment                                                                    | \$695             | \$887             | \$977             | \$1,169            | \$720            |
| Operating result per assessment – surplus/(deficit)                                                   | \$129             | \$213             | \$222             | \$64               | \$116            |
| <b>Services</b>                                                                                       |                   |                   |                   |                    |                  |
| Average operating expenditure per assessment                                                          | \$2,437           | \$2,528           | \$2,580           | \$2,794            | \$2,935          |
| Community Satisfaction Survey for overall performance generally of the Council                        | Index Mean<br>N/A | Index Mean<br>N/A | Index Mean<br>N/A | Index Mean<br>N/A* | Index Mean<br>57 |
| <b>Infrastructure</b>                                                                                 |                   |                   |                   |                    |                  |
| Average capital expenditure per assessment                                                            | \$564             | \$895             | \$780             | \$774              | \$803            |
| <b>Renewal</b>                                                                                        |                   |                   |                   |                    |                  |
| Current spending on renewal to Asset base consumed during the year                                    | 70%               | 71%               | 109%              | 84%                | 87%              |
| <b>Renewal and Maintenance</b>                                                                        |                   |                   |                   |                    |                  |
| Current spending on renewal plus maintenance to Asset base consumed during the year, plus maintenance | 105%              | 82%               | 105%              | 94%                | 127%             |
| <b>Governance</b>                                                                                     |                   |                   |                   |                    |                  |
| Community Satisfaction Survey for Council's advocacy and community representation on key local issues | Index Mean<br>N/A | Index Mean<br>N/A | Index Mean<br>N/A | Index Mean<br>N/A* | Index Mean<br>59 |
| Community Satisfaction Survey for Council's engagement in decision-making on key local issues         | Index Mean<br>N/A | Index Mean<br>N/A | Index Mean<br>N/A | Index Mean<br>N/A* | Index Mean<br>55 |

\* To improve the quality and representativeness of the Community Satisfaction Survey (CSS) the State Government revised the survey in 2012, with methodological and content changes including:

- an improved index calculation system,
- sample size changes,
- change to a population representative survey rather than a household head survey, and
- reframing of many of the questions.

Scores cannot be compared to previous years due to the above changes; however future results will gradually build a comparative picture.

## FINANCIAL PERFORMANCE

**In brief**

- ## Operating results

Revenue

A breakdown of Council's revenue sources highlights that 86% of our income is derived from three income categories:

- 
- | Income Source                       | Percentage |
|-------------------------------------|------------|
| Grants - capital                    | 37.4%      |
| Grants - operating                  | 3.1%       |
| Contributions - cash                | 13.1%      |
| Other income                        | 0.4%       |
| Reserves/investments                | 1.1%       |
| Statutory fees and fines            | 1.6%       |
| User fees                           | 21.2%      |
| Private income                      | 9.4%       |
| Contributions - non-monetary assets | 8.3%       |
| Grants - restricted                 | 1.3%       |
| Other income                        | 0.2%       |
| Grants - capital                    | 0.1%       |
| Grants - capital                    | 0.1%       |
| Grants - capital                    | 0.1%       |

### Expenditure

A breakdown of our expenses highlights that 92% related to three expenditure categories.

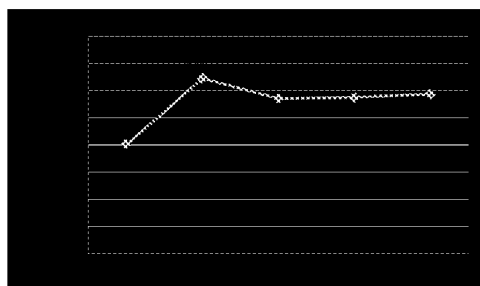
- 
- | Category                                                                       | Percentage |
|--------------------------------------------------------------------------------|------------|
| Value of net liabilities (liabilities or associates) for the group, net of tax | 36.4%      |
| Other                                                                          | 22.6%      |
| Other                                                                          | 32.2%      |
| Other                                                                          | 0.2%       |
| Other                                                                          | 0.7%       |
| Other                                                                          | 0.1%       |
| Other                                                                          | 0.1%       |
| Other                                                                          | 0.1%       |

### Capital Works

During the financial year, we invested \$11.73 million in Capital Works activities. The investment in capital works continues to focus on addressing the considerable issue of maintaining or renewing the community's existing assets.

Some of the many projects undertaken during the year included the:

- Rehabilitation of the Barham River bridge
- Rehabilitation of the Upper Gellibrand Road bridge
- Central Reserve Oval rehabilitation



### Assets

Our total assets are \$290 million, a \$3 million increase over the previous year. The major components of assets are:

- Property, plant, equipment and infrastructure (land, buildings, roads, bridges etc)
- Cash assets (mainly short-term investments)

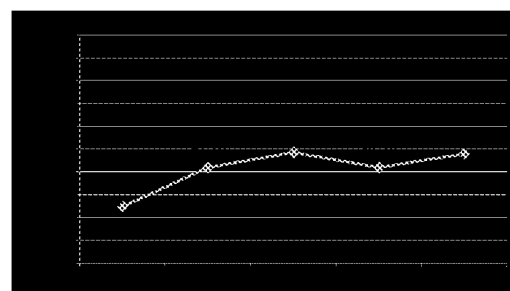
Together these asset categories account for 99% of all assets.

### Liabilities

Council's liabilities include loans, amounts owed to suppliers, amounts owed to employees for leave entitlements and provisions for landfill rehabilitation. Our total liabilities are \$14.96 million as at 30 June 2013.

The overall level of liabilities has decreased from 2011/12 due to the payment of the call of \$3.18 million made by the trustee for the Local Government defined benefits superannuation scheme. Offsetting this, our loan liability levels have increased during 2012/13 to \$4.97 million due to borrowing funds to commence the roofing of the Coliac Livestock Selling Centre. Current debt levels mean that we are operating well within the Victorian State Government prudential ratio limits.

### Loan liability



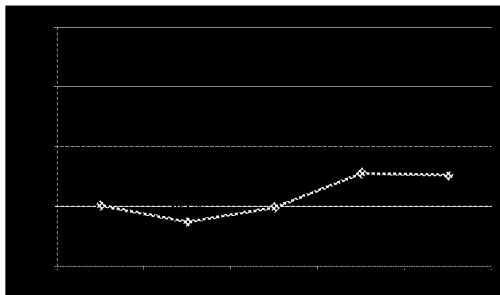
## FINANCIAL INDICATORS

The financial indicators included in this report provide information on the trends developing over time in our performance. The following indicators show that while we have had some negative movement in 2012/13, Council continues to be in a strong financial position.

### Debt Servicing Ratio

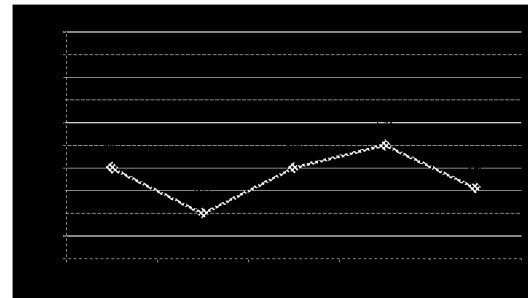
The Debt Servicing Ratio essentially shows how much we spend on maintaining our outstanding debts compared with how much revenue we earn. The lower the ratio, the better off Council is. These debt-servicing costs refer to the payment of interest on loan borrowings, finance lease interest and bank overdraft. The ratio expresses the amount of interest paid as a percentage of our total revenue.

The ratio shows an upward trend over the last few years as the borrowings for the Colac Community Library and Learning Centre and the Apollo Bay Waste Transfer Station have taken effect. The ratio of 0.8%, now stable, is well under the prudential limit of 5% set by the Victorian State Government.



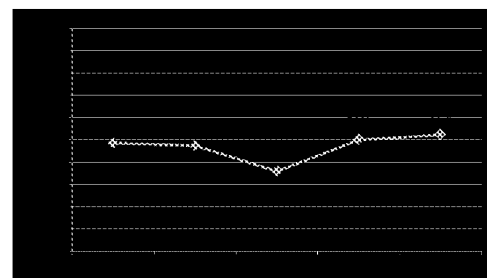
### Debt Commitment Ratio

The Debt Commitment Ratio is used to illustrate how much of our revenue is used to fund our existing debt for the year. This includes the payment of loan principal and interest, finance lease principal and interest. The rate at which the ratio either increases or decreases is a reflection of our debt redemption strategy. The debt commitment ratio expresses the percentage of rate revenue utilised to pay interest and redeem debt principal. Our ratio of 3% is well under the limit of 10% set by the Victorian State Government.



### Revenue Ratio

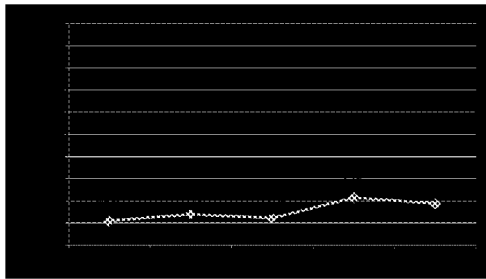
The Revenue Ratio shows the level of our reliance on rate revenue. It is an indication of how much of our total revenue comes from rates and charges. It is influenced by other revenue sources such as government grants, contributions, special charges, user fees and charges. Rate income is a secure and predictable source of revenue. A low ratio can warn of undue reliance on other forms of revenue, which may or may not be sustainable e.g. government grants. The preferred position is to rely heavily on both rates and other commercial revenue, with a low dependency on government grants.



### Debt Exposure Ratio

The Debt Exposure Ratio enables an assessment of our solvency and exposure to debt. A low ratio means that our realisable (or saleable) assets, such as land, buildings, plant and equipment exceed its overall liabilities. Total indebtedness refers to the total liabilities of Council compared with total realisable assets.

Overall, the ratio has reduced since 2002/03, with the 2012/13 result reverting to the previous trend of low level movements, particularly after the upward spike in 2011/12 as the Local Government Defined Benefits Superannuation call was recognised. The ratio has now shifted lower and remains well under the limit of 50% set by the Victorian State Government.



### Financial Sustainability Indicators

Financial sustainability is defined in a number of different ways. A generally accepted definition is whether local governments have sufficient current and prospective financial capacity (inflows) to meet their current and prospective financial requirements (outflows).

To be sustainable, local governments need to have some excess capacity at any point in time to be able to manage future financial risks and shocks without having to radically adjust their current revenue or expenditure policies.

The indicators utilised by the Victorian Auditor General to assess the financial viability of councils are:

- Underlying Result – whether enough revenue is generated to cover operating costs (including the cost of replacing assets, reflected in depreciation expense).
- Liquidity – whether sufficient working capital exists to meet short-term commitments.
- Self-Financing – whether sufficient operating cash flows are generated to invest in asset renewal and to repay any debt incurred in the past.
- Indebtedness – whether there is an over reliance on debt to fund capital programmes.
- Capital Replacement – whether assets have been replaced at a rate consistent with the rate of their consumption.
- Renewal Gap – whether existing assets have been maintained at a consistent rate.

In the following graphs, the figures for the financial years 2008/09 to 2011/12 are taken from the Victorian Auditor-General's (VAG) report [http://www.audit.vic.gov.au/reports\\_and\\_publications/latest\\_reports/2011-12/20111123-local-govt.aspx](http://www.audit.vic.gov.au/reports_and_publications/latest_reports/2011-12/20111123-local-govt.aspx)

The 2012/13 figures in the graphs are our calculations of the ratios, as the final VAG figures are not due until late 2013.

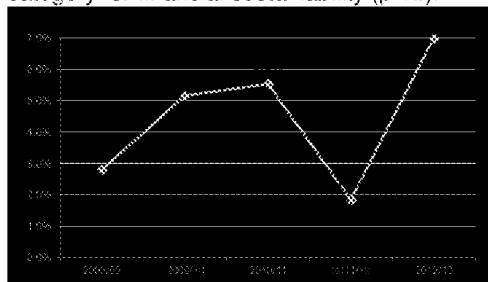
### Financial Sustainability Risk Matrix

The matrix shows a mixed result for 2012/13, with the indicators for Indebtedness Ratio and Capital Replacement moving from a Low to a Medium risk level:

| Indicators              | Colac Otway Result | Risk Levels           |                               |                   |
|-------------------------|--------------------|-----------------------|-------------------------------|-------------------|
|                         |                    | High                  | Medium                        | Low               |
| Underlying Result Ratio | 2.2%               | Between 100% and 150% | Between negative 10% and zero | Greater than zero |
| Liquidity Ratio         | 200%               | Greater than 100%     | Between 100% and 150%         | Greater than 100% |
| Indebtedness Ratio      | 21%                | Greater than 40%      | Between 40% and 60%           | Less than 40%     |
| Self Financing Ratio    | 21%                | Greater than 40%      | Between 40% and 60%           | Greater than 40%  |
| Capital Replacement     | 100%               | Greater than 100%     | Between 100% and 150%         | Greater than 100% |
| Renewal Gap             | 21%                | Greater than 40%      | Between 40% and 60%           | Greater than 40%  |

### Underlying Result Ratio

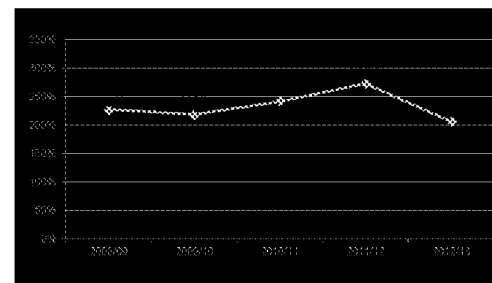
This ratio includes capital grants, which aid in generating an underlying surplus that can be utilised for new assets or asset renewal. This result places Council within the 'Low' risk category for financial sustainability (p 12).



### Liquidity Ratio (or Working Capital Ratio)

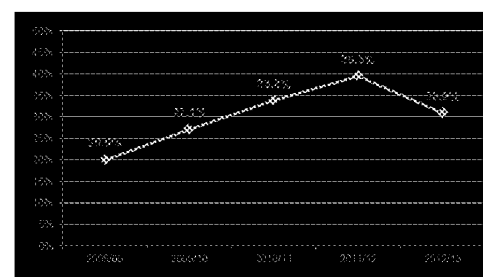
The Working Capital Ratio expresses the level of current assets, such as cash and investments, that Council has available to meet our current liabilities, including outstanding creditors and employee entitlements.

The target in Council's Strategic Resource Plan is to maintain a ratio of at least 150%. Our current ratio is well over the recommended limit of 150% indicated by the Auditor General. This is a positive result as it places Council in the 'Low' risk category, indicating that we have no immediate issue with repaying our liabilities when they fall due.



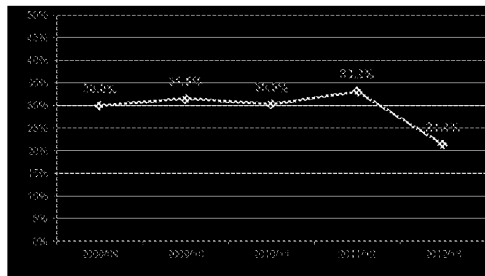
### Indebtedness Ratio

This ratio indicates our ability to repay debt from our own sources of revenue, such as rates and charges. The ratio has moved from 'Medium' to 'Low' risk as a result of Council funding the \$3.18 million Local Government Defined Benefit Superannuation call during the year. The longer term impact of funding the superannuation call from existing reserves will need to be carefully managed to limit the impact on the condition of Council's assets and Council's ability to meet its ongoing operations.



### Self Financing Ratio

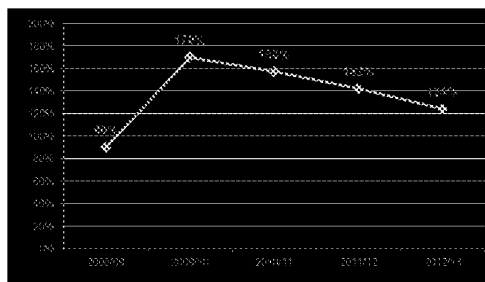
Results indicate that we are generating enough cash from operations to fund the renewal of existing assets. Although falling into the 'Low' risk category, Council is only marginally within this grouping.



### Capital Replacement

This ratio is concerned with the overall spending on assets, both new and existing. The graph shows that there has been a steady decline in the ratio over the last four years.

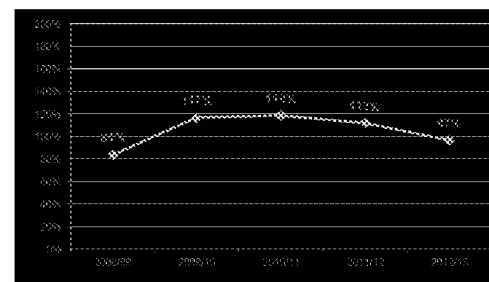
2012/13 shows an ongoing commitment to maintaining a positive ratio of capital expenditure compared with depreciation of infrastructure assets. As the ratio is below 150%, it now falls into the 'Medium' risk category of the Financial Sustainability Risk assessment.



### Renewal Gap

This ratio is concerned with the renewal and upgrade of our existing assets (i.e. replacing an asset with another that will do the same or slightly better job). The graph shows that we have been relatively consistent in funding the replacement of our existing assets.

However, Council has again fallen slightly behind in the replacement of the community's assets, with the ratio falling into the 'Medium' risk category of the Financial Sustainability Risk assessment.





## UNDERSTANDING THE FINANCIAL STATEMENTS

### Introduction

Financial viability or sustainability is reviewed and assessed using many different tools. The most important tool in understanding Council's financial performance for the period is the financial report or financial statements.

Financial statements together tell the reader a story. One statement in isolation is like reading one chapter of a book. Unless you read all the chapters, you miss out on understanding what the story is trying to tell you.

The financial statements show how Council performed financially during the 2012-2013 financial year and the overall position at the end of the financial year (30 June 2013).

Council presents its financial report in accordance with the Australian Accounting Standards. Particular terms required by the standards may not be familiar to some readers. Colac Otway Shire Council is committed to accountability. It is in this context that the following explanations have been developed to assist readers understand and analyse the financial report.

Council's financial report has three sets of statements, all of which will be explained in this guide:

- Standard Statements (p 93)
- General Purpose Financial Statements (p 103)
- Performance Statement (p 162)

One of the critical differences concerns what is included and excluded between the two sets of financial statements.

The General Purpose Financial Statements and the data throughout this annual report include all entities controlled by Council: in essence, a consolidated or combined position. This combined position includes the functions of the Colac Otway Shire Council and those of the Port of Apollo Bay. To understand the activities of either the Council or the Port in isolation, readers should refer to note 43 of the General Purpose Financial Statements.

### What are the Standard Statements?

The Standard Statements provide Council with the opportunity to disclose information in a different format to that presented in the General Purpose Financial Statements and will differ from council to council. The Standard Statements are designed to provide information in a way more relevant to the readers and our community. There are four different statements provided for in this area:

- The Standard Income Statement
- The Standard Balance Sheet
- The Standard Cash Flow Statement
- The Standard Statement of Capital Works

The Standard Statements provide a comparison between the actual results for the year and the original budget that was set by Council at the beginning of the financial year. All major differences greater than 10% are explained in the accompanying notes.

The figures disclosed in the standard statements are prepared on a basis consistent with the Council budget format, and therefore, individual line items in the standard statements may differ to those disclosed in the Financial Statements.

### The Standard Income Statement

The Standard Income Statement is sometimes referred to as a Profit and Loss Statement and shows:

- The sources of Council's income under various income headings.
- The expenditure incurred in running the Council during the year. These expenses relate only to the 'operations' and do not include the costs associated with the purchase or the building of assets.

The key figure to look at is the surplus or (deficit) for the year which is the equivalent to the profit or (loss) of Council for the year.

### The Standard Balance Sheet

The Standard Balance Sheet is a one page summary that shows what Council owns as assets and what it owes as liabilities. The bottom line of this statement is called 'net assets' which is the net worth of Council which has been built up over many years.



### **The Standard Cash Flow Statement**

The Standard Cash Flow Statement summarises Council's cash payments and cash receipts for the year. The values may differ from those shown in the Standard Income Statement because that statement is prepared on an accrual accounting basis. In addition, the amounts disclosed in the standard cash flow statement are at gross value including Goods and Services Tax (GST) where applicable.

### **The Standard Statement of Capital Works**

The Statement of Capital Works set out the expenditure on creating or buying property, infrastructure, plant and equipment, investment property and intangible assets by each broad type of asset. It also shows how much has been spent (invested) on renewing, upgrading or creating new assets.

### **What is contained in the Annual Financial Report?**

Council's financial report has two main sections, the Report and the Notes. There are four Statements and 43 notes. These are prepared by Council staff, examined by Council and Council's Audit Committee and are audited by the Victorian Auditor-General.

The four statements included in the first few pages of the report are the Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity and a Cash Flow Statement.

The Notes detail Council's accounting policies and the make-up of values contained in the statements.

### **Comprehensive Income Statement**

The Comprehensive Income Statement measures Council's performance over the year and shows if a surplus or a deficit has been made in delivering services. The surplus or deficit is the same as a profit or loss.

This statement includes all sources of income, less all operating expenses incurred in delivering Council services. This includes depreciation, or the consumption, of the value of buildings, roads, footpaths, drains and all other assets, which are used to deliver Council services. These assets are depreciated over the life of the asset as they are consumed, in other words we measure how much of an asset we have consumed.

Capital costs or new assets acquired or created during the year are excluded from the statement but, as indicated above, are depreciated as they are used.

The statement is prepared on an 'accrual' basis. This means that all income and costs for the year are recognised even though the income may not yet be received (such as interest on bank deposits) or expenses not yet paid (invoices not yet received for goods and services already used).

If the statement is in a deficit (loss) situation, this means that Council is not creating a sufficient surplus (profit) to replace infrastructure assets at the time when they need to be replaced. Continual deficits may indicate concern about Council's ability to be financially viable in the longer-term.

The key figure to look at is the surplus/(deficit) for the year. A surplus means that the revenue was greater than expenses.

### **Balance Sheet**

The Balance Sheet is an important financial statement. This one-page summary is a snapshot of the financial situation as at 30 June 2013. It shows what the Council controls as assets and what it owes as liabilities. The bottom line of this statement is net assets. This is the net worth of Council, which has been built up over many years.

The assets and liabilities are separated into current and non-current. Current means those assets or liabilities which will fall due or be consumed in the next 12 months. The components of the Balance Sheet are described below.

### **Current and Non-Current Assets**

- Cash includes cash and cash equivalents i.e. cash held in the bank, petty cash and term deposits.
- Trade and other receivables are monies owed to Council by ratepayers and others.
- Inventories include the stock held for sale or consumption in council services.
- Other assets represent prepayments, which are expenses which have been paid in advance of the service delivery.
- Investment in associate is the investment in the Corangamite Regional Library Corporation.
- Property, plant and equipment, infrastructure is the largest component of

Council's worth and represents the value of all land, buildings, roads, vehicles, equipment, and other items which have been invested in by Council over many years.

#### Current and Non-Current Liabilities

- Trade and other payables are those to whom Council owes money as at 30 June 2013.
- Trust funds and deposits represent money held in trust or deposits received and held by Council.
- Provisions include employee benefits, which is the accounting term for accrued long service and annual leave provisions. Landfill rehabilitation works are also grouped under provisions.
- Interest bearing liabilities includes loans, which are repaid over a set period of time, and lease liabilities that are leases of assets where ownership of the asset is transferred to Council.

#### Net Assets

This term is used to describe the difference between the value of total assets and the value of total liabilities. It represents the net worth of Council as at 30 June 2013. The net value of the Council is also synonymous with total equity.

#### Total Equity

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

- Asset revaluation reserve is the difference between the previously recorded value of property and infrastructure assets and their current valuations. In other words, it is the value of assets in excess of what we paid for the assets.
- Other reserves are allocations of the accumulated surplus to specific projects or obligations.
- Accumulated surplus is the value of all net assets accumulated over time.

#### Statement of Changes in Equity

During the course of the year, the value of total equity as set out in the balance sheet changes. This statement shows the values of such changes and how these changes arose.

The main reason for a change in equity stem from:

- The 'profit and loss' from operations, described in the Comprehensive Income Statement as the surplus/(deficit) for the year.
- The use of monies from Council's reserves and transfers to Council's reserves.
- Revaluation of assets; this takes place in a staggered fashion every three years for each category of assets. It also occurs when existing assets are taken up in the books for the first time.

#### Cash Flow Statement

The Cash Flow Statement summarises Council's cash payments and cash receipts for the year. This statement is presented according to a very specific Accounting Standard and needs some care in analysis. The values may differ from those shown in the Comprehensive Income Statement because this statement is prepared on an accrual accounting basis. In addition, the amounts disclosed in the Cash Flow Statement are at gross value including GST where applicable.

Cash in this statement refers to bank deposits and other forms of highly liquid investments that can readily be converted to cash.

Council's cash arises from, and is used in, three main areas:

#### 1. Cash Flow from Operating Activities

- Receipts – all cash received into Council's bank account from ratepayers and others that owed money to Council. Receipts also include the interest assets from Council's cash investments. It does not include the costs associated with the sale of assets.
- Payments – all cash paid by Council from its bank account to staff, creditors and other persons. It does not include the costs associated with the creation of assets.

## **2. Cash Flow from Investing Activities**

The accounting term Investing Activities relates to payments for the acquisition of assets, such as new plant, roads and other long-term revenue producing assets; and the proceeds from the sale of assets such as plant, and land.

## **3. Cash Flow from Financing Activities**

This is where the receipt and repayment of borrowed funds are recorded, as well as any movement in trust funds and deposits held by Council.

The bottom line of the Cash Flow Statement is the cash at end of financial year. This shows the capacity of Council to meet its debts and other liabilities.

## **Notes to the Accounts**

The Notes are a very important and informative section of the report. The Australian Accounting Standards are not prescriptive in a lot of issues. Therefore, to enable the reader to understand the basis on which the values shown in the statements are established, it is necessary to provide details of Council's accounting policies. These are described in note 1.

Apart from the accounting policies, the notes also give details behind many of the summary figures contained in the statements. The note numbers are shown beside the relevant items in the Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity and the Cash Flow Statement.

Where Council wishes to disclose other information, which cannot be incorporated into the statements, then this is shown in the notes. Other notes include:

- The cost of the various functions of Council.
- The breakdown of expenses, revenues, reserves and other assets.
- Transactions with persons related to Council.
- Comparisons of budget to actual results.
- Financial performance indicators.

The notes should be read at the same time as, and together with, the other parts of the Financial Statements to get a clear picture of the accounts.

## **What is the Performance Statement?**

The Performance Statement reports on the performance of Council for the financial year against the key strategic activities that were adopted as part of the annual budget process.

The performance statement includes the linkage of the activities to the Council Plan (objective), the strategic indicators (what we will do), our target for the year (a measurable target), the result (our actual result against the indicators), the outcome (did we achieve our target or not) and any comments relating to the various indicators.

Each result is reviewed by the external auditors, with supporting evidence and data scrutinised to ensure accuracy of performance reporting.

## **Statements by Principal Accounting Officer and Councillors**

The Certification of the Principal Accounting Officer is made by the person responsible for the financial management of Council that, in her/his opinion, the financial statements have met all the statutory and professional reporting requirements.

The Certification of Councillors is made by two councillors on behalf of Council that, in their opinion, the financial statements are fair and not misleading. The Chief Executive Officer also endorses and signs the certification.

## **Auditor General's Report**

The Independent Audit Report is the external and independent opinion on the financial statements. It provides the reader with a totally independent opinion on the financial statements. The opinion covers both the statutory and professional requirements and also the fairness aspects of the financial statements.

Colac Otway Shire Council  
ANNUAL FINANCIAL REPORT  
*For the Year Ended 30 June 2013*

**Colac Otway Shire Council  
Standard Statements  
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Colac Otway Shire Council  
2012/2013 Financial Report

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## Notes to the Standard Statements

### Note 1 Basis of preparation of Standard Statements

The Colac Otway Shire Council is required to prepare and include audited Standard Statements within its Annual Report. Four Statements are required, a Standard Income Statement, Standard Balance Sheet, Standard Cash Flow Statement and a Standard Statement of Capital Works, together with explanatory notes.

These statements and supporting notes form a special purpose financial report prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Finance and Reporting) Regulations 2004*.

The Standard Statements have been prepared on accounting bases consistent with those used for the General Purpose Financial Statements and the Budget. The results reported in these statements are consistent with those reported in the General Purpose Financial Report.

The Standard Statements are not a substitute for the General Purpose Financial Statements. They have not been prepared in accordance with all Australian Accounting Standards or other authoritative professional pronouncements.

The Standard Statements compare the Council's financial plan, expressed through its budget, with actual performance. The *Local Government Act 1989* requires explanation of any material variances. The Council has adopted a materiality threshold of greater than 10 per cent. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures included in the Statements are those adopted by the Council on 27 June 2012.

The budget was based on assumptions that were relevant at the time of adoption of the budget. The Council set guidelines and parameters for revenue and expense targets in this budget in order to meet the Council's business plan and financial performance targets for both the short and long term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

Detailed information on the actual financial results are based on the combined General Purpose Financial Report. Council's adopted budget includes the activities of the Colac Otway Shire along with the Port of Apollo Bay. Details of the Colac Otway Shire and the Port of Apollo Bay individually can be found in Note 43. Council's detailed budget can be obtained by contacting Council or through the Council's website.

The Standard Statements must be read with reference to these documents.

Colac Otway Shire Council  
2012/2013 Financial Report

**Standard Income Statement  
For the Year Ended 30 June 2013**

|                                                                       | Note | Actual<br>\$'000 | Budget<br>\$'000 | Variance<br>\$'000 | Variance<br>%   |
|-----------------------------------------------------------------------|------|------------------|------------------|--------------------|-----------------|
| <b>Income</b>                                                         |      |                  |                  |                    |                 |
| <b>Operating Income:</b>                                              |      |                  |                  |                    |                 |
| Rates and charges                                                     |      | 23,349           | 22,897           | 462                | 2.0%            |
| Statutory fees and charges                                            | 1    | 577              | 500              | 177                | 35.4%           |
| User fees and charges                                                 |      | 3,703            | 3,637            | (134)              | (3.6%)          |
| Contributions - Cash                                                  | 2    | 181              | 45               | 136                | 301.4%          |
| Grants - operating                                                    |      | 9,434            | 8,627            | 807                | 9.4%            |
| Reimbursements                                                        | 3    | 436              | 135              | 301                | 223.1%          |
| Finance Revenue                                                       | 4    | 502              | 446              | 56                 | 12.6%           |
| Other Revenue                                                         | 5    | 132              | 170              | 22                 | 12.8%           |
| <b>Total operating revenues</b>                                       |      | <b>38,474</b>    | <b>36,847</b>    | <b>1,827</b>       | <b>5.0%</b>     |
| <b>Expenses</b>                                                       |      |                  |                  |                    |                 |
| Employee benefits                                                     |      | (16,231)         | (14,817)         | (1,414)            | (8.6%)          |
| Materials and services                                                | 6    | (6,505)          | (5,729)          | (776)              | (13.6%)         |
| Contracts                                                             |      | (7,423)          | (6,787)          | (636)              | (9.4%)          |
| Depreciation and amortisation                                         | 7    | (9,430)          | (8,081)          | (1,349)            | (16.7%)         |
| Finance expenses                                                      | 8    | (298)            | (132)            | 34                 | 10.2%           |
| Other expenses                                                        |      | (1,376)          | (1,309)          | (67)               | (5.1%)          |
| <b>Total operating expenses</b>                                       |      | <b>(41,262)</b>  | <b>(37,055)</b>  | <b>(4,207)</b>     | <b>(11.4%)</b>  |
| <b>Operating Surplus (deficit)</b>                                    |      | <b>(2,788)</b>   | <b>(408)</b>     | <b>(2,380)</b>     | <b>(583.3%)</b> |
| <b>Capital revenue</b>                                                |      |                  |                  |                    |                 |
| Contributions - Capital                                               | 9    | 243              | -                | 243                | 100.0%          |
| Net Gain on disposal of Property, plant, equipment and infrastructure | 10   | 43               | 489              | (416)              | (90.8%)         |
| Grants - Capital                                                      |      | 5,621            | 6,328            | (507)              | (8.0%)          |
| <b>Total capital revenue</b>                                          |      | <b>6,107</b>     | <b>6,787</b>     | <b>(680)</b>       | <b>(10.0%)</b>  |
| <b>Capital expenses</b>                                               |      |                  |                  |                    |                 |
| Property, plant, equipment and infrastructure written off             | 11   | (1,595)          | -                | (1,595)            | (100.0%)        |
| <b>Total capital expenses</b>                                         |      | <b>(1,595)</b>   | <b>-</b>         | <b>(1,595)</b>     | <b>(100.0%)</b> |
| <b>Surplus (deficit) for the year</b>                                 |      | <b>1,724</b>     | <b>6,379</b>     | <b>(4,655)</b>     | <b>(73.0%)</b>  |

The above standard income statement should be read in conjunction with the accompanying notes



Standard Income Statement  
For the Year Ended 30 June 2013

| Variance Notes |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Note           | Item                                                                  | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1              | Statutory fees and charges                                            | The special charge scheme for Strickland Street South was charged during the year but budgeted for in the previous year.                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2              | Contributions - Cash                                                  | Additional contributions were recognised towards L2P project, contribution for distribution of the Barnard Trust, contribution for Apollo Bay Library construction from previous year, Climate Resilient Communities in the Barwon South West and contributions towards the Natural Disaster Resilience Grant Scheme.                                                                                                                                                                                                     |
| 3              | Reimbursements                                                        | The variation arises due to increased debt collection activities resulting in higher levels of reimbursed legal and debt recovery costs.                                                                                                                                                                                                                                                                                                                                                                                  |
| 4              | Finance Revenue                                                       | Generated additional interest income on investments due to higher levels of cash held across the year.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5              | Other Revenue                                                         | Income not budgeted for. Discount on early payment of defined benefits superannuation \$82K. Private works performed during the year \$17K. Less budgeted shortfall income derived from the sale of council property database to State Revenue Office (\$69K).                                                                                                                                                                                                                                                            |
| 6              | Materials and services                                                | The most significant variation in this area relates to materials expected to be utilised for capital activities that we instead utilised for maintenance activities (\$470K). There were in addition a number of other variations such as, water charges (\$26K), additional inventory for roads (\$116K), plant parts & repairs (\$76K), electricity (\$78K), overheads from COSWorks activities not collected (\$60K) and memberships (\$47K), although this was in part offset by some savings in fuel costs (\$166K). |
| 7              | Depreciation and amortisation                                         | There was a significant revaluation of our road network assets in 2011-2012 which resulted in a significant increase in the annual depreciation charge for these assets. The budget was based upon the 2010-2011 annual results as the budget was adopted prior to the revaluation being recognised.                                                                                                                                                                                                                      |
| 8              | Finance expense                                                       | Borrowings for roofing of the Colac Livestock Selling Centre occurred at year end rather than mid way through the year as was anticipated in developing the budget. This led to lower payments in the 2012-2013 financial year than was originally planned.                                                                                                                                                                                                                                                               |
| 9              | Contributions - Capital                                               | Council does not traditionally budget to receive capital asset contributions.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10             | Net Gain on disposal of Property, plant, equipment and infrastructure | The variation arises due to the budget only allowing for the consideration received of plant and motor vehicle sold. Actual results reflect the profit on sale plant and motor vehicles. Consideration \$568K, written down value (\$494K) generating a profit of \$75K. In addition a Council property was removed from the asset register through sales due to demolition generating a loss of (\$32K).                                                                                                                 |
| 11             | Property, plant, equipment and infrastructure written off             | The variation reflects the value of road pavement and seal that was not able to be reused in the renewal of Council's roads. Council has not traditionally budgeted for items of this nature.                                                                                                                                                                                                                                                                                                                             |



Colac Otway Shire Council  
2012/2013 Financial Report

**Standard Balance Sheet**  
**As at 30 June 2013**

|                                               | Note | Actual<br>\$'000 | Budget<br>\$'000 | Variance<br>\$'000 | Variance<br>% |
|-----------------------------------------------|------|------------------|------------------|--------------------|---------------|
| <b>Assets</b>                                 |      |                  |                  |                    |               |
| <b>Current assets</b>                         |      |                  |                  |                    |               |
| Cash                                          | 12   | 11,745           | 5,666            | 6,679              | 132%          |
| Receivables                                   | 13   | 4,637            | 2,506            | 2,132              | 85%           |
| Inventories                                   |      | 157              | 172              | (15)               | (8%)          |
| <b>Total current assets</b>                   |      | <b>16,539</b>    | <b>7,743</b>     | <b>8,796</b>       | <b>114%</b>   |
| <b>Non-current assets</b>                     |      |                  |                  |                    |               |
| Investment in associates                      | 14   | 351              | 441              | (90)               | (20%)         |
| Property, infrastructure, plant and equipment | 15   | 273,865          | 235,724          | 38,231             | 16%           |
| <b>Total non-current assets</b>               |      | <b>274,396</b>   | <b>236,165</b>   | <b>38,141</b>      | <b>16%</b>    |
| <b>Total assets</b>                           |      | <b>290,845</b>   | <b>243,908</b>   | <b>46,937</b>      | <b>19%</b>    |
| <b>Liabilities</b>                            |      |                  |                  |                    |               |
| <b>Current liabilities</b>                    |      |                  |                  |                    |               |
| Payables                                      |      | 1,587            | 1,567            | 30                 | 2%            |
| Interest-bearing loans and borrowings         |      | 473              | 486              | (13)               | (3%)          |
| Trust                                         | 16   | 256              | 230              | 26                 | 11%           |
| Provisions                                    | 17   | 3,873            | 3,515            | 358                | 10%           |
| <b>Total current liabilities</b>              |      | <b>6,199</b>     | <b>5,798</b>     | <b>401</b>         | <b>7%</b>     |
| <b>Non-current liabilities</b>                |      |                  |                  |                    |               |
| Interest-bearing loans and borrowings         |      | 4,501            | 4,770            | (269)              | (6%)          |
| Provisions                                    |      | 4,262            | 4,527            | (265)              | (6%)          |
| <b>Total non-current liabilities</b>          |      | <b>8,763</b>     | <b>9,297</b>     | <b>(534)</b>       | <b>(6%)</b>   |
| <b>Total liabilities</b>                      |      | <b>14,962</b>    | <b>15,095</b>    | <b>(133)</b>       | <b>(1%)</b>   |
| <b>Net Assets</b>                             |      | <b>275,883</b>   | <b>228,813</b>   | <b>47,070</b>      | <b>21%</b>    |
| <b>Equity</b>                                 |      |                  |                  |                    |               |
| Accumulated surplus                           |      | 107,230          | 101,984          | 5,246              | 5%            |
| Asset revaluation reserve                     | 18   | 154,871          | 122,295          | 32,766             | 27%           |
| Other reserves                                | 19   | 13,682           | 4,624            | 9,058              | 196%          |
| <b>Total Equity</b>                           |      | <b>275,883</b>   | <b>228,813</b>   | <b>47,070</b>      | <b>21%</b>    |

The above balance sheet should be read in conjunction with the accompanying notes.

Standard Balance Sheet  
For the Year Ended 30 June 2013

| Variance Notes |                                               |                                                                                                                                                                                                                                                                                                                                                                            |
|----------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Note           | Item                                          | Explanation                                                                                                                                                                                                                                                                                                                                                                |
| 12             | Cash                                          | Variation is due to the significant value of grants received in advance: \$2.97 million from the Commonwealth grants commission and approximately \$3.1 million from funding received in advance for projects that either commenced in 2012-2013 or will commence in 2013-2014.                                                                                            |
| 13             | Receivables                                   | The receivables variation is mainly due to the \$1.7 million Port of Apollo Bay dredge replacement grant and an increase in rates debtors of approximately \$303K.                                                                                                                                                                                                         |
| 14             | Investment in associates                      | Anticipated surplus that was budgeted to be earned by Associate during the year did not occur. The resultant deficit caused an unfavourable variation to the budget amount that was going to be taken up as Council's share of the associate's equity.                                                                                                                     |
| 15             | Property, infrastructure, plant and equipment | Revaluation of Bridges and Drainage completed during the year was not budgeted for. Also, the revaluation for 2011-2012 was not completed prior to finalisation of 2012-2013 budget, with the major component being Roads \$25m.                                                                                                                                           |
| 16             | Trust                                         | The trust value varies predominately as a result of project retention funds being held due to the non-completion of projects or developments that did not meet planning conditions. During 2012-2013 the value of retentions increased marginally above the original budget estimates.                                                                                     |
| 17             | Provisions                                    | The most significant variation has been the value of long service leave obligations, annual leave obligations and time in lieu leave obligations recognised within the provision. This is a reflection of staff remaining with Council for longer periods than has occurred previously.                                                                                    |
| 18             | Asset revaluation reserve                     | Council does not budget for revaluations in accordance with Note 1 of the Notes to the Standard Statements. During the year revaluations were made to Bridges for \$1.2m and Drainage for \$2.7m that were not budgeted for. The remainder of the variation is due to the budget being completed prior to the finalisation of revaluation figures from the 2011-2012 year. |
| 19             | Other reserves                                | The value of other reserves has significantly increased as a result of including the cash backing of Council's Port of Apollo Bay reserve and the carry forward projects reserve, which also incorporates grants received in advance carried forward into the 2013-2014 year.                                                                                              |

Colac Otway Shire Council  
2012/2013 Financial Report

**Standard Cash Flow Statement  
For the Year Ended 30 June 2013**

|                                                                   | Note | Actual<br>\$'000 | Budget<br>\$'000 | Variance<br>\$'000 | Variance<br>% |
|-------------------------------------------------------------------|------|------------------|------------------|--------------------|---------------|
| <b>Cash flows from operating activities</b>                       |      |                  |                  |                    |               |
| General rates and charges                                         |      | 23,162           | 22,887           | 265                | 1%            |
| Operating grants and contributions                                | 20   | 8,752            | 9,805            | (1,053)            | (11%)         |
| Interest received                                                 |      | 463              | 446              | 17                 | 4%            |
| User charges                                                      |      | 4,649            | 4,721            | (72)               | (2%)          |
| Other revenue                                                     | 21   | 2,349            | 1,609            | 740                | 46%           |
| Employee costs                                                    | 22   | (18,890)         | (14,653)         | (4,237)            | (29%)         |
| Materials and services                                            |      | (16,079)         | (16,882)         | 613                | 4%            |
| Other expenses                                                    | 23   | (1,147)          | (1,440)          | 293                | 20%           |
| <b>Net cash provided by (used in) operating activities</b>        |      | <b>3,249</b>     | <b>6,683</b>     | <b>(3,434)</b>     | <b>(51%)</b>  |
| <b>Cash flows from investing activities</b>                       |      |                  |                  |                    |               |
| Proceeds from property, plant and equipment                       | 24   | 610              | 505              | 105                | 21%           |
| Capital grants and contributions                                  | 25   | 6,248            | 8,961            | (712)              | (10%)         |
| Payments for property, plant and equipment                        | 26   | (12,467)         | (17,553)         | 5,086              | 26%           |
| <b>Net cash provided by (used in) investing activities</b>        |      | <b>(5,609)</b>   | <b>(16,087)</b>  | <b>4,479</b>       | <b>44%</b>    |
| <b>Cash flows from financing activities</b>                       |      |                  |                  |                    |               |
| Finance costs                                                     | 27   | (296)            | (332)            | 34                 | 10%           |
| Trust funds and deposits                                          | 28   | 3                | (25)             | 26                 | 113%          |
| Proceeds from interest bearing loans and borrowings               | 29   | 1,178            | 1,500            | (322)              | (21%)         |
| Repayment of interest bearing loans and borrowings                |      | (392)            | (433)            | 41                 | 9%            |
| <b>Net cash provided by (used in) financing activities</b>        |      | <b>491</b>       | <b>710</b>       | <b>(219)</b>       | <b>(31%)</b>  |
| <b>Net increase (decrease) in cash and cash equivalents</b>       | 30   | <b>(1,869)</b>   | <b>(2,624)</b>   | <b>825</b>         | <b>31%</b>    |
| Cash and cash equivalents at the beginning of the financial year  | 31   | 13,613           | 7,760            | 5,853              | 75%           |
| <b>Cash and cash equivalents at the end of the financial year</b> |      | <b>11,744</b>    | <b>5,066</b>     | <b>6,679</b>       | <b>132%</b>   |

The above cash flow statement should be read with the accompanying notes.

Standard Cash Flow Statement  
For the Year Ended 30 June 2013

| Variance Notes |                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Note           | Item                                                             | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 20             | Operating grants and contributions                               | The budget was constructed as a GST inclusive figure. During the financial year, the Australian Taxation Office and the Victorian State Government declared that where grants are distributed as an allocation of appropriation, that GST is no longer applicable. This led to a reduction of \$850K in the amount received for operating grants.                                                                                                                                                                                                                                                                                               |
| 21             | Other revenue                                                    | The variance between budget and actual is due to the manner in which the net GST position for Council was calculated in developing the budget (\$230K), increased debt collection activities resulting in higher levels of reimbursed legal and debt recovery costs (\$300K), additional contributions were recognised towards L2P project (\$6K) additional contribution for distribution of the Barnard Trust (\$25K), contribution for Apollo Bay Library construction from previous year (\$73K) and Climate Resilient Communities in the Barwon South West (\$105K).                                                                       |
| 22             | Employee costs                                                   | The most significant variation from budget is due to the early repayment of District Benefit Superannuation which was not budgeted for in 2012-2013 (\$3.1 million). In addition a higher level of activities although budgeted for as capital activities were actually undertaken as maintenance activities (\$150K). The other more significant variations between budget and actual results at year end include overtime (\$125K), casual wages (\$324K), fringe benefits taxation (\$47K), annual leave (\$140K), sick leave (\$84K), superannuation (\$105K), officer & councillor indemnity insurance which was not budgeted for (\$34K). |
| 23             | Other expenses                                                   | Election expenses were budgeted for in this category, however the actual expense is contained within the contracts category.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 24             | Proceeds from property, plant and equipment                      | Motor vehicles disposed of during the period obtained a higher resale value than was anticipated at the time the budget was developed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 25             | Capital grants and contributions                                 | The primary variance is due to the anticipated works at Blue Water Fitness Centre not proceeding in accordance with budget expectations. This impacted on the level of capital grants being received for the period.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 26             | Payments for property, plant and equipment                       | The variance is due mainly to anticipated redevelopment works at Blue Water Fitness Centre worth \$5m not completed during 2012-2013.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 27             | Finance costs                                                    | Finance costs associated with borrowings were under budget due to the loan required for capital project at Colac Livestock Selling Centre being drawn down later in the year than what was budgeted for.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 28             | Trust funds and deposits                                         | The trust value varies predominantly as a result of project retention funds being held due to the non-completion of projects or developments that did not meet planning conditions. During 2012-2013 the value of retentions increased marginally above the original budget estimates.                                                                                                                                                                                                                                                                                                                                                          |
| 29             | Proceeds from interest bearing loans and borrowings              | The variance is due the budgeted loan for the Colac Livestock Selling Centre redevelopment being less than was required to complete the project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 30             | Net increase (decrease) in cash and cash equivalents             | The increase in cash when compared to budget arises mainly from the combination of redevelopment of Blue Water Fitness Centre not undertaken and the overspend on employee costs.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 31             | Cash and cash equivalents at the beginning of the financial year | The opening balance for 2012-2013 was at a higher level than was originally budgeted for. This reflected the early payment of the Commonwealth Grants Commission funding and the level of projects carried forward from the 2011-2012 financial year.                                                                                                                                                                                                                                                                                                                                                                                           |

Colac Otway Shire Council  
2012/2013 Financial Report

Standard Statement of Capital Works  
As at 30 June 2013

|                             | Note | Actual<br>\$  | Budget<br>\$  | Variance<br>\$ | Variance<br>% |
|-----------------------------|------|---------------|---------------|----------------|---------------|
| <b>Capital Works Area</b>   |      |               |               |                |               |
| Bridges and culverts        | 32   | 1,705         | 1,368         | 337            | 25%           |
| Building - Other Structures | 33   | 1,369         | 279           | 1,080          | 307%          |
| Building - Structures       | 34   | -             | 5,309         | (5,309)        | (100%)        |
| Drainage                    | 35   | -             | 895           | (895)          | (100%)        |
| Footpaths                   | 36   | 448           | 300           | 148            | 49%           |
| Kerb and channeling         | 37   | 52            | 75            | (23)           | (31%)         |
| Other structures            | 38   | 1,223         | 930           | 293            | 32%           |
| Plant, equipment & other    | 39   | 2,564         | 2,306         | 258            | 11%           |
| Roads & traffic network     |      | 4,374         | 4,505         | (131)          | (3%)          |
| <b>Total capital works</b>  |      | <b>11,728</b> | <b>15,958</b> | <b>(4,232)</b> | <b>(27%)</b>  |
| <b>Represented by:</b>      |      |               |               |                |               |
| Renewal                     |      | 8,168         | 8,992         | (824)          | (9%)          |
| Upgrade                     |      | 980           | 955           | 25             | 1%            |
| New                         | 40   | 2,580         | 6,010         | (3,430)        | (57%)         |
| <b>Total capital works</b>  |      | <b>11,728</b> | <b>15,957</b> | <b>(4,231)</b> | <b>(27%)</b>  |

Variance Notes

| Note | Item                        | Explanation                                                                                                                                                                                                                                                                      |
|------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 32   | Bridges and culverts        | The bridge programme through Country Roads and Bridges was completed during the year, together with the carried forward amounts from the 2011-2012 period, caused our budget over run in the current year.                                                                       |
| 33   | Building - Other Structures | All building works are have been allocated to this category rather than being distributed between "Building - Other Structures" and "Building - Structures". The overall variation then is due to the delay of actual works on the redevelopment of the Blawater Fitness Centre. |
| 34   | Building - Structures       | All building works are have been allocated to this category rather than being distributed between "Building - Other Structures" and "Building - Structures". The overall variation then is due to the delay of actual works on the redevelopment of the Blawater Fitness Centre. |
| 35   | Drainage                    | Roadside drainage works were completed during this time but the assets that the works were conducted on, relate directly to the Roads and Traffic network and are captured in this area.                                                                                         |
| 36   | Footpaths                   | The variation is due to the carry over projects from the previous financial year also being completed alongside the 2012-2013 programme.                                                                                                                                         |
| 37   | Kerb and channeling         | The kerb and channel replacement programme for 2012-2013 was incomplete at year end and the remaining works have been carried forward to the 2013-2014 period.                                                                                                                   |
| 38   | Other structures            | The variation is due to inclusion of additional discretionary projects which were capitalised under the Other structures area.                                                                                                                                                   |
| 39   | Plant, equipment & other    | The principle variation concerns the planning, design and commencement of construction of the new dredge for the Port of Apollo Bay. This project was scheduled originally to commence expenditure during the 2013-2014 period.                                                  |
| 40   | New                         | There are number of projects which are on the carried forward list with the major contribution being the construction of the Blawater Fitness Centre which is yet to be started, but which will commence in 2013-2014.                                                           |

Colac Otway Shire Council  
2012/2013 Financial Report

### Certification of the Standard Statements

In my opinion the accompanying standard statements have been prepared on accounting bases consistent with the financial statements and in accordance with the *Local Government Act 1989*, the *Local Government (Finance and Reporting) Regulations 2004*, Australian Accounting Standards and other professional reporting requirements.



Brett Exelby CPA  
Principal Accounting Officer

11 September 2013

In our opinion the accompanying have been prepared on accounting bases consistent with the model financial statements and in accordance with the *Local Government Act 1989* and the *Local Government (Finance and Reporting) Regulations 2004*.

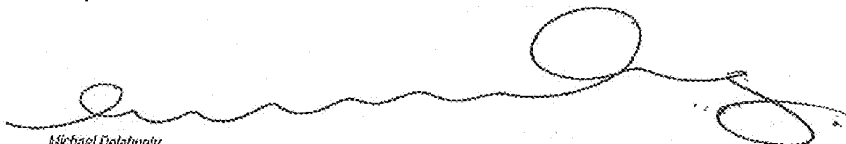
As at the date of signing, we are not aware of any circumstances which would render any particulars in the standard statements to be misleading or inaccurate.

We have been authorised by the Council on 11 September 2013 to certify the standard statements in their final form.



Stephen Hart  
Councillor

11 September 2013



Michael Delahunty  
Councillor

11 September 2013



Rob Small  
Chief Executive Officer

11 September 2013

Colac Otway Shire Council  
Financial Report  
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Colac Otway Shire Council  
2012/2013 Financial Report

**Comprehensive Income Statement  
For the Year Ended 30 June 2013**

|                                                                       | Note  | 2013<br>\$'000  | 2012<br>\$'000  |
|-----------------------------------------------------------------------|-------|-----------------|-----------------|
| <b>Income</b>                                                         |       |                 |                 |
| Rates and charges                                                     | 2     | 23,349          | 21,789          |
| Statutory fees and fines                                              | 3     | 677             | 514             |
| User fees                                                             | 4     | 3,703           | 3,532           |
| Contributions - cash                                                  | 6(a)  | 181             | 304             |
| Grants - operating                                                    | 5     | 9,434           | 12,273          |
| Reimbursements                                                        | 8     | 436             | 408             |
| Finance income                                                        | 9     | 502             | 590             |
| Other income                                                          | 10    | 192             | 83              |
|                                                                       |       | <u>38,474</u>   | <u>39,492</u>   |
| <b>Capital Income:</b>                                                |       |                 |                 |
| Contributions - non-monetary assets (other)                           | 6(b)  | 243             | 178             |
| Contributions - non-monetary assets (Port of Apollo Bay)              | 6(c)  | -               | 228             |
| Grants - capital                                                      | 5     | 5,821           | 3,551           |
| Net gain on disposal of property, infrastructure, plant and equipment | 7     | 43              | 150             |
|                                                                       |       | <u>6,107</u>    | <u>4,108</u>    |
| <b>Total income</b>                                                   |       | <u>44,581</u>   | <u>43,600</u>   |
| <b>Expenses</b>                                                       |       |                 |                 |
| Employee benefits                                                     | 11(a) | (15,231)        | (15,390)        |
| Employee benefits - additional superannuation call                    | 11(b) | -               | (3,182)         |
| Materials and services                                                | 12    | (13,927)        | (12,119)        |
| Depreciation and amortisation                                         | 13    | (9,430)         | (8,665)         |
| Finance costs                                                         | 14    | (298)           | (341)           |
| Other expenses                                                        | 15    | (1,351)         | (1,206)         |
| Share of net loss of associates accounted for by the equity method    | 16    | (25)            | (75)            |
|                                                                       |       | <u>(41,262)</u> | <u>(40,978)</u> |
| <b>Capital Expense:</b>                                               |       |                 |                 |
| Property, plant, equipment and infrastructure written off             | 21    | (1,595)         | (1,396)         |
|                                                                       |       | <u>(1,595)</u>  | <u>(1,396)</u>  |
| <b>Total expenses</b>                                                 |       | <u>(42,857)</u> | <u>(42,374)</u> |
| <b>Surplus / (Deficit)</b>                                            |       | <u>1,724</u>    | <u>1,226</u>    |
| <b>Other comprehensive income</b>                                     |       |                 |                 |
| Net asset revaluation increment(decrement)                            | 21    | 3,898           | 29,369          |
| <b>Comprehensive result</b>                                           |       | <u>5,622</u>    | <u>30,595</u>   |

The above comprehensive income statement should be read in conjunction with the accompanying notes.



Colac Otway Shire Council  
2012/2013 Financial Report

Balance Sheet  
As at 30 June 2013

|                                                                 | Note  | 2013<br>\$'000 | 2012<br>\$'000 |
|-----------------------------------------------------------------|-------|----------------|----------------|
| <b>Assets</b>                                                   |       |                |                |
| <b>Current assets</b>                                           |       |                |                |
| Cash and cash equivalents                                       | 17    | 11,745         | 13,613         |
| Trade and other receivables                                     | 18    | 4,637          | 3,455          |
| Inventories                                                     | 19    | 157            | 178            |
| Other assets                                                    | 20    |                | 12             |
| <b>Total current assets</b>                                     |       | <b>16,539</b>  | <b>17,258</b>  |
| <b>Non-current assets</b>                                       |       |                |                |
| Investments in associates accounted for using the equity method | 16    | 351            | 377            |
| Property, infrastructure, plant and equipment                   | 21    | 273,955        | 269,639        |
| <b>Total non-current assets</b>                                 |       | <b>274,306</b> | <b>270,016</b> |
| <b>Total assets</b>                                             |       | <b>290,845</b> | <b>287,274</b> |
| <b>Liabilities</b>                                              |       |                |                |
| <b>Current liabilities</b>                                      |       |                |                |
| Trade and other payables                                        | 22(a) | 1,597          | 2,054          |
| Trust funds and deposits                                        | 23    | 256            | 253            |
| Provisions                                                      | 24    | 3,873          | 3,622          |
| Interest-bearing loans and borrowings                           | 25    | 473            | 592            |
| <b>Total current liabilities</b>                                |       | <b>6,199</b>   | <b>6,521</b>   |
| <b>Non-current liabilities</b>                                  |       |                |                |
| Trade and other payables                                        | 22(b) | -              | 3,182          |
| Provisions                                                      | 24    | 4,262          | 3,713          |
| Interest-bearing loans and borrowings                           | 25    | 4,561          | 3,796          |
| <b>Total non-current liabilities</b>                            |       | <b>8,783</b>   | <b>10,691</b>  |
| <b>Total liabilities</b>                                        |       | <b>14,982</b>  | <b>17,012</b>  |
| <b>Net Assets</b>                                               |       | <b>275,863</b> | <b>270,262</b> |
| <b>Equity</b>                                                   |       |                |                |
| Accumulated surplus                                             |       | 107,230        | 108,245        |
| Reserves                                                        | 26    | 168,653        | 162,017        |
| <b>Total Equity</b>                                             |       | <b>275,883</b> | <b>270,262</b> |

The above balance sheet should be read in conjunction with the accompanying notes.

Colac Otway Shire Council  
2012/2013 Financial Report

**Statement of Changes in Equity  
For the Year Ended 30 June 2013**

|                                             |       | Total          | Accumulated<br>Surplus | Asset<br>Revaluation<br>Reserve | Other<br>Reserves |
|---------------------------------------------|-------|----------------|------------------------|---------------------------------|-------------------|
|                                             |       | 2013           | 2013                   | 2013                            | 2013              |
|                                             |       | \$'000         | \$'000                 | \$'000                          | \$'000            |
| 2013                                        |       |                |                        |                                 |                   |
| Balance at beginning of the financial year  |       | 270,262        | 108,244                | 151,073                         | 10,944            |
| Surplus / (Deficit)                         |       | 1,724          | 1,724                  | -                               | -                 |
| Net asset revaluation increment/(decrement) |       | 3,898          | -                      | 3,898                           | -                 |
| Transfers to other reserves                 | 26(b) | -              | (10,046)               | -                               | 10,046            |
| Transfers from other reserves               | 25(b) | -              | 7,307                  | -                               | (7,307)           |
| <b>Balance at end of the financial year</b> |       | <b>275,883</b> | <b>107,230</b>         | <b>154,971</b>                  | <b>13,682</b>     |

|                                             |       | Total          | Accumulated<br>Surplus | Asset<br>Revaluation<br>Reserve | Other<br>Reserves |
|---------------------------------------------|-------|----------------|------------------------|---------------------------------|-------------------|
|                                             |       | 2012           | 2012                   | 2012                            | 2012              |
|                                             |       | \$'000         | \$'000                 | \$'000                          | \$'000            |
| 2012                                        |       |                |                        |                                 |                   |
| Balance at beginning of the financial year  |       | 239,667        | 113,153                | 121,705                         | 4,609             |
| Surplus / (Deficit)                         |       | 1,226          | 1,226                  | -                               | -                 |
| Net asset revaluation increment/(decrement) |       | 29,369         | -                      | 29,369                          | -                 |
| Transfers to other reserves                 | 26(b) | -              | (10,101)               | -                               | 10,101            |
| Transfers from other reserves               | 25(b) | -              | 3,966                  | -                               | (3,966)           |
| <b>Balance at end of the financial year</b> |       | <b>270,262</b> | <b>108,245</b>         | <b>151,073</b>                  | <b>10,944</b>     |

The above statement of changes in equity should be read with the accompanying notes.

Colac Otway Shire Council  
2012/2013 Financial Report

**Cash Flow Statement  
For the Year Ended 30 June 2013**

|                                                                     |       | 2013<br>Inflows/<br>(Outflows)<br>\$'000 | 2012<br>Inflows/<br>(Outflows)<br>\$'000 |
|---------------------------------------------------------------------|-------|------------------------------------------|------------------------------------------|
|                                                                     | Note  |                                          |                                          |
| <b>Cash flows from operating activities</b>                         |       |                                          |                                          |
| Rates                                                               |       | 23,152                                   | 21,680                                   |
| User charges and other fines (inclusive of GST)                     |       | 4,649                                    | 4,443                                    |
| Grants (inclusive of GST)                                           |       | 14,809                                   | 14,586                                   |
| Developer contributions (inclusive of GST)                          |       | 192                                      | 319                                      |
| Reimbursements (inclusive of GST)                                   |       | 482                                      | 383                                      |
| Interest                                                            |       | 483                                      | 581                                      |
| Other receipts (inclusive of GST)                                   |       | 201                                      | 90                                       |
| Net GST refund/payment                                              |       | 1,686                                    | 1,435                                    |
| Payments to suppliers (inclusive of GST)                            |       | (16,079)                                 | (12,583)                                 |
| Payments to employees (including redundancies)                      | 22(b) | (18,890)                                 | (14,954)                                 |
| Other payments                                                      |       | (1,147)                                  | (1,254)                                  |
| <b>Net cash provided by (used in) operating activities</b>          | 27    | <b>9,498</b>                             | <b>14,708</b>                            |
| <b>Cash flows from investing activities</b>                         |       |                                          |                                          |
| Payments for property, infrastructure, plant and equipment          | 21    | (12,467)                                 | (12,394)                                 |
| Proceeds from sale of property, infrastructure, plant and equipment | 21    | 610                                      | 1,530                                    |
| <b>Net cash provided by (used in) investing activities</b>          |       | <b>(11,857)</b>                          | <b>(10,864)</b>                          |
| <b>Cash flows from financing activities</b>                         |       |                                          |                                          |
| Finance costs                                                       |       | (298)                                    | (315)                                    |
| Trust funds and deposits                                            |       | 3                                        | (34)                                     |
| Proceeds from interest bearing loans and borrowings                 |       | 1,178                                    | -                                        |
| Repayment of interest bearing loans and borrowings                  |       | (392)                                    | (657)                                    |
| <b>Net cash provided by (used in) financing activities</b>          |       | <b>491</b>                               | <b>(1,006)</b>                           |
| Net increase (decrease) in cash and cash equivalents                |       | (1,869)                                  | 2,838                                    |
| Cash and cash equivalents at the beginning of the financial year    |       | 13,613                                   | 10,775                                   |
| <b>Cash and cash equivalents at the end of the financial year</b>   | 28    | <b>11,745</b>                            | <b>13,613</b>                            |
| Financing arrangements                                              | 29    |                                          |                                          |
| Restrictions on cash assets                                         | 30    |                                          |                                          |

The above cash flow statement should be read with the accompanying notes.

Colac Otway Shire Council  
2012/2013 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2013

Introduction

- (a) The Colac Otway Shire Council was established by an Order of the Governor in Council on 20 September, 1994 and is a body corporate. The Council's main office is located at 2-6 Rae Street Colac Victoria 3250.

- (b) The purpose of the Council is to:

- provide for the peace, order and good government of its municipal district;

The objectives of the Council are to:

- to promote the social, economic and environmental viability and sustainability of the municipal district;

- to ensure that resources are used efficiently and effectively and services are provided in accordance with the Best Value

Principles to best meet the needs of the local community;

- to improve the overall quality of life of people in the local community;

- to promote appropriate business and employment opportunities;

- to ensure that services and facilities provided by the Council are accessible and equitable;

- to ensure the equitable imposition of rates and charges; and

- to ensure transparency and accountability in Council decision making.

**External Auditor** - Auditor-General of Victoria

**Internal Auditor** - Crowe Horwath

**Solicitors** - Maddocks Lawyers

- Harwood Andrews Pty Ltd

**Bankers** - Commonwealth Bank

**Website address** - <http://www.colacotway.vic.gov.au/>

This financial report is a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement, and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Finance and Reporting) Regulations 2004*.

Note 1 Significant accounting policies

- (a) Port of Apollo Bay

The Council is the appointed Port Manager for the Port of Apollo Bay. All transactions between the Port of Apollo Bay and Council have been eliminated in full. Please see note 43 for further details.

- (b) Basis of accounting

This financial report has been prepared on the accrual and going concern bases.

This financial report has been prepared under the historical cost convention, except where specifically stated in notes 1(h), 1(k) and 1(r).

All accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

Coiac Otway Shire Council  
2012/2013 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2013

Note 1 Significant accounting policies (cont.)

(c) Revenue recognition

*Rates, grants and contributions*

Rates, grants and contributions (including developer contributions) are recognised as revenues when the Council obtains control over the assets comprising these receipts.

Control over assets acquired from rates is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.

A provision for doubtful debts on rates has not been established as unpaid rates represents a charge against the rateable property that will be recovered when the property is next sold.

Control over granted assets is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and are valued at their fair value at the date of transfer.

Income is recognised when the Council obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Council and the amount of the contribution can be measured reliably.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in note 5c. The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at balance date.

*User fees and fines*

User fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

A provision for doubtful debts is recognised when collection in full is no longer probable.

*Sale of property, plant and equipment, infrastructure*

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

*Rental*

Rents are recognised when the payment is due, or the payment is received, whichever first occurs.

*Interest*

Interest is recognised progressively as it is earned

*Trade and other receivables*

Receivables are carried at amortised cost using the effective interest rate method. A provision for doubtful debts is recognised when there is objective evidence that an impairment loss has occurred.

(d) Inventories

Inventories held for distribution are measured at cost adjusted when applicable for any loss of service potential.

Other inventories are measured at the lower of cost and net realisable value.

Colac Otway Shire Council  
2012/2013 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2013

Note 1 Significant accounting policies (cont.)

(e) Depreciation and amortisation of property, plant and equipment, infrastructure, intangibles

Buildings, land improvements, plant and equipment, infrastructure, heritage assets, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

A residual value has been applied to the pavement category of assets. This category reflects the portion of the road asset that lies under the wearing course of a road. The result of this recognition is a reduction in the depreciation charged on roads in the current financial year.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Artworks are not depreciated.

Straight line depreciation is charged based on the residual useful life as determined each year.

Major depreciation periods used are listed below and are consistent with the prior year unless otherwise stated:

|                                       | Period         |
|---------------------------------------|----------------|
| Property                              |                |
| Land                                  |                |
| land improvements                     | 10 - 100 years |
| Buildings                             |                |
| buildings                             | 50 - 100 years |
| building improvements                 | 50 - 100 years |
| Plant and Equipment                   |                |
| plant, machinery and equipment        | 2 - 10 years   |
| fixtures, fittings and furniture      | 3 - 21 years   |
| computers and telecommunications      | 5 - 10 years   |
| Infrastructure                        |                |
| Roads                                 |                |
| road pavements and seals              | 12 - 80 years  |
| road substructure                     | 12 - 80 years  |
| road kerb, channel and minor culverts | 35 - 80 years  |
| Bridges                               |                |
| bridges deck                          | 50 - 70 years  |
| bridges substructure                  | 50 - 70 years  |
| Footpaths & cycle ways                |                |
| footpaths and cycle ways              | 30 - 80 years  |
| Drainage                              |                |
| drainage                              | 100 years      |
| Aerodromes                            | 12 - 60 years  |
| Off street car parks                  | 12 - 60 years  |
| Marine Infrastructure                 | 30 - 160 years |
| Intangibles                           |                |
| Software                              | 5 years        |

(f) Repairs and maintenance

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Colac Otway Shire Council  
2012/2013 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2013

Note 1 Significant accounting policies (cont.)

(g) Borrowing costs

Borrowing costs are recognised as an expense in the period in which they are incurred. Borrowing costs include interest on borrowings.

(h) Recognition and measurement of assets

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the amount for which the asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, transportation, design and supervision incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

From 1 July 2010 Council is recognised as the custodian of Port of Apollo Bay entity and the associated infrastructure on behalf of the Department of Transport. The value of these assets are held a fair value based on a valuation provided by the Department of Transport as at 30 June 2012.

The following classes of assets have been recognised in note 21. In accordance with Council's policy, the threshold limits detailed below have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year:

|                                       | Threshold Limit<br>\$ |
|---------------------------------------|-----------------------|
| Property                              |                       |
| Land                                  |                       |
| land                                  | 1                     |
| land under roads                      | 1                     |
| land improvements                     | 5,000                 |
| Buildings                             |                       |
| buildings                             | 5,000                 |
| Plant and Equipment                   |                       |
| plant, machinery and equipment        | 1,000                 |
| fixtures, fittings and furniture      | 1,000                 |
| leased plant and equipment            | 1,000                 |
| Infrastructure                        |                       |
| Roads                                 |                       |
| road pavements and seals              | 10,000                |
| road substructure                     | 10,000                |
| road formation and earthworks         | 10,000                |
| road kerb, channel and minor culverts | 10,000                |
| Bridges                               |                       |
| bridges deck                          | 10,000                |
| bridges substructure                  | 10,000                |
| Footpaths and cycle ways              | 10,000                |
| Drainage                              | 10,000                |
| Aerodromes                            | 10,000                |
| Off street car parks                  | 10,000                |
| Marine Infrastructure                 | 10,000                |
| Intangibles                           |                       |
| Software                              | 1,000                 |

Colac Otway Shire Council  
2012/2013 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2013

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Note 1 Significant accounting policies (cont.)

(h) Recognition and measurement of assets (cont.)

*Revaluation*

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment and land under roads, are measured at their fair value, being the amount for which the assets could be exchanged between knowledgeable willing parties in an arms length transaction. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date the class of asset was revalued.

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 3 to 5 years. The valuation is performed either by experienced Council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation surplus except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation surplus for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

*Land under roads*

Land under roads acquired after 30 June 2008 is brought to account using the cost basis. Council does not recognise land under roads that it controlled prior to 30 June 2008 in its financial report.

(i) Cash and cash equivalents

For the purposes of the cash flow statement, cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

(j) Investments

Investments, other than investments in associates, are measured at cost.

(k) Accounting for investments in associates

Council's investment in associates is accounted for by the equity method as the Council has the ability to influence rather than control the operations of the entities. The investment is initially recorded at the cost of acquisition and adjusted thereafter for post-acquisition changes in the Council's share of the net assets of the entities. The Council's share of the financial result of the entities is recognised in the Comprehensive Income Statement.



Colac Otway Shire Council  
2012/2013 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2013

Note 1 Significant accounting policies (cont.)

(l) Tender deposits

Amounts received as tender deposits and retention amounts controlled by Council are recognised as Trust funds until they are returned or forfeited (refer to note 23).

(m) Employee benefits

*Wages and salaries*

Liabilities for wages and salaries and rostered days off are recognised and measured as the amount unpaid at balance date and include appropriate oncosts such as workers compensation and payroll costs.

*Annual leave*

Annual leave entitlements are accrued on a pro rata basis in respect of services provided by employees up to balance date.

Annual leave expected to be paid within 12 months is measured at nominal value based on the amount, including appropriate oncosts, expected to be paid when settled.

Annual leave expected to be paid later than one year has been measured at the present value of the estimated future cash outflows to be made for these accrued entitlements. Commonwealth bond rates are used for discounting future cash flows.

*Long service leave*

Long service leave entitlements payable are assessed at balance date having regard to expected employee remuneration rates on settlement, employment related oncosts and other factors including accumulated years of employment, on settlement, and experience of employee departure per year of service.

Long service leave expected to be paid within 12 months is measured at nominal value based on the amount expected to be paid when settled.

Long service leave expected to be paid later than one year has been measured at the present value of the estimated future cash outflows to be made for these accrued entitlements. Commonwealth bond rates are used for discounting future cash flows.

*Classification of employee benefits*

An employee benefit liability is classified as a current liability if the Council does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the period. This would include all annual leave and unconditional long service leave entitlements.

*Superannuation*

The superannuation expense for the reporting year is the amount of the statutory contribution the Council makes to the superannuation plan which provides benefits to its employees together with any movements (favourable/unfavourable) in the position of any defined benefits schemes. Details of these arrangements are recorded in note 31.

(n) Leases

*Operating leases*

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

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**Notes to the Financial Report  
For the Year Ended 30 June 2013**

**Note 1 Significant accounting policies (cont.)**

**(o) Allocation between current and non-current**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next twelve months, being the Council's operational cycle, or if the Council does not have an unconditional right to defer settlement of a liability for at least 12 months after the reporting date.

**(p) Agreements equally proportionately unperformed**

The Council does not recognise assets and liabilities arising from agreements that are equally proportionately unperformed in the balance sheet. Such agreements are recognised on an 'as incurred' basis.

**(q) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis.

**(r) Impairment of assets**

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

**(s) Rounding**

Unless otherwise stated, amounts in the financial report have been rounded to the nearest thousand dollars. Figures in the financial statement may not equate due to rounding.

**(t) Financial guarantees**

Financial guarantee contracts are recognised as a liability at the time the guarantee is issued. The liability is initially measured at fair value, and if there is material increase in the likelihood that the guarantee may have to be exercised, at the higher of the amount determined in accordance with AASB 137 Provisions, Contingent Liabilities and Contingent Assets and the amount initially recognised less cumulative amortisation, where appropriate. In the determination of fair value, consideration is given to factors including the probability of default by the guaranteed party and the likely loss to Council in the event of default.

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Notes to the Financial Report  
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(ii) Pending Accounting Standards

The following Australian Accounting Standards have been issued or amended and are applicable to the Council but are not yet adopted in preparation of the financial statements at reporting date.

| Pronouncement                                                | What's new?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Impact/Action                                                                                                                                                                                                                                                                                                                                                                                       | Transition                                                                                                                                       | Effective date                                      |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>AASB 10 Consolidated Financial Statements</b>             | <p>The standard introduces a single model of control, which is used to determine whether an investee must be consolidated. The existence of control is determined based on:</p> <ul style="list-style-type: none"> <li>Power to direct the activities of an investee (irrespective of whether such power is exercised);</li> <li>Exposure, or rights, to variable returns from its involvement with the investee;</li> <li>The ability to use its power over the investee to affect the amount of the investor's returns.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>The definition of 'control' is based on various factors, and is wider than just those entities in which an investee holds greater than 50% of the voting rights. While the effects of this standard are not expected to be significant in the local government sector, there may be some increase in the number of entities required to be consolidated as subsidiaries.</p>                     | <p>Early adoption is permitted, but AASB 10, AASB 11, AASB 12, AASB 127 (revised) and AASB 128 (revised) must all be adopted simultaneously.</p> | <p>Periods beginning on or after 1 January 2013</p> |
| <b>AASB 11 Joint Arrangements</b>                            | <p>AASB 11 classifies all joint arrangements as either joint operations or joint ventures:</p> <ul style="list-style-type: none"> <li>Joint operations exist where the parties have the right to their assets and the obligation for their liabilities under the arrangement. Each party recognises its own assets, liabilities, revenues and expenses resulting from the arrangement.</li> <li>Joint ventures exist where the parties have the rights to the net assets of the arrangement. Each party accounts for the arrangement under the equity method in accordance with AASB 128 Investments in Associates and Joint Ventures (see below).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>The use of proportionate consolidation to account for joint ventures is no longer permitted. This is not likely to impact many councils.</p>                                                                                                                                                                                                                                                     | <p>Early adoption is permitted, but AASB 10, AASB 11, AASB 12, AASB 127 (revised) and AASB 128 (revised) must all be adopted simultaneously.</p> | <p>Periods beginning on or after 1 January 2013</p> |
| <b>AASB 12 Disclosure of Involvement with Other Entities</b> | <p>AASB 12 requires the disclosure of information to enable users to evaluate the nature of, and risks associated with, its interests in other entities and the effect of these interests on its financial position, financial performance, and cash flows. AASB 12 applies to all entities that have subsidiaries, joint arrangements, associates, or unconsolidated structured entities, and requires disclosures grouped into four categories:</p> <ul style="list-style-type: none"> <li>Significant judgments and assumptions, including how control, joint control, or significant influence has been determined;</li> <li>Interests in subsidiaries, including details of the composition of the group, the interests held by any non-controlling interest, any changes in control, and the nature of any associated risks;</li> <li>Interests in joint arrangements and associates, including their nature and extent, the effects on the group, and any associated risks;</li> <li>Interests in unconsolidated structured entities, including their nature and extent, any changes during the year, and the associated risks.</li> </ul> | <p>The disclosures required will be both qualitative and quantitative. In particular, management should document and be able to justify its judgments concerning control and significant influence. In the local government context this is likely to require increased disclosures around the operations of Library Corporations as well as other activities that Council have an interest in.</p> | <p>Early adoption is permitted, but AASB 10, AASB 11, AASB 12, AASB 127 (revised) and AASB 128 (revised) must all be adopted simultaneously.</p> | <p>Periods beginning on or after 1 January 2013</p> |

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| Pronouncement                                         | What's new?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Impact/Action                                                                                                                                                                                                                                                              | Transition                                                                                                                                | Effective date                               |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| AASB 13 Fair Value Measurement                        | AASB 13 replaces the existing IFRS guidance on fair value measurement and disclosure. It applies whenever another standard permits or requires the use of fair value measurements. It sets out a fair value hierarchy for such measurements:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | The standard determines 'when' rather than 'where' in respect of fair value measurements, and summarises the existing IFRS guidance in one place. This standard may assist those entities that have equity investments that are no longer able to be held at cost.         | Early adoption is permitted.                                                                                                              | Periods beginning on or after 1 January 2013 |
| AASB 127 Separate Financial Statements                | <ul style="list-style-type: none"> <li>Level 1 – quoted prices in active markets for identical assets and liabilities, which can be accessed at the measurement date.</li> <li>Level 2 – inputs other than quoted market prices included within Level 1, which are observable for the asset or liability, either directly or indirectly.</li> <li>Level 3 – unobservable inputs for the asset or liability.</li> </ul> <p>There are also extensive disclosure requirements relating to each of the three levels within the hierarchy.</p> <p>AASB 127 has been amended to ensure consistency with the new requirements of AASB 10 Consolidated Financial Statements (see above). It now deals only with the preparation of separate company financial statements.</p> | Where separate financial statements are prepared, investments in subsidiaries, associates, and joint ventures must be accounted for either at cost, or in accordance with AASB 9 Financial Instruments. These changes are not expected to impact significantly on Council. | Early adoption is permitted, but AASB 10, AASB 11, AASB 12, AASB 127 (revised) and AASB 128 (revised) must all be adopted simultaneously. | Periods beginning on or after 1 January 2013 |
| AASB 128 Investments in Associates and Joint Ventures | AASB 128 has been amended to ensure consistency with the new requirements of AASB 10 Consolidated Financial Statements and AASB 11 Joint Arrangements. The standard sets out how the equity method of accounting is to be applied, defines "significant influence," and how impairment is to be tested for investments in associates or joint ventures.                                                                                                                                                                                                                                                                                                                                                                                                               | Some joint ventures which were previously accounted for under the proportionate consolidation method must now be accounted for as associates. These changes are not expected to impact significantly on Council.                                                           | Early adoption is permitted, but AASB 10, AASB 11, AASB 12, AASB 127 (revised) and AASB 128 (revised) must all be adopted simultaneously. | Periods beginning on or after 1 January 2013 |

(v) Contingent assets and contingent liabilities and commitments

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and inclusive of the GST payable.

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|  | 2013   | 2012   |
|--|--------|--------|
|  | \$'000 | \$'000 |

Note 2 Rates and charges

Council uses Capital Improved Value as the basis of valuation of all properties within the municipal district. The Capital Improved Value of a property is its value as assessed by independent valuation undertaken every two (2) years.

The valuation base used to calculate general rates for 2012/2013 was \$5,635 million (2011/2012 \$5,366 million). Council applied a differential rating regime to the capital improved value.

|                                | No. of assessments |        |               |               |
|--------------------------------|--------------------|--------|---------------|---------------|
|                                | 2013               | 2012   |               |               |
| Residential                    | 11,192             | 11,175 | 11,021        | 9,286         |
| Commercial/Industrial          | 958                | 959    | 2,457         | 2,974         |
| Farm                           | 2,633              | 2,632  | 5,172         | 4,934         |
| Municipal charge               | 13,832             | 13,825 | 2,068         | 2,021         |
| Garbage charge                 | 9,583              | 9,880  | 2,618         | 2,551         |
| Special rates and charges      | 185                | 185    | 23            | 23            |
| <b>Total rates and charges</b> |                    |        | <b>23,349</b> | <b>21,789</b> |

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2012, and the valuation will be first applied in the rating year commencing 1 July 2012.

Note 3 Statutory fees and fines

|                               |            |            |
|-------------------------------|------------|------------|
| Special charges schemes       | 176        | -          |
| Infringements and costs       | 167        | 167        |
| Town planning fees            | 128        | 158        |
| Health regulations            | 117        | 99         |
| Building Permits              | 72         | 79         |
| Land information certificates | 16         | 81         |
| Freedom of Information        | 1          | -          |
|                               | <b>677</b> | <b>514</b> |

Note 4 User fees

|                                                    |              |              |
|----------------------------------------------------|--------------|--------------|
| Bluewater fitness centre fees                      | 812          | 709          |
| Home care and delivered meals fees                 | 568          | 577          |
| Colac livestock selling centre fees                | 549          | 610          |
| Visitor information centre fees                    | 389          | 344          |
| Colac Otway Performing Arts & Cultural Centre fees | 341          | 325          |
| Parking, animal control and local laws fees        | 200          | 160          |
| Waste disposal fees                                | 180          | 254          |
| Council properties fees and rental                 | 166          | 235          |
| Apollon Bay Harbour fees                           | 96           | 87           |
| Town planning and building fees                    | 21           | 45           |
| Other fees and charges                             | 281          | 185          |
| <b>Total user fees</b>                             | <b>3,703</b> | <b>3,532</b> |

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Notes to the Financial Report  
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|                                                                                                                                                                      | 2013<br>\$'000 | 2012<br>\$'000 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>Note 5 Grants</b>                                                                                                                                                 |                |                |
| Grants were received in respect of the following:                                                                                                                    |                |                |
| <b>5a Functions of grants</b>                                                                                                                                        |                |                |
| <b>Operating grants</b>                                                                                                                                              |                |                |
| Victorian Grants Commission - United Base Grant                                                                                                                      | 3,264          | 4,368          |
| Victorian Grants Commission - Local Roads Grant                                                                                                                      | 2,264          | 3,004          |
| Aged & Disabled Services                                                                                                                                             | 1,472          | 1,474          |
| Port Management                                                                                                                                                      | 780            | 780            |
| Environment Protection & Services                                                                                                                                    | 625            | 417            |
| Family & Community Services                                                                                                                                          | 583            | 773            |
| Business & Economic Services                                                                                                                                         | 205            | 127            |
| Recreation & Culture                                                                                                                                                 | 141            | 225            |
| Administration                                                                                                                                                       | 56             | 59             |
| Waste Management                                                                                                                                                     | 34             | 732            |
| Local Roads & Bridges                                                                                                                                                | -              | 266            |
| Traffic & Street Management                                                                                                                                          | -              | 47             |
| <b>Total operating grants</b>                                                                                                                                        | <b>9,434</b>   | <b>12,273</b>  |
| <b>Capital grants</b>                                                                                                                                                |                |                |
| Recreation & Culture                                                                                                                                                 | 2,807          | 388            |
| Local Roads & Bridges                                                                                                                                                | 1,727          | 3,004          |
| Port Management                                                                                                                                                      | 1,857          | -              |
| Traffic & Street Management                                                                                                                                          | 240            | 129            |
| Business & Economic Services                                                                                                                                         | 190            | 27             |
| <b>Total capital grants</b>                                                                                                                                          | <b>5,821</b>   | <b>3,551</b>   |
| <b>Total</b>                                                                                                                                                         | <b>15,255</b>  | <b>15,824</b>  |
| <b>5b Summary of grants</b>                                                                                                                                          |                |                |
| Recurrent grants                                                                                                                                                     | 8,785          | 11,434         |
| Non-Recurrent grants                                                                                                                                                 | 6,470          | 4,390          |
| <b>Total</b>                                                                                                                                                         | <b>15,255</b>  | <b>15,824</b>  |
| Federal Grants                                                                                                                                                       | 7,107          | 9,106          |
| State Grants                                                                                                                                                         | 7,926          | 6,476          |
| Other Grants                                                                                                                                                         | 222            | 240            |
| <b>Total</b>                                                                                                                                                         | <b>15,255</b>  | <b>15,824</b>  |
| <b>5c Conditions on grants</b>                                                                                                                                       |                |                |
| Grants recognised as revenue during the year that were obtained on condition that they be expended in a specified manner that had not occurred at balance date were: |                |                |
| Port Management                                                                                                                                                      | 1,570          | -              |
| Recreation & Culture                                                                                                                                                 | 762            | 1,119          |
| Environment Protection & Services                                                                                                                                    | 521            | 52             |
| Local Roads & Bridges                                                                                                                                                | 148            | 210            |
| Traffic & Street Management                                                                                                                                          | 70             | 1,470          |
| Aged & Disabled Services                                                                                                                                             | 37             | 299            |
| Business & Economic Services                                                                                                                                         | -              | 392            |
| Community Development                                                                                                                                                | -              | 123            |
| Family & Community Services                                                                                                                                          | -              | 346            |
| <b>Total</b>                                                                                                                                                         | <b>3,108</b>   | <b>4,011</b>   |

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|                                                                                                                                               | 2013<br>\$'000 | 2012<br>\$'000 |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>Note 5c Grants (cont.)</b>                                                                                                                 |                |                |
| Grants which were recognised as revenue in prior years and were expended during the current year in the manner specified by the grantor were: |                |                |
| Traffic & Street Management                                                                                                                   | 1,470          | 236            |
| Recreation & Culture                                                                                                                          | 1,119          | -              |
| Business & Economic Services                                                                                                                  | 362            | 217            |
| Family & Community Services                                                                                                                   | 346            | -              |
| Aged & Disabled Services                                                                                                                      | 289            | -              |
| Local Roads & Bridges                                                                                                                         | 210            | 323            |
| Community Development                                                                                                                         | 123            | 52             |
| Environmental Protection & Services                                                                                                           | 52             | 86             |
| <b>Total</b>                                                                                                                                  | <b>4,011</b>   | <b>916</b>     |
| Net increase (decrease) in restricted assets resulting from grant revenues for the year.                                                      | (903)          | 3,095          |
| <b>Note 6 Contributions</b>                                                                                                                   |                |                |
| Operating                                                                                                                                     | 123            | 282            |
| Capital                                                                                                                                       | 300            | 426            |
| <b>Total</b>                                                                                                                                  | <b>423</b>     | <b>710</b>     |
| <b>(a) Cash</b>                                                                                                                               |                |                |
| Community & health care                                                                                                                       | 66             | 76             |
| Recreational, leisure and community facilities                                                                                                | 56             | 22             |
| Other                                                                                                                                         | 50             | 119            |
| Parks, open space and streetscapes                                                                                                            | 7              | 22             |
| Roads                                                                                                                                         | -              | 63             |
| <b>Total</b>                                                                                                                                  | <b>181</b>     | <b>304</b>     |
| <b>(b) Non-monetary assets (other)</b>                                                                                                        |                |                |
| Drainage                                                                                                                                      | 61             | 49             |
| Roads                                                                                                                                         | 73             | 58             |
| Footpaths and trails                                                                                                                          | 48             | 13             |
| Kesh and channel                                                                                                                              | 38             | 31             |
| Land under roads                                                                                                                              | 2              | 27             |
| <b>Total</b>                                                                                                                                  | <b>243</b>     | <b>178</b>     |
| <b>(c) Non-monetary assets (Port of Apollo Bay)*</b>                                                                                          |                |                |
| Land                                                                                                                                          | -              | 162            |
| Plant and minor equipment                                                                                                                     | -              | 51             |
| Fixed plant, furniture and equipment                                                                                                          | -              | 15             |
| <b>Total</b>                                                                                                                                  | <b>-</b>       | <b>228</b>     |
| * Refer to note 1(g) and note 43 for further information.                                                                                     |                |                |
| <b>Total contributions</b>                                                                                                                    | <b>424</b>     | <b>710</b>     |

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Note 7 Net gain/(loss) on disposal of property, infrastructure, plant and equipment

| 2013                                                       | Asset value  | Accumulated Depreciation | Written down value of disposals | Value of Consideration | Profit on sale of asset |
|------------------------------------------------------------|--------------|--------------------------|---------------------------------|------------------------|-------------------------|
|                                                            | \$'000       | \$'000                   | \$'000                          | \$'000                 | \$'000                  |
| <b>Property</b>                                            |              |                          |                                 |                        |                         |
| Buildings                                                  | 92           | 80                       | 32                              | -                      | (32)                    |
| Other structures                                           | 210          | 210                      | -                               | -                      | -                       |
| <b>Total Property</b>                                      | <b>302</b>   | <b>270</b>               | <b>32</b>                       | <b>-</b>               | <b>(32)</b>             |
| <b>Plant and Equipment</b>                                 |              |                          |                                 |                        |                         |
| Plant and minor equipment                                  | 1,811        | 1,322                    | 489                             | 569                    | 80                      |
| Fixed plant, furniture and equipment                       | 410          | 405                      | 5                               | -                      | (5)                     |
| <b>Total Plant and equipment</b>                           | <b>2,221</b> | <b>1,727</b>             | <b>494</b>                      | <b>569</b>             | <b>75</b>               |
| <b>Infrastructure</b>                                      |              |                          |                                 |                        |                         |
| Maritime infrastructure                                    | 1,496        | 1,496                    | -                               | -                      | -                       |
| <b>Total Infrastructure</b>                                | <b>1,496</b> | <b>1,496</b>             | <b>-</b>                        | <b>-</b>               | <b>-</b>                |
| <b>Total property, plant and equipment, infrastructure</b> | <b>4,019</b> | <b>3,493</b>             | <b>526</b>                      | <b>569</b>             | <b>43</b>               |

| 2012                                                       | Asset value  | Accumulated Depreciation | Written down value of disposals | Value of Consideration | Profit on sale of asset |
|------------------------------------------------------------|--------------|--------------------------|---------------------------------|------------------------|-------------------------|
| <b>Property</b>                                            |              |                          |                                 |                        |                         |
| Land and buildings                                         | 2,278        | 1,434                    | 845                             | 899                    | 54                      |
| <b>Total land</b>                                          | <b>2,278</b> | <b>1,434</b>             | <b>845</b>                      | <b>899</b>             | <b>54</b>               |
| <b>Plant and Equipment</b>                                 |              |                          |                                 |                        |                         |
| Plant and minor equipment                                  | 1,255        | 800                      | 455                             | 551                    | 98                      |
| <b>Total Plant and equipment</b>                           | <b>1,255</b> | <b>800</b>               | <b>455</b>                      | <b>551</b>             | <b>98</b>               |
| <b>Total property, plant and equipment, infrastructure</b> | <b>3,534</b> | <b>2,234</b>             | <b>1,300</b>                    | <b>1,450</b>           | <b>150</b>              |

|  |        |        |
|--|--------|--------|
|  | 2013   | 2012   |
|  | \$'000 | \$'000 |

Note 8 Reimbursements

|                                |            |            |
|--------------------------------|------------|------------|
| Legal recoveries               | 210        | 28         |
| Insurances                     | 53         | 47         |
| Employment scheme              | 45         | 129        |
| Regional development           | 31         | 37         |
| Tourism subscription           | 28         | 47         |
| Long service leave transferred | 14         | 51         |
| Utilities                      | 9          | 11         |
| Family day care                | 2          | 2          |
| Other                          | 42         | 54         |
| <b>Total reimbursements</b>    | <b>436</b> | <b>406</b> |

Note 9 Finance income

|                           |            |            |
|---------------------------|------------|------------|
| Interest                  | 375        | 475        |
| Interest on rates         | 127        | 114        |
| <b>Total other income</b> | <b>502</b> | <b>589</b> |



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|                                                                                                                                                                            | 2013<br>\$'000 | 2012<br>\$'000 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>Note 10 Other income</b>                                                                                                                                                |                |                |
| Discount received                                                                                                                                                          | 92             | -              |
| Private works                                                                                                                                                              | 37             | 30             |
| Licensing fees                                                                                                                                                             | 23             | -              |
| State Revenue Office                                                                                                                                                       | 20             | -              |
| Local laws                                                                                                                                                                 | -              | 5              |
| Other                                                                                                                                                                      | 20             | 49             |
| <b>Total other income</b>                                                                                                                                                  | <b>192</b>     | <b>83</b>      |
| <b>Note 11 Employee benefits</b>                                                                                                                                           |                |                |
| Employee benefits were incurred in respect of the following :                                                                                                              |                |                |
| <b>11(a) Employee benefits</b>                                                                                                                                             |                |                |
| Wages and salaries                                                                                                                                                         | 12,096         | 11,664         |
| Annual leave and long service leave                                                                                                                                        | 1,360          | 1,129          |
| Superannuation                                                                                                                                                             | 1,255          | 1,182          |
| Casual staff                                                                                                                                                               | 566            | 482            |
| Sick leave                                                                                                                                                                 | 339            | 271            |
| Fringe benefits tax                                                                                                                                                        | 197            | 158            |
| Workcover                                                                                                                                                                  | 185            | 159            |
| Other                                                                                                                                                                      | 233            | 294            |
| <b>Total Operational employee benefits</b>                                                                                                                                 | <b>16,231</b>  | <b>15,399</b>  |
| Wages and salaries capitalised                                                                                                                                             | 545            | 544            |
| <b>Total employee benefits</b>                                                                                                                                             | <b>16,776</b>  | <b>15,934</b>  |
| <b>11(b) Employee benefits - additional superannuation call</b>                                                                                                            |                |                |
| Superannuation - additional call*                                                                                                                                          | -              | 3,182          |
| <b>Total employee benefits - additional superannuation call</b>                                                                                                            | <b>-</b>       | <b>3,182</b>   |
| * during the period Council was required to recognise an additional contribution to Victorian Super to meet obligations in relation to members of the defined benefit plan |                |                |
| <b>11(c) Summary of employee benefits</b>                                                                                                                                  |                |                |
| Operational employee benefits                                                                                                                                              | 16,230         | 18,572         |
| Capitalised employee benefits                                                                                                                                              | 546            | 544            |
| <b>Total</b>                                                                                                                                                               | <b>16,776</b>  | <b>19,116</b>  |
| <b>Note 12 Materials and services</b>                                                                                                                                      |                |                |
| Contractors                                                                                                                                                                | 5,422          | 4,636          |
| Plant and equipment maintenance                                                                                                                                            | 1,782          | 1,293          |
| Utilities                                                                                                                                                                  | 1,184          | 934            |
| Materials                                                                                                                                                                  | 1,152          | 551            |
| Services                                                                                                                                                                   | 1,375          | 1,581          |
| Subscriptions and memberships                                                                                                                                              | 988            | 942            |
| Consultants                                                                                                                                                                | 690            | 928            |
| Insurances                                                                                                                                                                 | 435            | 380            |
| Training costs                                                                                                                                                             | 225            | 33             |
| Advertising                                                                                                                                                                | 206            | 267            |
| Agency staff                                                                                                                                                               | 184            | 280            |
| Legal costs                                                                                                                                                                | 156            | 282            |
| Hire costs                                                                                                                                                                 | 117            | 30             |
| Permits                                                                                                                                                                    | 1              | 2              |
| <b>Total operational materials and services</b>                                                                                                                            | <b>13,927</b>  | <b>12,119</b>  |
| Material and Services capitalised                                                                                                                                          | 11,181         | 10,702         |
| <b>Total materials and services</b>                                                                                                                                        | <b>25,108</b>  | <b>22,821</b>  |

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|                                                                                                                                                                                                                                                 | 2013<br>\$'000 | 2012<br>\$'000 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>Note 13 Depreciation and amortisation</b>                                                                                                                                                                                                    |                |                |
| <i>Buildings</i>                                                                                                                                                                                                                                |                |                |
| Buildings                                                                                                                                                                                                                                       | 1,048          | 1,219          |
| <i>Plant and Equipment</i>                                                                                                                                                                                                                      |                |                |
| Plant, and minor equipment                                                                                                                                                                                                                      | 909            | 795            |
| Fixed plant, furniture and equipment                                                                                                                                                                                                            | 314            | 312            |
| Outdoor furniture                                                                                                                                                                                                                               | 286            | 280            |
| <i>Infrastructure</i>                                                                                                                                                                                                                           |                |                |
| Roads                                                                                                                                                                                                                                           | 4,977          | 4,511          |
| Bridges                                                                                                                                                                                                                                         | 304            | 231            |
| Footpaths and cycle ways                                                                                                                                                                                                                        | 253            | 199            |
| Other structures                                                                                                                                                                                                                                | 271            | 96             |
| Drainage                                                                                                                                                                                                                                        | 287            | 283            |
| Kerb and channel                                                                                                                                                                                                                                | 244            | 412            |
| Maritime Infrastructure                                                                                                                                                                                                                         | 445            | 273            |
| <i>Intangibles</i>                                                                                                                                                                                                                              |                |                |
| Software                                                                                                                                                                                                                                        | 113            | 83             |
| <b>Total depreciation and amortisation</b>                                                                                                                                                                                                      | <b>9,430</b>   | <b>8,665</b>   |
| <b>Note 14 Finance costs</b>                                                                                                                                                                                                                    |                |                |
| Interest - Borrowings                                                                                                                                                                                                                           | 298            | 341            |
| <b>Total finance costs</b>                                                                                                                                                                                                                      | <b>298</b>     | <b>341</b>     |
| <b>Note 15 Other expenses</b>                                                                                                                                                                                                                   |                |                |
| Grants and donations paid                                                                                                                                                                                                                       | 437            | 505            |
| Councillors' allowances                                                                                                                                                                                                                         | 286            | 186            |
| Landfill Rehabilitation Provision Expense                                                                                                                                                                                                       | 252            | -              |
| Waste management charge                                                                                                                                                                                                                         | 104            | -              |
| Bank guarantee call                                                                                                                                                                                                                             | 88             | -              |
| Auditors' remuneration                                                                                                                                                                                                                          | 50             | 45             |
| Royalties and commissions                                                                                                                                                                                                                       | 25             | 48             |
| Animal registration levy                                                                                                                                                                                                                        | 17             | -              |
| Bad debts written off                                                                                                                                                                                                                           | 1              | 2              |
| Other                                                                                                                                                                                                                                           | 21             | 411            |
| <b>Total other expenses</b>                                                                                                                                                                                                                     | <b>1,351</b>   | <b>1,206</b>   |
| <b>Note 16 Investment in associates</b>                                                                                                                                                                                                         |                |                |
| Investments in associates accounted for by the equity method are:                                                                                                                                                                               |                |                |
| - Corangamite Regional Library Corporation                                                                                                                                                                                                      | 351            | 377            |
| <b>Total</b>                                                                                                                                                                                                                                    | <b>351</b>     | <b>377</b>     |
| <b>Corangamite regional library corporation</b>                                                                                                                                                                                                 |                |                |
| <i>Background</i>                                                                                                                                                                                                                               |                |                |
| The Corangamite Regional Library Corporation is a corporation owned by four (4) councils: Colac Otway Shire, Corangamite Shire, Moyne Shire and Warrnambool City. Colac Otway Shire has a 23.9% equity interest in 2012/2013 (2011/2012 24.4%). |                |                |
| <i>Council's share of equity in the Corporation (based on population)</i>                                                                                                                                                                       |                |                |
| Carrying value of investment at start of year                                                                                                                                                                                                   | 24.40%         | 376            |
| Share of surplus(deficit) for year                                                                                                                                                                                                              |                | (13)           |
| Equity share adjustment                                                                                                                                                                                                                         |                | (12)           |
| Carrying value of investment at end of year                                                                                                                                                                                                     | 23.90%         | 351            |

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|                                                                                                                                                                          | 2013<br>\$'000 | 2012<br>\$'000 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>Note 17 Cash and cash equivalents</b>                                                                                                                                 |                |                |
| Cash on hand                                                                                                                                                             | 6              | 6              |
| Cash at bank                                                                                                                                                             | 11,739         | 13,807         |
| <b>Total cash and cash equivalents</b>                                                                                                                                   | <b>11,745</b>  | <b>13,813</b>  |
| <small>Users of the financial report should refer to Note 21 for details of restrictions on cash assets and Note 32 for details of existing finance commitments.</small> |                |                |
| <b>Note 18 Trade and other receivables</b>                                                                                                                               |                |                |
| Government grants                                                                                                                                                        | 2,349          | 1,416          |
| Rates debtors                                                                                                                                                            | 1,377          | 1,180          |
| Net GST receivables                                                                                                                                                      | 295            | 215            |
| Special charge schemes                                                                                                                                                   | 163            | 140            |
| Infringements                                                                                                                                                            | 107            | -              |
| Loans and advances to community organisations                                                                                                                            | 18             | 81             |
| Other debtors                                                                                                                                                            | 330            | 423            |
| <b>Total</b>                                                                                                                                                             | <b>4,637</b>   | <b>3,455</b>   |
| <b>Total trade and other receivables</b>                                                                                                                                 | <b>4,637</b>   | <b>3,455</b>   |
| <b>Note 19 Inventories</b>                                                                                                                                               |                |                |
| Inventories held for sale                                                                                                                                                | 141            | 159            |
| Inventories held for distribution                                                                                                                                        | 16             | 19             |
| <b>Total inventories</b>                                                                                                                                                 | <b>157</b>     | <b>178</b>     |
| <b>Note 20 Other assets</b>                                                                                                                                              |                |                |
| Accrued income                                                                                                                                                           |                | 12             |
| <b>Total other assets</b>                                                                                                                                                |                | <b>12</b>      |

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|                                                              | 2013<br>\$'000 | 2012<br>\$'000 |
|--------------------------------------------------------------|----------------|----------------|
| <b>Note 21 Property, infrastructure, plant and equipment</b> |                |                |
| <i>Summary</i>                                               |                |                |
| at cost                                                      | 31,510         | 25,107         |
| Less accumulated depreciation                                | 11,164         | 10,719         |
|                                                              | <u>20,346</u>  | <u>14,388</u>  |
| at fair value                                                | 126,034        | 128,972        |
| Less accumulated depreciation                                | 45,486         | 46,012         |
|                                                              | <u>80,548</u>  | <u>82,961</u>  |
| at council valuation                                         | 246,449        | 239,970        |
| Less accumulated depreciation                                | 73,389         | 67,679         |
|                                                              | <u>173,060</u> | <u>172,291</u> |
| <b>Total</b>                                                 | <b>273,954</b> | <b>269,639</b> |
| <i>Property</i>                                              |                |                |
| <b>Land</b>                                                  |                |                |
| at fair value as at 30 June 2012                             | 35,528         | 35,528         |
|                                                              | <u>35,528</u>  | <u>35,528</u>  |
| <b>Land under roads</b>                                      |                |                |
| at cost                                                      | 224            | 222            |
|                                                              | <u>224</u>     | <u>222</u>     |
| <b>Total Land</b>                                            | <b>35,752</b>  | <b>35,750</b>  |
| <b>Buildings</b>                                             |                |                |
| at cost                                                      | 210            | -              |
| Less accumulated depreciation                                | 1              | -              |
|                                                              | <u>209</u>     | <u>-</u>       |
| at fair value as at 30 June 2012                             | 61,539         | 62,982         |
| Less accumulated depreciation                                | 35,785         | 35,261         |
|                                                              | <u>25,753</u>  | <u>27,721</u>  |
| <b>Total Buildings</b>                                       | <b>25,962</b>  | <b>27,721</b>  |
| <b>Total Property</b>                                        | <b>61,714</b>  | <b>63,471</b>  |

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Note 21 Property, infrastructure, plant and equipment (cont.)

Valuation of land (excluding land under roads) and buildings were undertaken by the qualified independent valuer Mr Steven Davey - Certified Practising Valuer - API Member No. 63379 of Opleon Property. The valuation of buildings is at fair value based on current replacement cost less accumulated depreciation at the date of valuation. The valuation of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions as at 30 June 2012.

Land under roads is valued at deemed cost. Deemed cost is based on using site values adjusted for englobe (undeveloped and/or unsewered) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services.

|                                             | 2013<br>\$'000 | 2012<br>\$'000 |
|---------------------------------------------|----------------|----------------|
| <b>Plant and minor equipment</b>            |                |                |
| at cost                                     | 9,497          | 9,397          |
| Less accumulated depreciation               | 4,275          | 4,686          |
|                                             | <u>5,222</u>   | <u>4,709</u>   |
| <b>Fixed plant, furniture and equipment</b> |                |                |
| at cost                                     | 2,031          | 2,064          |
| Less accumulated depreciation               | 940            | 1,022          |
|                                             | <u>1,091</u>   | <u>1,042</u>   |
| <b>Outdoor furniture</b>                    |                |                |
| at cost                                     | 4,222          | 4,098          |
| Less accumulated depreciation               | 2,607          | 2,221          |
|                                             | <u>1,615</u>   | <u>1,877</u>   |
| <b>Total Plant and Equipment</b>            | <u>8,028</u>   | <u>7,628</u>   |
| <b>Infrastructure</b>                       |                |                |
| <b>Roads</b>                                |                |                |
| at cost                                     | 3,268          | -              |
| Less accumulated depreciation               | 218            | -              |
|                                             | <u>3,050</u>   | <u>-</u>       |
| at council valuation as at 30 June 2012     | 171,272        | 171,277        |
| Less accumulated depreciation               | 47,768         | 42,856         |
|                                             | <u>123,504</u> | <u>128,421</u> |
| <b>Total road infrastructure</b>            | <u>126,554</u> | <u>128,421</u> |
| <b>Bridges</b>                              |                |                |
| at cost                                     | -              | 496            |
| Less accumulated depreciation               | -              | 21             |
|                                             | <u>-</u>       | <u>474</u>     |
| at council valuation as at 30 June 2010     | -              | 16,380         |
| Less accumulated depreciation               | -              | 6,136          |
|                                             | <u>-</u>       | <u>10,244</u>  |
| at council valuation as at 30 June 2013     | 19,467         | -              |
| Less accumulated depreciation               | 5,620          | -              |
|                                             | <u>13,847</u>  | <u>-</u>       |
| <b>Total bridge infrastructure</b>          | <u>13,847</u>  | <u>11,218</u>  |

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Notes to the Financial Report  
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| Note 21 | Property, infrastructure, plant and equipment (cont.) | 2013           | 2012           |
|---------|-------------------------------------------------------|----------------|----------------|
|         |                                                       | \$'000         | \$'000         |
|         | <b>Footpaths and cycle ways</b>                       |                |                |
|         | at cost                                               | 537            | -              |
|         | Less accumulated depreciation                         | 8              | -              |
|         |                                                       | <u>529</u>     | <u>-</u>       |
|         | at council valuation as at 30 June 2012               | 10,534         | 10,534         |
|         | Less accumulated depreciation                         | 2,854          | 2,809          |
|         |                                                       | <u>7,680</u>   | <u>7,725</u>   |
|         | <b>Total footpath infrastructure</b>                  | <u>8,209</u>   | <u>7,725</u>   |
|         | <b>Drainage</b>                                       |                |                |
|         | at cost                                               | -              | 733            |
|         | Less accumulated depreciation                         | -              | 6              |
|         |                                                       | <u>-</u>       | <u>727</u>     |
|         | at council valuation as at 30 June 2010               | -              | 20,813         |
|         | Less accumulated depreciation                         | -              | 8,167          |
|         |                                                       | <u>-</u>       | <u>12,647</u>  |
|         | at council valuation as at 30 June 2013               | 24,511         | -              |
|         | Less accumulated depreciation                         | 8,971          | -              |
|         |                                                       | <u>15,540</u>  | <u>-</u>       |
|         | <b>Total drainage infrastructure</b>                  | <u>15,540</u>  | <u>13,374</u>  |
|         | <b>Kerb and channelling</b>                           |                |                |
|         | at cost                                               | 91             | -              |
|         | Less accumulated depreciation                         | -              | -              |
|         |                                                       | <u>91</u>      | <u>-</u>       |
|         | at council valuation as at 30 June 2012               | 20,686         | 20,686         |
|         | Less accumulated depreciation                         | 8,155          | 7,913          |
|         |                                                       | <u>12,531</u>  | <u>12,773</u>  |
|         | <b>Total kerb and channel infrastructure</b>          | <u>12,621</u>  | <u>12,773</u>  |
|         | <b>Other structures</b>                               |                |                |
|         | at cost                                               | 6,055          | 7,218          |
|         | Less accumulated depreciation                         | 2,507          | 2,568          |
|         |                                                       | <u>3,548</u>   | <u>4,650</u>   |
|         | <b>Marine Infrastructure</b>                          |                |                |
|         | at fair value as at 30 June 2012                      | 28,987         | 30,463         |
|         | Less accumulated depreciation                         | 9,700          | 10,751         |
|         |                                                       | <u>19,287</u>  | <u>19,712</u>  |
|         | <b>Total Infrastructure</b>                           | <u>202,165</u> | <u>197,853</u> |
|         | <b>Intangibles</b>                                    |                |                |
|         | at cost                                               | 622            | 621            |
|         | Less accumulated depreciation                         | 306            | 183            |
|         | <b>Total intangibles</b>                              | <u>316</u>     | <u>438</u>     |

Valuation of infrastructure assets has been determined in accordance with a valuation undertaken by Adam Lehmann (BEug) in 2011, 2012 and 2013. A separate valuation of Maritime Infrastructure was carried out by BDH on behalf of the Department of Transport in 2012.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

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Notes to the Financial Report  
For the Year Ended 30 June 2013

| Note 21 | Property, infrastructure, plant and equipment (cont.)      | 2013<br>\$'000 | 2012<br>\$'000 |
|---------|------------------------------------------------------------|----------------|----------------|
|         | <i>Works in progress</i>                                   |                |                |
|         | Buildings at cost                                          | 1,156          | 7              |
|         | Outdoor furniture                                          | 5              | 55             |
|         | Roads at cost                                              | 9              | -              |
|         | Footpaths at cost                                          | 22             | 63             |
|         | Other structures                                           | 188            | 68             |
|         | Fixed plant, furniture and equipment                       | 570            | -              |
|         | Drainage at cost                                           | -              | 1              |
|         | Plant and minor equipment                                  | 181            | 45             |
|         | <b>Total works in progress</b>                             | <b>1,731</b>   | <b>259</b>     |
|         | <b>Total property, infrastructure, plant and equipment</b> | <b>273,955</b> | <b>289,639</b> |

Notes to the Financial Report  
For the Year Ended 30 June 2013

21 Property, plant and equipment, infrastructure (cont.)

| 2013                                                           | Balance at<br>beginning of<br>financial year | Acquisition<br>of assets | Revaluation<br>increments<br>(decrements)<br>(note 26) | Depreciation<br>and<br>amortisation<br>(note 13) | Written down<br>value of<br>disposals | Assets<br>written off | Non-monetary<br>assets<br>contributed | Transfers    | Balance at<br>end of<br>financial year |
|----------------------------------------------------------------|----------------------------------------------|--------------------------|--------------------------------------------------------|--------------------------------------------------|---------------------------------------|-----------------------|---------------------------------------|--------------|----------------------------------------|
|                                                                | \$'000                                       | \$'000                   | \$'000                                                 | \$'000                                           | \$'000                                | \$'000                | \$'000                                | \$'000       | \$'000                                 |
| <b>Property</b>                                                |                                              |                          |                                                        |                                                  |                                       |                       |                                       |              |                                        |
| Land                                                           | 35,528                                       | -                        | -                                                      | -                                                | -                                     | -                     | -                                     | -            | 35,528                                 |
| Land under roads                                               | 221                                          | -                        | -                                                      | -                                                | -                                     | -                     | 3                                     | -            | 224                                    |
| <b>Total land</b>                                              | <b>35,749</b>                                | <b>-</b>                 | <b>-</b>                                               | <b>-</b>                                         | <b>-</b>                              | <b>-</b>              | <b>3</b>                              | <b>-</b>     | <b>35,752</b>                          |
| Buildings                                                      | 27,720                                       | 211                      | -                                                      | (1,048)                                          | (32)                                  | -                     | -                                     | (888)        | 25,962                                 |
| <b>Total Buildings</b>                                         | <b>27,720</b>                                | <b>211</b>               | <b>-</b>                                               | <b>(1,048)</b>                                   | <b>(32)</b>                           | <b>-</b>              | <b>-</b>                              | <b>(888)</b> | <b>25,962</b>                          |
| <b>Total Property</b>                                          | <b>63,469</b>                                | <b>211</b>               | <b>-</b>                                               | <b>(1,048)</b>                                   | <b>(32)</b>                           | <b>-</b>              | <b>3</b>                              | <b>(888)</b> | <b>61,714</b>                          |
| <b>Plant and Equipment</b>                                     |                                              |                          |                                                        |                                                  |                                       |                       |                                       |              |                                        |
| Plant and minor equipment                                      | 4,710                                        | 1,910                    | -                                                      | (909)                                            | (489)                                 | -                     | -                                     | -            | 5,222                                  |
| Fixed plant, furniture and equipment                           | 1,042                                        | 346                      | -                                                      | (314)                                            | (5)                                   | -                     | -                                     | 22           | 1,091                                  |
| Outdoor furniture                                              | 1,878                                        | 22                       | -                                                      | (288)                                            | -                                     | -                     | -                                     | 101          | 1,715                                  |
| <b>Total Plant and equipment</b>                               | <b>7,630</b>                                 | <b>2,278</b>             | <b>-</b>                                               | <b>(1,509)</b>                                   | <b>(494)</b>                          | <b>-</b>              | <b>-</b>                              | <b>123</b>   | <b>8,028</b>                           |
| <b>Infrastructure</b>                                          |                                              |                          |                                                        |                                                  |                                       |                       |                                       |              |                                        |
| Roads                                                          | 128,420                                      | 4,384                    | -                                                      | (4,977)                                          | -                                     | (1,476)               | 73                                    | 148          | 126,552                                |
| Bridges                                                        | 11,219                                       | 1,705                    | 1,227                                                  | (304)                                            | -                                     | -                     | -                                     | -            | 13,847                                 |
| Footpaths and cycle ways                                       | 7,925                                        | 426                      | -                                                      | (253)                                            | -                                     | -                     | 48                                    | 83           | 8,209                                  |
| Other structures                                               | 4,650                                        | 1,608                    | -                                                      | (279)                                            | -                                     | -                     | -                                     | 750          | 6,148                                  |
| Drainage                                                       | 13,174                                       | -                        | 2,571                                                  | (287)                                            | -                                     | (119)                 | 81                                    | 1            | 15,541                                 |
| Kerb and channelling                                           | 12,754                                       | 52                       | -                                                      | (244)                                            | -                                     | -                     | 39                                    | -            | 12,601                                 |
| Marine infrastructure                                          | 19,711                                       | -                        | -                                                      | (445)                                            | -                                     | -                     | -                                     | -            | 19,267                                 |
| <b>Total Infrastructure</b>                                    | <b>197,853</b>                               | <b>7,556</b>             | <b>3,898</b>                                           | <b>(6,760)</b>                                   | <b>-</b>                              | <b>(1,595)</b>        | <b>241</b>                            | <b>973</b>   | <b>202,165</b>                         |
| <b>Intangibles</b>                                             |                                              |                          |                                                        |                                                  |                                       |                       |                                       |              |                                        |
| Software                                                       | 428                                          | 1                        | -                                                      | (113)                                            | -                                     | -                     | -                                     | -            | 316                                    |
| <b>Total Intangibles</b>                                       | <b>428</b>                                   | <b>1</b>                 | <b>-</b>                                               | <b>(113)</b>                                     | <b>-</b>                              | <b>-</b>              | <b>-</b>                              | <b>-</b>     | <b>316</b>                             |
| <b>Works in progress</b>                                       |                                              |                          |                                                        |                                                  |                                       |                       |                                       |              |                                        |
| Buildings                                                      | 7                                            | 1,148                    | -                                                      | -                                                | -                                     | -                     | -                                     | -            | 1,156                                  |
| Roads                                                          | -                                            | 9                        | -                                                      | -                                                | -                                     | -                     | -                                     | -            | 9                                      |
| Footpaths                                                      | 63                                           | 22                       | -                                                      | -                                                | -                                     | -                     | -                                     | (53)         | 22                                     |
| Outdoor furniture                                              | 55                                           | 5                        | -                                                      | -                                                | -                                     | -                     | -                                     | (55)         | 5                                      |
| Other structures                                               | 88                                           | 188                      | -                                                      | -                                                | -                                     | -                     | -                                     | (88)         | 188                                    |
| Fixed plant, furniture and equipment                           | 45                                           | 170                      | -                                                      | -                                                | -                                     | -                     | -                                     | (45)         | 170                                    |
| Drainage                                                       | 1                                            | -                        | -                                                      | -                                                | -                                     | -                     | -                                     | (1)          | -                                      |
| Plant and minor equipment                                      | -                                            | 136                      | -                                                      | -                                                | -                                     | -                     | -                                     | 45           | 181                                    |
| <b>Total Works in progress</b>                                 | <b>258</b>                                   | <b>1,679</b>             | <b>-</b>                                               | <b>-</b>                                         | <b>-</b>                              | <b>-</b>              | <b>-</b>                              | <b>(207)</b> | <b>1,731</b>                           |
| <b>Total property, plant and<br/>equipment, infrastructure</b> | <b>269,639</b>                               | <b>11,726</b>            | <b>3,898</b>                                           | <b>(9,430)</b>                                   | <b>(526)</b>                          | <b>(1,585)</b>        | <b>243</b>                            | <b>-</b>     | <b>273,955</b>                         |



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Note 21 Property, plant and equipment, Infrastructure (cont.)

| 2012                                                       | Balance at beginning of financial year | Acquisition of assets | Revaluation increments (decrements) | Depreciation and amortisation | Written down value of disposals | Assets written off | Non-monetary assets contributed | Transfers       | Balance at end of financial year |
|------------------------------------------------------------|----------------------------------------|-----------------------|-------------------------------------|-------------------------------|---------------------------------|--------------------|---------------------------------|-----------------|----------------------------------|
|                                                            | \$'000                                 | \$'000                | (note 26)                           | (note 13)                     | \$'000                          | \$'000             | \$'000                          | \$'000          | \$'000                           |
| <b>Property</b>                                            |                                        |                       |                                     |                               |                                 |                    |                                 |                 |                                  |
| Land                                                       | 32,898                                 | 371                   | 2,568                               | -                             | (327)                           | -                  | -                               | -               | 35,528                           |
| Land under roads                                           | 194                                    | -                     | -                                   | -                             | -                               | -                  | 27                              | -               | 221                              |
| Land improvements                                          | 2,854                                  | -                     | -                                   | -                             | -                               | -                  | -                               | (2,854)         | -                                |
| <b>Total land</b>                                          | <b>35,946</b>                          | <b>371</b>            | <b>2,568</b>                        | <b>-</b>                      | <b>(327)</b>                    | <b>-</b>           | <b>27</b>                       | <b>(2,854)</b>  | <b>35,749</b>                    |
| Buildings                                                  | 47,435                                 | 2,293                 | (8,113)                             | (1,210)                       | (518)                           | -                  | -                               | (14,168)        | 27,720                           |
| other structures                                           | -                                      | -                     | -                                   | -                             | -                               | -                  | -                               | -               | -                                |
| <b>Total Buildings</b>                                     | <b>47,435</b>                          | <b>2,293</b>          | <b>(8,113)</b>                      | <b>(1,210)</b>                | <b>(518)</b>                    | <b>-</b>           | <b>-</b>                        | <b>(14,168)</b> | <b>27,720</b>                    |
| <b>Total Property</b>                                      | <b>83,381</b>                          | <b>2,664</b>          | <b>(3,526)</b>                      | <b>(1,210)</b>                | <b>(845)</b>                    | <b>-</b>           | <b>27</b>                       | <b>(17,022)</b> | <b>63,469</b>                    |
| <b>Plant and Equipment</b>                                 |                                        |                       |                                     |                               |                                 |                    |                                 |                 |                                  |
| Plant and minor equipment                                  | 4,194                                  | 1,805                 | -                                   | (795)                         | (455)                           | -                  | 51                              | -               | 4,710                            |
| Fixed plant, furniture and equipment                       | 1,092                                  | 487                   | -                                   | (312)                         | -                               | -                  | -                               | (225)           | 1,042                            |
| Outdoor furniture                                          | -                                      | 67                    | -                                   | (280)                         | -                               | -                  | 15                              | 2,076           | 1,878                            |
| <b>Total Plant and equipment</b>                           | <b>5,196</b>                           | <b>2,359</b>          | <b>-</b>                            | <b>(1,387)</b>                | <b>(455)</b>                    | <b>-</b>           | <b>66</b>                       | <b>1,851</b>    | <b>7,629</b>                     |
| <b>Infrastructure</b>                                      |                                        |                       |                                     |                               |                                 |                    |                                 |                 |                                  |
| Roads                                                      | 108,579                                | 4,567                 | 25,503                              | (4,511)                       | -                               | (1,398)            | 58                              | (4,379)         | 128,420                          |
| Bridges                                                    | 11,011                                 | 365                   | -                                   | (231)                         | -                               | -                  | -                               | 76              | 11,219                           |
| Footpaths and cycle ways                                   | 5,555                                  | 429                   | 958                                 | (199)                         | -                               | -                  | 13                              | 1,968           | 7,925                            |
| Other structures                                           | -                                      | 381                   | -                                   | (96)                          | -                               | -                  | -                               | 4,365           | 4,650                            |
| Drainage                                                   | 13,066                                 | 230                   | -                                   | (253)                         | -                               | -                  | 49                              | 71              | 13,174                           |
| Keen and channelling                                       | 12,110                                 | 33                    | 991                                 | (412)                         | -                               | -                  | 31                              | 1               | 12,754                           |
| Marine infrastructure                                      | -                                      | -                     | 5,443                               | (273)                         | -                               | -                  | 161                             | 14,380          | 19,711                           |
| <b>Total Infrastructure</b>                                | <b>150,441</b>                         | <b>6,004</b>          | <b>32,895</b>                       | <b>(5,985)</b>                | <b>-</b>                        | <b>(1,398)</b>     | <b>313</b>                      | <b>15,582</b>   | <b>197,853</b>                   |
| <b>Intangibles</b>                                         |                                        |                       |                                     |                               |                                 |                    |                                 |                 |                                  |
| Software                                                   | 290                                    | 215                   | -                                   | (83)                          | -                               | -                  | -                               | -               | 428                              |
| <b>Total Intangibles</b>                                   | <b>290</b>                             | <b>215</b>            | <b>-</b>                            | <b>(83)</b>                   | <b>-</b>                        | <b>-</b>           | <b>-</b>                        | <b>-</b>        | <b>428</b>                       |
| <b>Works in progress (a)</b>                               |                                        |                       |                                     |                               |                                 |                    |                                 |                 |                                  |
| Buildings                                                  | 169                                    | 7                     | -                                   | -                             | -                               | -                  | -                               | (169)           | 7                                |
| Roads                                                      | 14                                     | -                     | -                                   | -                             | -                               | -                  | -                               | (14)            | -                                |
| Footpaths                                                  | 146                                    | 51                    | -                                   | -                             | -                               | -                  | -                               | (134)           | 63                               |
| Bridges                                                    | 54                                     | -                     | -                                   | -                             | -                               | -                  | -                               | (54)            | -                                |
| Outdoor furniture                                          | -                                      | 31                    | -                                   | -                             | -                               | -                  | -                               | 24              | 55                               |
| Other structures                                           | -                                      | 88                    | -                                   | -                             | -                               | -                  | -                               | -               | 88                               |
| Fixed plant, furniture and equipment                       | 1                                      | 44                    | -                                   | -                             | -                               | -                  | -                               | -               | 45                               |
| Drainage                                                   | 54                                     | 1                     | -                                   | -                             | -                               | -                  | -                               | (54)            | 1                                |
| <b>Total Works in progress</b>                             | <b>448</b>                             | <b>223</b>            | <b>-</b>                            | <b>-</b>                      | <b>-</b>                        | <b>-</b>           | <b>-</b>                        | <b>(412)</b>    | <b>259</b>                       |
| <b>Total property, plant and equipment, infrastructure</b> | <b>239,762</b>                         | <b>11,464</b>         | <b>29,388</b>                       | <b>(8,665)</b>                | <b>(1,300)</b>                  | <b>(1,398)</b>     | <b>406</b>                      | <b>-</b>        | <b>269,639</b>                   |

(a) Work in progress

Opening balance of buildings work in progress has been isolated from building costs and was not yet capitalised at year end.

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|                                                   | 2013         | 2012         |
|---------------------------------------------------|--------------|--------------|
| <b>Note 22 Trade and other payables</b>           |              |              |
|                                                   | \$'000       | \$'000       |
| (a) Current trade and other payables              |              |              |
| Trade payables                                    | 1,184        | 1,736        |
| Accrued expenses                                  | 412          | 318          |
| <b>Total current trade and other payables</b>     | <b>1,596</b> | <b>2,054</b> |
| (b) Non-current trade and other payables          |              |              |
| Defined benefits superannuation additional call   | -            | 3,182        |
| <b>Total non-current trade and other payables</b> | <b>-</b>     | <b>3,182</b> |
| <b>Total trade and other payables</b>             | <b>1,596</b> | <b>5,236</b> |

|                                              |            |            |
|----------------------------------------------|------------|------------|
| Refundable builders footpath deposits        | 15         | 56         |
| Refundable contract deposits                 | 71         | 26         |
| Refundable landscaping bond deposits         | 51         | 143        |
| Refundable planning deposits                 | 106        | 15         |
| Refundable re-erection of dwellings deposits | 13         | 13         |
| <b>Total trust funds and deposits</b>        | <b>256</b> | <b>253</b> |

Trust funds are refundable deposits held as guarantee for compliance with Council regulations.

|                                            | Time in Res<br>leave | Annual leave | Long service<br>leave | Landfill<br>restoration | Total        |
|--------------------------------------------|----------------------|--------------|-----------------------|-------------------------|--------------|
|                                            | \$'000               | \$'000       | \$'000                | \$'000                  | \$'000       |
| 2013                                       |                      |              |                       |                         |              |
| Balance at beginning of the financial year | -                    | 1,306        | 2,336                 | 3,693                   | 7,335        |
| Additional provisions                      | 103                  | 1,202        | 573                   | 282                     | 2,130        |
| Amounts used                               | -                    | (1,140)      | (191)                 | -                       | (1,331)      |
| Balance at the end of the financial year   | <u>103</u>           | <u>1,368</u> | <u>2,718</u>          | <u>3,945</u>            | <u>8,134</u> |
| 2012                                       |                      |              |                       |                         |              |
| Balance at beginning of the financial year | -                    | 1,005        | 2,182                 | 4,146                   | 7,333        |
| Additional provisions                      | -                    | 1,252        | 303                   | 2                       | 1,557        |
| Amounts used                               | -                    | (951)        | (149)                 | (455)                   | (1,556)      |
| Balance at the end of the financial year   | -                    | <u>1,306</u> | <u>2,336</u>          | <u>3,693</u>            | <u>7,335</u> |

|                                                 | 2013         | 2012         |
|-------------------------------------------------|--------------|--------------|
|                                                 | \$'000       | \$'000       |
| <b>(a) Employee benefits</b>                    |              |              |
| <b>(i) Current</b>                              |              |              |
| Annual leave                                    | 1,368        | 1,306        |
| Long service leave                              | 2,402        | 1,889        |
| Time in lieu leave                              | 103          | -            |
|                                                 | <u>3,873</u> | <u>3,195</u> |
| <b>(ii) Non-current</b>                         |              |              |
| Long service leave                              | 317          | 447          |
|                                                 | <u>317</u>   | <u>447</u>   |
| Aggregate carrying amount of employee benefits: |              |              |
| Current                                         | 3,873        | 3,195        |
| Non-current                                     | 316          | 447          |
|                                                 | <u>4,189</u> | <u>3,642</u> |

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Notes to the Financial Report  
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2013<br>\$'000 | 2012<br>\$'000 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>Note 24 Provisions (cont.)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |                |
| The following assumptions were adopted in measuring the present value of employee benefits:                                                                                                                                                                                                                                                                                                                                                                                                         |                |                |
| Weighted average increase in employee costs                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 3.60%          | 4.20%          |
| Weighted average discount rates                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 3.14%          | 2.70%          |
| Weighted average settlement period                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 12             | 12             |
| <b>(f) Current</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |                |
| All annual leave and the long service leave entitlements representing 7 or more years of continuous service                                                                                                                                                                                                                                                                                                                                                                                         |                |                |
| - Short-term employee benefits, that fall due within 12 months after the end of the period measured at nominal value                                                                                                                                                                                                                                                                                                                                                                                | 3,698          | 2,963          |
| - Other long-term employee benefits that do not fall due within 12 months after the end of the period measured at present value                                                                                                                                                                                                                                                                                                                                                                     | 175            | 232            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <u>3,873</u>   | <u>3,195</u>   |
| <b>(ii) Non-current</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |                |
| Long service leave representing less than 7 years of continuous service measured at present value                                                                                                                                                                                                                                                                                                                                                                                                   | 316            | 477            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <u>316</u>     | <u>477</u>     |
| <b>(b) Landfill restoration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |                |
| Under agreements Council is obligated to restore all landfill sites to a particular standard. Under agreements Council is required to restore closed landfill sites as well as the current Alvie landfill site. Current projections indicate that the Alvie site will cease operation in 2023 and restoration work is expected to commence shortly thereafter. The forecast life of the landfill site is based on current estimates of remaining capacity and the forecast rate of infill.          |                |                |
| The provision for landfill restoration (for all landfill sites) has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard and budgeted costs for that work. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs. |                |                |
| <b>(c) Provision for landfill restoration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |                |
| Provision for landfill restoration                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |                |
| Current                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | -              | 427            |
| Non-current                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 3,945          | 3,266          |
| Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <u>3,945</u>   | <u>3,693</u>   |

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|                                                        | 2013<br>\$'000 | 2012<br>\$'000 |
|--------------------------------------------------------|----------------|----------------|
| <b>Note 25 Interest-bearing loans and borrowings</b>   |                |                |
| <i>Current</i>                                         |                |                |
| Borrowings - secured                                   | 473            | 392            |
|                                                        | <u>473</u>     | <u>392</u>     |
| <i>Non-current</i>                                     |                |                |
| Borrowings - secured                                   | 4,501          | 3,796          |
| <b>Total</b>                                           | <u>4,974</u>   | <u>4,188</u>   |
| The maturity profile for Council's borrowings is:      |                |                |
| Not later than one year                                | 473            | 392            |
| Later than one year and not later than five years      | 2,276          | 1,896          |
| Later than five years                                  | 2,225          | 1,901          |
| <b>Total</b>                                           | <u>4,974</u>   | <u>4,188</u>   |
| <b>Interest bearing loans and borrowings movements</b> |                |                |
| Opening interest-bearing loans and borrowings          | 4,188          | 4,845          |
| New loans taken up during year                         | 1,178          | -              |
| Repayment of loan principal                            | (392)          | (657)          |
| <b>Closing interest-bearing loans and borrowings</b>   | <u>4,974</u>   | <u>4,188</u>   |

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Note 26 Reserves

|                                         | Balance at<br>beginning of<br>reporting period | Increment<br>(decrement) | Balance at end of<br>reporting period |
|-----------------------------------------|------------------------------------------------|--------------------------|---------------------------------------|
| (a) Asset revaluation surplus           | \$'000                                         | \$'000                   | \$'000                                |
| <b>2013</b>                             |                                                |                          |                                       |
| <b>Property</b>                         |                                                |                          |                                       |
| Land                                    | 26,975                                         | -                        | 26,975                                |
| Land improvements                       | 552                                            | -                        | 552                                   |
| Fixed plant, furniture and equipment    | 293                                            | -                        | 293                                   |
| Buildings                               | 7,025                                          | -                        | 7,025                                 |
| Share of CRLC asset revaluation reserve | 450                                            | -                        | 450                                   |
|                                         | <u>35,295</u>                                  | <u>-</u>                 | <u>35,295</u>                         |
| <b>Infrastructure</b>                   |                                                |                          |                                       |
| Roads                                   | 89,112                                         | -                        | 89,112                                |
| Bridges                                 | 7,781                                          | 1,225                    | 9,006                                 |
| Footpaths and cycle ways                | 1,927                                          | -                        | 1,927                                 |
| Drainage                                | 3,629                                          | 2,671                    | 6,300                                 |
| Kerb and channelling                    | 7,686                                          | -                        | 7,686                                 |
| Marine                                  | 5,443                                          | -                        | 5,443                                 |
|                                         | <u>115,779</u>                                 | <u>3,897</u>             | <u>119,676</u>                        |
| <b>Total asset revaluation surplus</b>  | <u>151,074</u>                                 | <u>3,897</u>             | <u>154,971</u>                        |
| <b>2012</b>                             |                                                |                          |                                       |
| <b>Property</b>                         |                                                |                          |                                       |
| Land                                    | 24,387                                         | 2,588                    | 26,975                                |
| Land improvements                       | 552                                            | -                        | 552                                   |
| Fixed plant, furniture and equipment    | 293                                            | -                        | 293                                   |
| Buildings                               | 13,137                                         | (6,113)                  | 7,024                                 |
| Share of CRLC asset revaluation reserve | 450                                            | -                        | 450                                   |
|                                         | <u>38,819</u>                                  | <u>(3,525)</u>           | <u>35,294</u>                         |
| <b>Infrastructure</b>                   |                                                |                          |                                       |
| Roads                                   | 83,608                                         | 25,504                   | 109,112                               |
| Bridges                                 | 7,782                                          | (1)                      | 7,781                                 |
| Footpaths and cycle ways                | 969                                            | 958                      | 1,927                                 |
| Drainage                                | 3,830                                          | (1)                      | 3,829                                 |
| Kerb and channelling                    | 6,695                                          | 991                      | 7,686                                 |
| Marine Infrastructure                   | -                                              | 5,443                    | 5,443                                 |
|                                         | <u>92,884</u>                                  | <u>32,895</u>            | <u>125,779</u>                        |
| <b>Total asset revaluation surplus</b>  | <u>121,703</u>                                 | <u>29,370</u>            | <u>151,073</u>                        |

The asset revaluation reserves have been established to capture the movements in asset valuations upon the periodic revaluation of council's assets.

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Notes to the Financial Report  
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Note 26 Reserves (cont.)

|                                 | Balance at<br>beginning of<br>reporting period | Transfer from<br>accumulated surplus | Transfer to<br>accumulated surplus | Balance at end of<br>reporting period |
|---------------------------------|------------------------------------------------|--------------------------------------|------------------------------------|---------------------------------------|
|                                 | \$'000                                         | \$'000                               | \$'000                             | \$'000                                |
| <b>(b) Other reserves</b>       |                                                |                                      |                                    |                                       |
| <b>2013</b>                     |                                                |                                      |                                    |                                       |
| Carried Forward Projects        | 3,264                                          | 3,183                                | -                                  | 6,447                                 |
| Long Service Leave reserve      | 2,243                                          | 325                                  | (1,596)                            | 972                                   |
| Port of Apollo Bay              | 1,522                                          | 1,998                                | -                                  | 3,520                                 |
| Plant replacement               | 1,309                                          | 3,548                                | (4,750)                            | 127                                   |
| Kerbside bin replacement        | 606                                            | 333                                  | -                                  | 939                                   |
| Recreational lands              | 586                                            | 7                                    | (40)                               | 545                                   |
| Landfill rehabilitation (Alvie) | 524                                            | 57                                   | -                                  | 581                                   |
| Colac livestock selling centre  | 472                                            | 572                                  | (799)                              | 245                                   |
| Rehabilitation reserve          | 160                                            | -                                    | -                                  | 160                                   |
| Car parking                     | 128                                            | -                                    | -                                  | 128                                   |
| Unfunded superannuation reserve | 100                                            | -                                    | (100)                              | -                                     |
| Tirrengower Drainage Scheme     | 29                                             | 23                                   | (34)                               | 18                                    |
| <b>Total Other reserves</b>     | <b>10,944</b>                                  | <b>10,046</b>                        | <b>(7,367)</b>                     | <b>13,623</b>                         |
| <b>2012</b>                     |                                                |                                      |                                    |                                       |
| Carried Forward Projects        | -                                              | 3,264                                | -                                  | 3,264                                 |
| Long Service Leave reserve      | -                                              | 2,243                                | -                                  | 2,243                                 |
| Port of Apollo Bay              | 1,151                                          | 371                                  | -                                  | 1,522                                 |
| Plant replacement               | 1,261                                          | 3,591                                | (3,543)                            | 1,309                                 |
| Kerbside bin replacement        | 206                                            | 401                                  | -                                  | 606                                   |
| Recreational lands              | 584                                            | 22                                   | -                                  | 586                                   |
| Landfill rehabilitation (Alvie) | 467                                            | 57                                   | -                                  | 524                                   |
| Colac livestock selling centre  | 344                                            | 128                                  | -                                  | 472                                   |
| Rehabilitation reserve          | 160                                            | -                                    | -                                  | 160                                   |
| Car parking                     | 137                                            | -                                    | (10)                               | 128                                   |
| Unfunded superannuation reserve | 100                                            | -                                    | -                                  | 100                                   |
| Tirrengower Drainage Scheme     | 35                                             | 22                                   | (29)                               | 29                                    |
| Lakeside estate                 | (1)                                            | 1                                    | -                                  | -                                     |
| Resource development reserve    | 384                                            | -                                    | (384)                              | -                                     |
| <b>Total Other reserves</b>     | <b>4,899</b>                                   | <b>10,101</b>                        | <b>(3,966)</b>                     | <b>10,944</b>                         |

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Note 26 Reserves (cont.)

*Carried forward projects*

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

*Long service leave reserve*

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

*Port of Apollo Bay*

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

*Plant replacement*

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

*Kerbside bin replacement*

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

*Recreational lands*

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

*Landfill rehabilitation (Alvie)*

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

*Colac livestock selling centre*

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

*Rehabilitation reserve*

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

*Car parking*

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

*Unfunded superannuation reserve*

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

*Tirragower Drainage Scheme*

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

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|                                                                                                                                                                                                                                      | 2013<br>\$'000 | 2012<br>\$'000 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>Note 27 Reconciliation of cash flows from operating activities to profit/(loss)</b>                                                                                                                                               |                |                |
| Surplus / (Deficit)                                                                                                                                                                                                                  | 1,724          | 1,226          |
| Depreciation/amortisation                                                                                                                                                                                                            | 9,430          | 8,885          |
| (Profit)/loss on disposal of property, plant and equipment, infrastructure                                                                                                                                                           | (43)           | (159)          |
| Contributions - Non-monetary assets (other)                                                                                                                                                                                          | (243)          | (178)          |
| Share of result of associate                                                                                                                                                                                                         | 26             | 75             |
| Finance costs                                                                                                                                                                                                                        | 298            | 341            |
| Contributions - Non-monetary assets (Port of Apollo Bay)                                                                                                                                                                             | -              | (228)          |
| Property, plant and equipment, infrastructure written off                                                                                                                                                                            | 1,595          | 1,396          |
| Net GST receipts and payments                                                                                                                                                                                                        | 700            | 883            |
| <i>Change in assets and liabilities:</i>                                                                                                                                                                                             |                |                |
| (Increase)/decrease in trade and other receivables                                                                                                                                                                                   | (1,182)        | (665)          |
| (Increase)/decrease in other assets                                                                                                                                                                                                  | 12             | 31             |
| (Increase)/decrease in inventories                                                                                                                                                                                                   | 21             | (43)           |
| (Decrease)/increase in trade and other payables                                                                                                                                                                                      | (3,639)        | 213            |
| (Decrease)/increase in other liabilities                                                                                                                                                                                             | -              | -              |
| (Decrease)/increase in provisions                                                                                                                                                                                                    | 800            | 3,184          |
| <b>Net cash provided by/(used in) operating activities</b>                                                                                                                                                                           | <b>9,498</b>   | <b>14,749</b>  |
| <b>Note 28 Reconciliation of cash and cash equivalents</b>                                                                                                                                                                           |                |                |
| Cash and cash equivalents (see note 17)                                                                                                                                                                                              | 11,745         | 13,613         |
| <b>Total reconciliation of cash and cash equivalents</b>                                                                                                                                                                             | <b>11,745</b>  | <b>13,613</b>  |
| <b>Note 29 Financing arrangements</b>                                                                                                                                                                                                |                |                |
| Bank overdraft                                                                                                                                                                                                                       | 1,000          | 1,000          |
| <b>Unused facilities</b>                                                                                                                                                                                                             | <b>1,000</b>   | <b>1,000</b>   |
| <b>Note 30 Restricted assets</b>                                                                                                                                                                                                     |                |                |
| Council has cash and cash equivalents (note 17) that are subject to restrictions. As at the reporting date, Council had legislative restrictions in relation to certain reserve funds (Car parking and Recreational Lands Reserves). |                |                |
| Trust deposits (note 23)                                                                                                                                                                                                             | 258            | 253            |
| Reserve funds (note 26(b))                                                                                                                                                                                                           | 13,602         | 10,944         |
| <b>Total restricted assets</b>                                                                                                                                                                                                       | <b>13,860</b>  | <b>11,197</b>  |



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Notes 31 Superannuation

|                                                                                | 2013<br>\$'000 | 2012<br>\$'000 |
|--------------------------------------------------------------------------------|----------------|----------------|
| <b>Fund</b>                                                                    |                |                |
| Defined benefits fund                                                          |                |                |
| Employer contributions to Local Authorities Superannuation Fund (Vision Super) | 331            | 3,533          |
|                                                                                | <u>331</u>     | <u>3,533</u>   |
| <b>Accumulation funds</b>                                                      |                |                |
| Employer contributions to Local Authorities Superannuation Fund (Vision Super) | 1,056          | 1,086          |
|                                                                                | <u>1,056</u>   | <u>1,086</u>   |

The Council makes all of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. The defined benefit section provides lump sum benefits based on years of service and final average salary. The defined contribution section receives fixed contributions from the Council and the Council's legal or constructive obligation is limited to these contributions.

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Note 32 Commitments

The Council has entered into the following commitments

| 2013                                     | Not later than 1 year | Later than 1 year and not later than 2 years | Later than 2 years and not later than 5 years | Later than 5 years | Total         |
|------------------------------------------|-----------------------|----------------------------------------------|-----------------------------------------------|--------------------|---------------|
|                                          | \$'000                | \$'000                                       | \$'000                                        | \$'000             | \$'000        |
| <b>Operating</b>                         |                       |                                              |                                               |                    |               |
| Waste management                         | 1,902                 | 1,978                                        | 6,246                                         | 4,584              | 14,710        |
| Consultancies                            | 380                   | 24                                           |                                               |                    | 404           |
| Cleaning contracts for council buildings | 297                   | 309                                          |                                               |                    | 606           |
| Meals for delivery                       | 214                   |                                              |                                               |                    | 214           |
| Property valuation services              | 105                   | 70                                           |                                               |                    | 175           |
| Information systems & technology         | 122                   |                                              |                                               |                    | 122           |
| Street Lighting                          | 96                    | 99                                           |                                               |                    | 194           |
| <b>Total</b>                             | <b>3,115</b>          | <b>2,480</b>                                 | <b>6,246</b>                                  | <b>4,584</b>       | <b>16,425</b> |
| <b>Capital</b>                           |                       |                                              |                                               |                    |               |
| Plant and equipment                      | 2,958                 |                                              |                                               |                    | 2,958         |
| Building and other structures            | 1,492                 |                                              |                                               |                    | 1,492         |
| Footpaths and cycleways                  | 94                    |                                              |                                               |                    | 94            |
| <b>Total</b>                             | <b>4,544</b>          |                                              |                                               |                    | <b>4,544</b>  |
| <b>Total</b>                             | <b>7,659</b>          | <b>2,480</b>                                 | <b>6,246</b>                                  | <b>4,584</b>       | <b>20,969</b> |

| 2012                                     | Not later than 1 year | Later than 1 year and not later than 2 years | Later than 2 years and not later than 5 years | Later than 5 years | Total        |
|------------------------------------------|-----------------------|----------------------------------------------|-----------------------------------------------|--------------------|--------------|
|                                          | \$'000                | \$'000                                       | \$'000                                        | \$'000             | \$'000       |
| <b>Operating</b>                         |                       |                                              |                                               |                    |              |
| Waste management                         | 1,960                 | 1,982                                        | 2,402                                         | 152                | 6,496        |
| Cleaning contracts for council buildings | 293                   | -                                            | -                                             | -                  | 293          |
| Property valuation services              | 129                   | 203                                          | -                                             | -                  | 332          |
| Meals for delivery                       | 180                   | -                                            | -                                             | -                  | 180          |
| Consultancies                            | 96                    | -                                            | -                                             | -                  | 96           |
| Information systems & technology         | 232                   | 236                                          | -                                             | -                  | 468          |
| Street Lighting                          | 83                    | 95                                           | -                                             | -                  | 178          |
| Other                                    | 140                   | -                                            | -                                             | -                  | 140          |
| <b>Total</b>                             | <b>3,113</b>          | <b>2,516</b>                                 | <b>2,402</b>                                  | <b>152</b>         | <b>8,183</b> |
| <b>Capital</b>                           |                       |                                              |                                               |                    |              |
| Plant and equipment                      | 82                    | -                                            | -                                             | -                  | 82           |
| Building and other structures            | 162                   | -                                            | -                                             | -                  | 162          |
| <b>Total</b>                             | <b>244</b>            |                                              |                                               |                    | <b>244</b>   |
| <b>Total</b>                             | <b>3,357</b>          | <b>2,516</b>                                 | <b>2,402</b>                                  | <b>152</b>         | <b>8,426</b> |

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Notes to the Financial Report  
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Note 35 Financial Instruments

(a) Accounting Policy, terms and conditions

| Recognised financial instruments      | Note | Accounting Policy                                                                                                                                                                                                                                                                                                                                                                                             | Terms and Conditions                                                                                                                                                                                                                                                                |
|---------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Financial assets</b>               |      |                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                     |
| Cash and cash equivalents             | 17   | <p>Cash on hand and at bank and money market call account are valued at face value.</p> <p>Interest is recognised as it accrues.</p> <p>Investments and bills are valued at cost.</p> <p>Investments are held to maximise interest returns of surplus cash.</p> <p>Interest revenues are recognised as they accrue.</p> <p>Managed funds are measured at market value.</p>                                    | <p>On call deposits returned a floating interest rate of 3.1% (4.33% in 2011/2012). The interest rate at balance date was 2.75% (4.75% in 2011/2012).</p> <p>Funds returned fixed interest rate of between 4.1% (4.55% in 2011/2012), and 4.5% (5.8% in 2011/2012) net of fees.</p> |
| <b>Trade and other receivables</b>    |      |                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                     |
| Other debtors                         | 18   | <p>Receivables are carried at amortised cost using the effective interest method. A provision for doubtful debts is recognised when there is objective evidence that an impairment loss has occurred.</p> <p>Collectability of overdue accounts is assessed on an ongoing basis.</p>                                                                                                                          | <p>General debtors are unsecured and arrears attract a nil interest rate (nil in 2011/2012). Credit terms are based on 30 days.</p>                                                                                                                                                 |
| <b>Financial Liabilities</b>          |      |                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                     |
| Trade and other payables              | 22   | <p>Liabilities are recognised for amounts to be paid in the future for goods and services provided to Council as at balance date whether or not invoices have been received.</p>                                                                                                                                                                                                                              | <p>General creditors are unsecured, not subject to interest charges and are normally settled within 30 days of invoice receipt.</p>                                                                                                                                                 |
| Interest-bearing loans and borrowings | 25   | <p>Loans are carried at their principal amounts, which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period it becomes due and recognised as part of payables.</p> <p>Finance leases are accounted for at their principal amount with the lease payments discounted to present value using the interest rates implicit in the leases.</p> | <p>Borrowings are secured by way of mortgages over the general rates of the Council.</p> <p>The weighted average interest rate on borrowings is 6.97% (7.28% in 2011/2012).</p> <p>As at balance date, the Council had no finance leases.</p>                                       |
| Bank overdraft                        | 29   | <p>Overdrafts are recognised at the principal amount. Interest is charged as an expense as it accrues.</p>                                                                                                                                                                                                                                                                                                    | <p>The overdraft facility has not been utilised for this or the previous financial year and is subject to annual review.</p> <p>If utilised, it is secured by a mortgage over Council's general rates and is repayable on demand.</p>                                               |

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|                                                                                                                                                                                                                                                      | 2013       | 2012       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
|                                                                                                                                                                                                                                                      | \$'000     | \$'000     |
| <b>Note 33 Operating lease commitments</b>                                                                                                                                                                                                           |            |            |
| At the reporting date, the Council had the following obligations under non cancellable operating leases for the lease of equipment and land and buildings for use within Council's activities (these obligations are not recognised as liabilities): |            |            |
| Not later than one year                                                                                                                                                                                                                              | 132        | 141        |
| Later than one year and not later than five years                                                                                                                                                                                                    | 101        | 124        |
| Later than five years                                                                                                                                                                                                                                | -          | 118        |
|                                                                                                                                                                                                                                                      | <u>233</u> | <u>383</u> |

**Note 34 Contingent liabilities and contingent assets**

**(a) Contingent liabilities**

The Council is presently involved in several confidential legal matters, which are being conducted through Council's solicitors.

As these matters are yet to be finalised, and the financial outcomes are unable to be reliably estimated, no allowance for these contingencies has been made in the financial report.

Council operates a landfill at Alvie. Council will have to carry out site rehabilitation works in the future. At balance date Council is unable to accurately assess the financial implications of such works.

Council has a contingent liability facility of \$1,081,088 of which \$758,588 is unused. The utilised component is with a security deposit guarantee of \$322,500 in favour of the Victorian Environmental Protection Authority.

**(b) Guarantees for loans to other entities**

The following bank guarantees have been provided by Council:

|                         |   |            |
|-------------------------|---|------------|
| Otway Community College | - | 125        |
|                         | - | <u>125</u> |

The guarantee was held by the National Australia Bank dated 17 May 2011 initially for a period of four (4) years. The maximum value guaranteed by Council was for \$125,000.

The amount disclosed for the financial guarantee was the nominal amount of the underlying loan that was guaranteed by the Council, not the fair value of the financial guarantee.

During the year the guarantee was called upon by the National Australia Bank for the balance owed by the Otway Community College to the value of \$88,342.

|                                 |   |           |
|---------------------------------|---|-----------|
| Balance of loan at 30 June 2013 | - | 84        |
|                                 | - | <u>84</u> |

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For the Year Ended 30 June 2013

Note 35 Financial Instruments (cont.)

(b) Interest Rate Risk

The exposure to interest rate risk and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised, at balance date are as follows:

2013

|                                       | Fixed interest maturing in:         |                             |                                |                                |                                   | Total<br>\$'000 |
|---------------------------------------|-------------------------------------|-----------------------------|--------------------------------|--------------------------------|-----------------------------------|-----------------|
|                                       | Floating<br>interest rate<br>\$'000 | 1 year or<br>less<br>\$'000 | Over 1 to 5<br>years<br>\$'000 | More than 5<br>years<br>\$'000 | Non-interest<br>bearing<br>\$'000 |                 |
| <b>Financial assets</b>               |                                     |                             |                                |                                |                                   |                 |
| Cash and cash equivalents             | 11,739                              | -                           | -                              | -                              | 6                                 | 11,745          |
| Trade and other receivables           | -                                   | -                           | -                              | -                              | 4,637                             | 4,637           |
| <b>Total financial assets</b>         | <b>11,739</b>                       | <b>-</b>                    | <b>-</b>                       | <b>-</b>                       | <b>4,643</b>                      | <b>16,382</b>   |
| Weighted average interest rate        | 3.10%                               | 5.57%                       | -                              | -                              | -                                 |                 |
| <b>Financial liabilities</b>          |                                     |                             |                                |                                |                                   |                 |
| Trade and other payables              | -                                   | -                           | -                              | -                              | 1,596                             | 1,596           |
| Trust funds and deposits              | -                                   | -                           | -                              | -                              | 258                               | 258             |
| Interest-bearing loans and borrowings | -                                   | 473                         | 2,276                          | 2,225                          | -                                 | 4,974           |
| <b>Total financial liabilities</b>    | <b>-</b>                            | <b>473</b>                  | <b>2,276</b>                   | <b>2,225</b>                   | <b>1,852</b>                      | <b>6,826</b>    |
| Weighted average interest rate        |                                     | 5.97%                       | 6.97%                          | 6.97%                          |                                   |                 |
| Net financial assets (liabilities)    | 11,739                              | (473)                       | (2,276)                        | (2,225)                        | 2,791                             | 9,556           |

2012

|                                       | Fixed interest maturing in:         |                             |                                |                                |                                   | Total<br>\$'000 |
|---------------------------------------|-------------------------------------|-----------------------------|--------------------------------|--------------------------------|-----------------------------------|-----------------|
|                                       | Floating<br>interest rate<br>\$'000 | 1 year or<br>less<br>\$'000 | Over 1 to 5<br>years<br>\$'000 | More than 5<br>years<br>\$'000 | Non-interest<br>bearing<br>\$'000 |                 |
| <b>Financial assets</b>               |                                     |                             |                                |                                |                                   |                 |
| Cash and cash equivalents             | 13,607                              | -                           | -                              | -                              | 6                                 | 13,613          |
| Trade and other receivables           | -                                   | -                           | -                              | -                              | 3,455                             | 3,455           |
| <b>Total financial assets</b>         | <b>13,607</b>                       | <b>-</b>                    | <b>-</b>                       | <b>-</b>                       | <b>3,461</b>                      | <b>17,068</b>   |
| Weighted average interest rate        | 4.33%                               | 5.57%                       |                                |                                |                                   |                 |
| <b>Financial liabilities</b>          |                                     |                             |                                |                                |                                   |                 |
| Trade and other payables              | -                                   | -                           | -                              | -                              | 5,236                             | 5,236           |
| Trust funds and deposits              | -                                   | -                           | -                              | -                              | 253                               | 253             |
| Interest-bearing loans and borrowings | -                                   | 392                         | 1,894                          | 1,901                          | -                                 | 4,188           |
| <b>Total financial liabilities</b>    | <b>-</b>                            | <b>392</b>                  | <b>1,894</b>                   | <b>1,901</b>                   | <b>5,489</b>                      | <b>9,677</b>    |
| Weighted average interest rate        |                                     | 7.26%                       | 7.28%                          | 7.28%                          |                                   |                 |
| Net financial assets (liabilities)    | 13,607                              | (392)                       | (1,894)                        | (1,901)                        | (2,028)                           | 7,391           |

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Note 35 Financial Instruments (cont.)

(c) Net Fair Values

The aggregate net fair values of financial assets and financial liabilities, both recognised and unrecognised, at balance

| Financial Instruments                 | Total carrying amount as per Balance Sheet |                | Aggregate net fair value |                |
|---------------------------------------|--------------------------------------------|----------------|--------------------------|----------------|
|                                       | 2013<br>\$'000                             | 2012<br>\$'000 | 2013<br>\$'000           | 2012<br>\$'000 |
| <i>Financial assets</i>               |                                            |                |                          |                |
| Cash and cash equivalents             | 11,745                                     | 13,613         | 11,745                   | 13,613         |
| Trade and other receivables           | 8,157                                      | 3,455          | 8,157                    | 3,455          |
| <b>Total financial assets</b>         | <b>19,902</b>                              | <b>17,068</b>  | <b>19,902</b>            | <b>17,068</b>  |
| <i>Financial liabilities</i>          |                                            |                |                          |                |
| Trade and other payables              | 1,596                                      | 5,236          | 1,596                    | 5,236          |
| Trust funds and deposits              | 256                                        | 253            | 256                      | 253            |
| Interest-bearing loans and borrowings | 4,975                                      | 4,188          | 4,770                    | 4,032          |
| <b>Total financial liabilities</b>    | <b>6,827</b>                               | <b>9,677</b>   | <b>6,622</b>             | <b>9,521</b>   |

(d) Credit Risk

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is represented by the carrying amount of those assets as indicated in the Balance Sheet.

(e) Risks and mitigation

The risks associated with our main financial instruments and our policies for minimising these risks are detailed below.

*Interest rate risk*

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities that we use. Non derivative interest bearing assets are predominantly short term liquid assets. Our interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes us to fair value interest rate risk.

Our loan borrowings are sourced from major Australian banks by a tender process. We manage interest rate risk on our net debt portfolio by:

- ensuring access to diverse sources of funding;
- reducing risks of refinancing by managing in accordance with target maturity profiles; and
- setting prudential limits on interest repayments as a percentage of rate revenue.

We manage the interest rate exposure on our debt portfolio by appropriate budgeting strategies and obtaining approval for borrowings from the Department of Planning and Community Development each year.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1988. We manage interest rate risk by adopting an investment policy that ensures:

- conformity with State and Federal regulations and standards,
- capital protection,
- appropriate liquidity,
- diversification by credit rating, financial institution and investment product,
- monitoring of return on investment,
- benchmarking of returns and comparison with budget.

Maturity will be staggered to provide for interest rate variations and to minimise interest rate risk.

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## Notes to the Financial Report

Note 35 Financial Instruments (cont.)

### (e) Risks and mitigation (cont.)

#### Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk:

- we have a policy for establishing credit limits for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

Trade and other receivables consist of a large number of customers, spread across the consumer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is the Victorian Government. Apart from the Victorian Government we do not have any significant credit risk exposure to a single customer or groups of customers. Ongoing credit evaluation is performed on the financial condition of our customers and, where appropriate, an allowance for doubtful debts is raised.

We may also be subject to credit risk for transactions which are not included in the balance sheet, such as when we provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 34 - Contingent liabilities and contingent assets.

#### Ageing of Trade and Other Receivables

At balance date other debtors representing financial assets were past due but not impaired. These amounts relate to a number of independent customers for whom there is no recent history of default. The ageing of the Council's Trade & Other Receivables was:

|                                 | 2013         | 2012         |
|---------------------------------|--------------|--------------|
|                                 | \$'000       | \$'000       |
| Current (not yet due)           | 1,942        | 1,601        |
| Past due by up to 30 days       | 1,052        | 166          |
| Past due after 31 days          | 1,643        | 1,698        |
| Total Trade & Other Receivables | <u>4,637</u> | <u>3,465</u> |

#### Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements:

- we will not have sufficient funds to settle a transaction on the date;
- we will be forced to sell financial assets at a value which is less than what they are worth; or
- we may be unable to settle or recover a financial assets at all.

To help reduce these risks we:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal

The Council's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

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Notes to the Financial Report

Note 35 Financial Instruments (cont.)

(e) Risks and mitigation (cont.)

The table below lists the contractual maturities for Financial Liabilities

These amounts represent undiscounted gross payments including both principal and interest amounts shown as Contracted Cash Flow. Carrying amount discloses amount owed at 30 June.

| 2013                                  | 6 mths or less | 6-12 months | 1-2 years | 2-5 years | >5 years | Contracted Cash flow |
|---------------------------------------|----------------|-------------|-----------|-----------|----------|----------------------|
|                                       | \$'000         | \$'000      | \$'000    | \$'000    | \$'000   | \$'000               |
| Trade and other payables              | 1,596          | -           | -         | -         | -        | 1,596                |
| Trust funds and deposits              | 256            | -           | -         | -         | -        | 256                  |
| Interest-bearing loans and borrowings | 473            | 405         | 781       | 2,043     | 2,188    | 5,890                |
| Total financial liabilities           | 2,325          | 405         | 781       | 2,043     | 2,188    | 7,742                |

| 2012                                  | 6 mths or less | 6-12 months | 1-2 years | 2-5 years | >5 years | Contracted Cash flow |
|---------------------------------------|----------------|-------------|-----------|-----------|----------|----------------------|
|                                       | \$'000         | \$'000      | \$'000    | \$'000    | \$'000   | \$'000               |
| Trade and other payables              | 2,054          | -           | 3,182     | -         | -        | 5,236                |
| Trust funds and deposits              | 253            | -           | -         | -         | -        | 253                  |
| Interest-bearing loans and borrowings | 392            | 301         | 693       | 2,080     | 2,151    | 5,818                |
| Total financial liabilities           | 2,699          | 301         | 3,875     | 2,080     | 2,151    | 11,487               |



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# Notes to the Financial Report

Note 35 Financial Instruments (cont.)

## (f) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Council believes the following movements are 'reasonably possible' over the next 12 months (Base rates are sourced from Reserve Bank of Australia):

- A parallel shift of +1% and -2% in market interest rates (AUD) from year-end rates of 4.00%.

The table below discloses the impact on net operating result and equity for each category of financial instruments held by the Council at year-end, if the above movements were to occur:

|                                       |        | Interest rate risk |        |                   |        |
|---------------------------------------|--------|--------------------|--------|-------------------|--------|
|                                       |        | -2 %               |        | 1%                |        |
|                                       |        | -200 basis points  |        | +100 basis points |        |
|                                       |        | Profit             | Equity | Profit            | Equity |
| 2013                                  | \$'000 | \$'000             | \$'000 | \$'000            | \$'000 |
| <b>Financial assets:</b>              |        |                    |        |                   |        |
| Cash and cash equivalents             | 11,745 | (235)              | (235)  | 117               | 117    |
| Trade and other receivables           | 8,157  | (28)               | (28)   | 14                | 14     |
| <b>Financial liabilities:</b>         |        |                    |        |                   |        |
| Trade and Other payables              | 1,852  | -                  | -      | -                 | -      |
| Interest-bearing loans and borrowings | 4,974  | 99                 | 99     | (50)              | (50)   |

|                                       |        | Interest rate risk |        |                   |        |
|---------------------------------------|--------|--------------------|--------|-------------------|--------|
|                                       |        | -2 %               |        | 1%                |        |
|                                       |        | -200 basis points  |        | +100 basis points |        |
|                                       |        | Profit             | Equity | Profit            | Equity |
| 2012                                  | \$'000 | \$'000             | \$'000 | \$'000            | \$'000 |
| <b>Financial assets:</b>              |        |                    |        |                   |        |
| Cash and cash equivalents             | 13,613 | (272)              | (272)  | 136               | 136    |
| Trade and other receivables           | 3,455  | (24)               | (24)   | (12)              | (12)   |
| <b>Financial liabilities:</b>         |        |                    |        |                   |        |
| Trade and Other payables              | 5,489  | -                  | -      | -                 | -      |
| Interest-bearing loans and borrowings | 4,189  | 84                 | 84     | (42)              | (42)   |

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Notes to the Financial Report  
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| Note 36 Auditors' remuneration                                  | 2013      | 2012      |
|-----------------------------------------------------------------|-----------|-----------|
|                                                                 | \$'000    | \$'000    |
| Audit fee to conduct external audit - Victorian Auditor-General | 33        | 26        |
| Internal audit fees - Crowe Horwath                             | 33        | 34        |
| Other audit fees - WHK                                          | 2         | 3         |
|                                                                 | <u>68</u> | <u>63</u> |

Note 37 Events occurring after balance date

No matters have occurred after the balance date that warrant disclosure in this report

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Note 38 Related Party Transactions

(i) Responsible Persons

Names of persons holding the position of a Responsible Person at the Council at any time during the year are:

|                    |                                                                                      |
|--------------------|--------------------------------------------------------------------------------------|
| <b>Councillors</b> | Councillor Lyn Russell (Re-elected Councillor 29/10/12)( Mayor 7/1/12 to current)    |
|                    | Councillor Stephen Hart (Mayor 14/12/11 to 27/10/12)(Re-elected Councillor 29/10/12) |
|                    | Councillor Brian Crook (Re-elected Councillor 29/10/12)                              |
|                    | Councillor Chris Smith (Re-elected Councillor 29/10/12)                              |
|                    | Councillor Michael Delahunty (Elected 29/10/12)                                      |
|                    | Councillor Mick McCrickard (Elected 29/10/12)                                        |
|                    | Councillor Terry Woodcroft (Elected 29/10/12)                                        |
|                    | Councillor Frank Buchanan (Term ended 27/10/12)                                      |
|                    | Councillor Geoff Higgins (Term ended 27/10/12)                                       |
|                    | Councillor Stuart Hart (Term ended 27/10/12)                                         |

**Chief Executive Officer** Rob Small

(ii) Remuneration of Responsible Persons

The numbers of Responsible Officers, whose total remuneration from Council and any related entities fall within the following bands:

|                       | 2013<br>No. | 2012<br>No. |
|-----------------------|-------------|-------------|
| \$0 - \$9,999         | 1           | -           |
| \$10,000 - \$19,999   | 4           | -           |
| \$20,000 - \$29,999   | 1           | 4           |
| \$30,000 - \$39,999   | 2           | -           |
| \$40,000 - \$49,999   | 1           | 3           |
| \$50,000 - \$59,999   | 1           | -           |
| \$200,000 - \$209,999 | -           | 1           |
| \$210,000 - \$219,999 | 1           | -           |
|                       | <u>11</u>   | <u>8</u>    |
|                       | \$'000      | \$'000      |
|                       | 493         | 458         |

Total Remuneration for the reporting year for Responsible Persons included above amounted to:

(iii) No retirement benefits have been made by the Council to a Responsible Person. (2011/2012 - \$0).

(iv) No loans have been made, guaranteed or secured by the Council to a Responsible Person during the reporting year (2011/2012 - \$0).

(v) Other Transactions

No transactions other than remuneration payments or the reimbursement of approved expenses were entered into by Council with Responsible Persons, or Related Parties of such Responsible Persons during the reporting year (2011/2012 \$0).

(vi) Senior Officers Remuneration

A Senior Officer other than a Responsible Person, is an officer of Council who has management responsibilities and reports directly to the Chief Executive Officer or whose total annual remuneration exceeds \$130,000.

The number of Senior Officers other than the Responsible Persons, are shown below in their relevant income bands:

|                       | 2013<br>No. | 2012<br>No. |
|-----------------------|-------------|-------------|
| Income Range:         |             |             |
| \$130,000 - \$139,999 | -           | 1           |
| \$140,000 - \$149,999 | 1           | -           |
| \$170,000 - \$179,999 | 2           | 3           |
| \$180,000 - \$189,999 | 1           | -           |
|                       | <u>4</u>    | <u>4</u>    |
|                       | \$'000      | \$'000      |
|                       | 683         | 651         |

Total Remuneration for the reporting year for Senior Officers included above, amounted to:

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Note 39 Interest in joint venture

Colac Otway Shire has engaged in a joint venture arrangement with the Victorian Department of Education and Early Childhood Development and the Colac Secondary College to construct and operate a joint use library facility. The value of Colac Otway Shire's overall contribution to the construction of the library facility is \$3,300,000. This represents a 50% share of the asset.

|                                                         | 2013         | 2012         |
|---------------------------------------------------------|--------------|--------------|
| Council's share of assets employed in the joint venture | \$'000       | \$'000       |
| Buildings                                               | 3,013        | 3,041        |
| Furniture                                               | 107          | 114          |
| Intangible assets                                       | 38           | 39           |
|                                                         | <u>3,158</u> | <u>3,194</u> |

Note 40 Income and expenses by function

|                                     | Infrastructure and Services Department |                 | Corporate and Executive Departments |               | Sustainable Planning and Development Department |                | Total        |              |
|-------------------------------------|----------------------------------------|-----------------|-------------------------------------|---------------|-------------------------------------------------|----------------|--------------|--------------|
|                                     | 2013                                   | 2012            | 2013                                | 2012          | 2013                                            | 2012           | 2013         | 2012         |
|                                     | \$'000                                 | \$'000          | \$'000                              | \$'000        | \$'000                                          | \$'000         | \$'000       | \$'000       |
| INCOME                              | 11,202                                 | 9,726           | 31,593                              | 31,778        | 1,765                                           | 2,092          | 44,561       | 43,597       |
| EXPENSES                            | (22,846)                               | (22,177)        | (14,690)                            | (15,009)      | (5,321)                                         | (5,185)        | (42,857)     | (42,371)     |
| SURPLUS / (DEFICIT)<br>FOR THE YEAR | <u>(11,643)</u>                        | <u>(12,451)</u> | <u>16,903</u>                       | <u>16,769</u> | <u>(3,556)</u>                                  | <u>(3,093)</u> | <u>1,704</u> | <u>1,226</u> |

Infrastructure and Services Department

The Infrastructure and Services Department is responsible for protecting and enhancing and developing the Council's social and physical environment. The broad objective will be achieved primarily through planning, coordination and delivery of a diverse range of high quality, cost-efficient community and environmental services which are responsive to the needs of residents and other service

The Department includes the following units:

|                    |               |                    |
|--------------------|---------------|--------------------|
| Sustainable Assets | Capital Works | Port of Apollo Bay |
| Major Projects     | Costworks     |                    |

Corporate and Executive Departments

The Corporate and Executive Departments are responsible for providing a range of governance, strategic and operational financial services to business units and to the Council as a whole.

The Department includes the following units:

|                   |                                        |                              |
|-------------------|----------------------------------------|------------------------------|
| Executive         | Organisational Support and Development | Recreation, Arts and Culture |
| Servicing Council | Health and Community Services          | Finance and Customer Service |
| Public Relations  | Information Services                   |                              |

Sustainable Planning and Development Department

The Sustainable Planning and Development Department promotes and enhances community wellbeing through funding programs, advocacy, service provision, community partnerships and regulatory activity.

The Department includes the following units:

|                                  |                      |
|----------------------------------|----------------------|
| Environment and Community Safety | Economic Development |
| Planning and Building            |                      |

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| Note | 41 | Financial ratios (Performance indicators) | 2013<br>\$'000 | 2013<br>(%) | 2012<br>\$'000 | 2012<br>(%) | 2011<br>\$'000 | 2011<br>(%) |
|------|----|-------------------------------------------|----------------|-------------|----------------|-------------|----------------|-------------|
|------|----|-------------------------------------------|----------------|-------------|----------------|-------------|----------------|-------------|

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

|                             |        |         |        |         |        |         |
|-----------------------------|--------|---------|--------|---------|--------|---------|
| <u>Debt servicing costs</u> | 337    |         | 341    |         | 308    |         |
| <u>Total revenue</u>        | 44,621 | = 0.76% | 43,600 | = 0.78% | 56,749 | = 0.54% |

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

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

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

|                                              |        |         |        |         |        |         |
|----------------------------------------------|--------|---------|--------|---------|--------|---------|
| <u>Debt servicing &amp; redemption costs</u> | 730    |         | 988    |         | 720    |         |
| <u>Rate revenue</u>                          | 23,349 | = 3.12% | 21,789 | = 4.58% | 20,465 | = 3.52% |

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

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

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

|                      |        |          |        |          |        |          |
|----------------------|--------|----------|--------|----------|--------|----------|
| <u>Rate revenue</u>  | 23,349 |          | 21,789 |          | 20,465 |          |
| <u>Total revenue</u> | 44,621 | = 52.33% | 43,600 | = 49.98% | 56,749 | = 36.06% |

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

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

|                                |        |          |        |          |        |          |
|--------------------------------|--------|----------|--------|----------|--------|----------|
| <u>Total indebtedness</u>      | 14,766 |          | 16,760 |          | 11,816 |          |
| <u>Total realisable assets</u> | 76,262 | = 18.79% | 77,709 | = 21.57% | 95,780 | = 12.34% |

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

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

The following assets are excluded from total assets when calculating Council's realisable assets:

land and buildings on Crown land; restricted assets; heritage assets; total infrastructure assets; and Council's investment in associate.

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

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| Note 41 | Financial ratios (Performance indicators) (cont.)                                                                                                                                                                                                                                                                                                | 2013<br>\$'000 | 2013<br>(%) | 2012<br>\$'000 | 2012<br>(%) | 2011<br>\$'000 | 2011<br>(%) |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------------|-------------|----------------|-------------|
| (e)     | <b>Working capital ratio</b> (to assess Council's ability to meet current commitments)                                                                                                                                                                                                                                                           |                |             |                |             |                |             |
|         | Current assets                                                                                                                                                                                                                                                                                                                                   | 20,059         |             | 17,258         |             | 13,742         |             |
|         | Current liabilities                                                                                                                                                                                                                                                                                                                              | 9,719          | = 206.39%   | 6,321          | = 273.03%   | 5,705          | = 240.88%   |
|         | The ratio expresses the level of current assets the Council has available to meet its current liabilities.                                                                                                                                                                                                                                       |                |             |                |             |                |             |
| (f)     | <b>Adjusted working capital ratio</b> (to assess Council's ability to meet current commitments)                                                                                                                                                                                                                                                  |                |             |                |             |                |             |
|         | Current assets                                                                                                                                                                                                                                                                                                                                   | 20,059         |             | 17,258         |             | 13,742         |             |
|         | Current liabilities                                                                                                                                                                                                                                                                                                                              | 9,544          | = 210.18%   | 8,088          | = 283.43%   | 5,030          | = 270.20%   |
|         | The ratio expresses the level of current assets the Council has available to meet its current liabilities.                                                                                                                                                                                                                                       |                |             |                |             |                |             |
|         | Current liabilities have been reduced to reflect the long service leave that is shown as a current liability. This is because Council does not have an unconditional right to defer settlement of the liability for at least twelve months after the reporting date, but is not likely to fall due within 12 months after the end of the period. |                |             |                |             |                |             |
|         | <b>Additional KPI ratios</b>                                                                                                                                                                                                                                                                                                                     |                |             |                |             |                |             |
|         | The following six financial sustainability risk ratios are based on the industry accepted ratios developed by the Victorian government.                                                                                                                                                                                                          |                |             |                |             |                |             |
| (g)     | <b>Underlying Result</b> (removes non-cash developer contributions and other one-off items from the Operating Result)                                                                                                                                                                                                                            |                |             |                |             |                |             |
|         | Adjusted Net Operating Result                                                                                                                                                                                                                                                                                                                    | 3,102          |             | 2,280          |             | 2,376          |             |
|         | Total Underlying Revenue                                                                                                                                                                                                                                                                                                                         | 44,378         | = 7.0%      | 43,194         | = 5.3%      | 39,947         | = 5.9%      |
| (h)     | <b>Liquidity Ratio</b> (to assess Council's ability to pay its liabilities in the next 12 months)                                                                                                                                                                                                                                                |                |             |                |             |                |             |
|         | Current assets                                                                                                                                                                                                                                                                                                                                   | 20,059         |             | 17,258         |             | 13,742         |             |
|         | Current liabilities                                                                                                                                                                                                                                                                                                                              | 9,719          | = 206.4%    | 6,321          | = 273.0%    | 5,705          | = 240.9%    |
| (i)     | <b>Indebtedness Ratio</b> (to assess Council's ability to cover longer term liabilities from its own sourced revenue)                                                                                                                                                                                                                            |                |             |                |             |                |             |
|         | Non-current liabilities                                                                                                                                                                                                                                                                                                                          | 8,763          |             | 10,891         |             | 8,530          |             |
|         | Own-sourced revenue                                                                                                                                                                                                                                                                                                                              | 28,358         | = 30.9%     | 26,325         | = 40.6%     | 24,838         | = 34.5%     |
| (j)     | <b>Self-Financing Ratio</b> (to assess Council's ability to replace assets from cash generated by operations)                                                                                                                                                                                                                                    |                |             |                |             |                |             |
|         | Net operating cash flows                                                                                                                                                                                                                                                                                                                         | 9,498          |             | 14,748         |             | 12,289         |             |
|         | Underlying revenue                                                                                                                                                                                                                                                                                                                               | 44,378         | = 21.4%     | 43,194         | = 34.1%     | 39,947         | = 36.8%     |
| (k)     | <b>Capital Replacement Gap Ratio</b> (measures whether Council is spending on infrastructure at a faster rate than infrastructure is depreciating)                                                                                                                                                                                               |                |             |                |             |                |             |
|         | Capital Spend                                                                                                                                                                                                                                                                                                                                    | 11,726         |             | 12,394         |             | 12,262         |             |
|         | Depreciation                                                                                                                                                                                                                                                                                                                                     | 9,430          | = 124.3%    | 8,865          | = 143.0%    | 7,783          | = 157.5%    |
| (l)     | <b>Renewal Gap Ratio</b> (measures whether Council is spending on infrastructure at a faster rate than infrastructure is depreciating)                                                                                                                                                                                                           |                |             |                |             |                |             |
|         | Renewal & Upgrade                                                                                                                                                                                                                                                                                                                                | 9,129          |             | 9,710          |             | 9,250          |             |
|         | Depreciation                                                                                                                                                                                                                                                                                                                                     | 9,430          | = 96.8%     | 8,865          | = 112.1%    | 7,783          | = 118.8%    |

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|                                                                                                                                                                                     | Note  | 2013<br>\$'000 | 2012<br>\$'000 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------------|----------------|
| <b>Note 42 Capital expenditure</b>                                                                                                                                                  |       |                |                |
| <b>Capital expenditure areas</b>                                                                                                                                                    |       |                |                |
| Land                                                                                                                                                                                |       |                | 371            |
| Buildings                                                                                                                                                                           |       | 1,359          | 2,301          |
| Plant and minor equipment                                                                                                                                                           |       | 2,047          | 1,805          |
| Fixed plant, furniture and equipment                                                                                                                                                |       | 517            | 531            |
| Outdoor furniture                                                                                                                                                                   |       | 27             | 99             |
| Roads                                                                                                                                                                               |       | 4,374          | 4,567          |
| Bridges                                                                                                                                                                             |       | 1,705          | 385            |
| Footpaths and cycle ways                                                                                                                                                            |       | 448            | 480            |
| Other structures                                                                                                                                                                    |       | 1,196          | 468            |
| Drainage                                                                                                                                                                            |       | -              | 231            |
| Kerb and channelling                                                                                                                                                                |       | 52             | 33             |
| Software                                                                                                                                                                            |       | 1              | 215            |
| <b>Total capital works</b>                                                                                                                                                          |       | <b>11,726</b>  | <b>11,464</b>  |
| <b>Represented by:</b>                                                                                                                                                              |       |                |                |
| <b>Renewal</b>                                                                                                                                                                      |       |                |                |
| Renewal of property and buildings                                                                                                                                                   |       | 535            | 439            |
| Renewal of plant and equipment                                                                                                                                                      |       | 2,135          | 2,055          |
| Renewal of infrastructure                                                                                                                                                           |       | 5,498          | 4,779          |
| <b>Total Renewal</b>                                                                                                                                                                | (a)   | <b>8,168</b>   | <b>7,273</b>   |
| <b>Upgrade</b>                                                                                                                                                                      |       |                |                |
| Upgrade of property and buildings                                                                                                                                                   |       | 720            | 1,411          |
| Upgrade of plant and equipment                                                                                                                                                      |       | 140            | 86             |
| Upgrade of infrastructure                                                                                                                                                           |       | 181            | 970            |
| <b>Total Upgrade</b>                                                                                                                                                                | (b)   | <b>961</b>     | <b>2,436</b>   |
| <b>New or Expanded</b>                                                                                                                                                              |       |                |                |
| New property and buildings                                                                                                                                                          |       | 103            | 821            |
| New plant and equipment                                                                                                                                                             |       | 318            | 323            |
| New infrastructure                                                                                                                                                                  |       | 2,175          | 610            |
| <b>Total New or Expanded</b>                                                                                                                                                        | (c)   | <b>2,597</b>   | <b>1,754</b>   |
| <b>Total capital works</b>                                                                                                                                                          |       | <b>11,726</b>  | <b>11,464</b>  |
| <b>Property, plant and equipment, infrastructure movement</b>                                                                                                                       |       |                |                |
| The movement between the previous year and the current year in property, plant and equipment, infrastructure as shown in the Balance Sheet links to the net of the following items: |       |                |                |
| Total capital works                                                                                                                                                                 |       | 11,726         | 11,464         |
| Contributions - non-monetary assets (other)                                                                                                                                         | 6(b)  | 243            | 178            |
| Asset revaluation movement                                                                                                                                                          | 23(a) | 3,898          | 29,370         |
| Depreciation/amortisation                                                                                                                                                           | 13    | (9,430)        | (8,665)        |
| Written down value of assets sold                                                                                                                                                   | 7     | (525)          | (1,300)        |
| Contributions - non-monetary assets (Port of Apollo Bay)                                                                                                                            | 6(c)  | -              | 228            |
| Transfers                                                                                                                                                                           | 21    | -              | (40)           |
| Assets written off                                                                                                                                                                  | 18    | (1,595)        | (1,356)        |
| <b>Net movement in property, plant and equipment, infrastructure</b>                                                                                                                |       | <b>4,316</b>   | <b>29,839</b>  |

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Note 42 Capital expenditure (cont.)

(a) Renewal

Expenditure on an existing asset which returns the service potential or the life of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it has no impact on revenue, but may reduce future operating and maintenance expenditure if completed at the optimum time.

(b) Upgrade

Expenditure which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operating and maintenance expenditure in the future because of the increase in the council's asset base.

(c) New/Expansion

Expenditure which extends an existing asset, at the same standard as is currently enjoyed by residents, to a new group of users. It is discretionary expenditure which increases future operating and maintenance costs, because it increases council's asset base, but may be associated with additional revenue from the new user group.

Note 43 Special committees and other business operations

(a) Port of Apollo Bay

The council is the Port Manager for the Port of Apollo Bay. The Income Statement, Balance Sheet, Cashflow Statement and capital expenditure areas for the Port of Apollo Bay only have been provided below. The information has been prepared in accordance with Australian Accounting Standards. Together with note 43 (b), and taking in account the inter-entity eliminations, the information below forms part of the financial statements of the Colac Otway Shire Council.

Comprehensive Income Statement

|                                                                              | 2013<br>\$'000 | 2012<br>\$'000 |
|------------------------------------------------------------------------------|----------------|----------------|
| <b>Income</b>                                                                |                |                |
| User fees                                                                    | 96             | 87             |
| Grants - operating                                                           | 780            | 780            |
| Reimbursements                                                               | -              | -              |
| Other income                                                                 | 39             | 37             |
|                                                                              | <u>915</u>     | <u>904</u>     |
| <b>Capital Income:</b>                                                       |                |                |
| Contributions - non-monetary assets (Port of Apollo Bay)                     | -              | 228            |
| Grants - capital                                                             | 1,557          | -              |
| Net gain/(loss) on disposal of property, infrastructure, plant and equipment | 12             | -              |
|                                                                              | <u>1,569</u>   | <u>228</u>     |
| <b>Total income</b>                                                          | <u>2,584</u>   | <u>1,132</u>   |
| <b>Expenses</b>                                                              |                |                |
| Employee benefits                                                            | (398)          | (424)          |
| Materials and services                                                       | (148)          | (159)          |
| Depreciation and amortisation                                                | (555)          | (458)          |
| Other expenses                                                               | (4)            | (1)            |
|                                                                              | <u>(1,105)</u> | <u>(1,022)</u> |
| <b>Surplus / (Deficit)</b>                                                   | <u>1,479</u>   | <u>110</u>     |
| <b>Other comprehensive income</b>                                            |                |                |
| Net asset revaluation increment(decrement)                                   | -              | 5,331          |
| <b>Comprehensive result</b>                                                  | <u>1,479</u>   | <u>5,441</u>   |



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Note 43 Special committees and other business operations (cont.)

(a) Port of Apollo Bay

Balance Sheet

|                                               | 2013<br>\$'000 | 2012<br>\$'000 |
|-----------------------------------------------|----------------|----------------|
| <b>Assets</b>                                 |                |                |
| <b>Current assets</b>                         |                |                |
| Trade and other receivables                   | 3,520          | 1,527          |
| <b>Total current assets</b>                   | <b>3,520</b>   | <b>1,527</b>   |
| <b>Non-current assets</b>                     |                |                |
| Property, infrastructure, plant and equipment | 20,779         | 21,238         |
| <b>Total non-current assets</b>               | <b>20,779</b>  | <b>21,238</b>  |
| <b>Total assets</b>                           | <b>24,299</b>  | <b>22,764</b>  |
| <b>Liabilities</b>                            |                |                |
| <b>Current liabilities</b>                    |                |                |
| Trade and other payables                      | 53             | 3              |
| Provisions                                    | 59             | 58             |
| <b>Total current liabilities</b>              | <b>112</b>     | <b>61</b>      |
| <b>Non-current liabilities</b>                |                |                |
| Provisions                                    | 12             | 7              |
| <b>Total non-current liabilities</b>          | <b>12</b>      | <b>7</b>       |
| <b>Total liabilities</b>                      | <b>124</b>     | <b>68</b>      |
| <b>Net Assets</b>                             | <b>24,175</b>  | <b>22,696</b>  |
| <b>Equity</b>                                 |                |                |
| Accumulated surplus                           | 18,952         | 17,433         |
| Reserves                                      | 5,223          | 5,263          |
| <b>Total Equity</b>                           | <b>24,175</b>  | <b>22,696</b>  |

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Note 43 Special committees and other business operations (cont.)  
(a) Port of Apollo Bay

Cash Flow Statement

|                                                                               | 2013<br>Inflows/<br>(Outflows)<br>\$'000 | 2012<br>Inflows/<br>(Outflows)<br>\$'000 |
|-------------------------------------------------------------------------------|------------------------------------------|------------------------------------------|
| <b>Cash flows from operating activities</b>                                   |                                          |                                          |
| User charges and other fines (inclusive of GST)                               | 105                                      | 92                                       |
| Grants (inclusive of GST)                                                     | 2,561                                    | 1,454                                    |
| Reimbursements                                                                | -                                        | -                                        |
| Net GST refund/payment                                                        | (120)                                    | 33                                       |
| Payments to suppliers (inclusive of GST)                                      | (158)                                    | (229)                                    |
| Payments to employees (including redundancies)                                | (392)                                    | (350)                                    |
| Other payments                                                                | (4)                                      | (2)                                      |
| <b>Net cash provided by (used in) operating activities</b>                    | <b>1,992</b>                             | <b>998</b>                               |
| <b>Cash flows from investing activities</b>                                   |                                          |                                          |
| Payments for property, infrastructure, plant and equipment (inclusive of GST) | (95)                                     | (998)                                    |
| Proceeds from sale of property, infrastructure, plant and equipment           | 58                                       | -                                        |
| <b>Net cash provided by (used in) investing activities</b>                    | <b>(37)</b>                              | <b>(998)</b>                             |
| Cash advance held by management authority                                     | (1,955)                                  | -                                        |
| <b>Cash flows from financing activities</b>                                   | <b>(1,955)</b>                           | <b>-</b>                                 |
| Net increase (decrease) in cash and cash equivalents                          |                                          |                                          |
| Cash and cash equivalents at the beginning of the financial year              |                                          |                                          |
| <b>Cash and cash equivalents at the end of the financial year</b>             | <b>-</b>                                 | <b>-</b>                                 |

Capital expenditure areas

|                                | 2013<br>\$'000 | 2012<br>\$'000 |
|--------------------------------|----------------|----------------|
| Plant and minor equipment      | 136            | 45             |
| <b>Total capital works</b>     | <b>136</b>     | <b>45</b>      |
| Represented by:                |                |                |
| Renewal of plant and equipment | 136            | 45             |
| <b>Total capital works</b>     | <b>136</b>     | <b>45</b>      |

Property, plant and equipment, infrastructure movement

The movement between the previous year and the current year in property, plant and equipment, infrastructure as shown in the Balance Sheet links to the net of the following items:

|                                                                      | 2013<br>\$'000 | 2012<br>\$'000 |
|----------------------------------------------------------------------|----------------|----------------|
| Total capital works                                                  | 86             | 45             |
| Asset revaluation movement                                           | -              | (257)          |
| Depreciation/amortisation                                            | (558)          | (438)          |
| Written down value adjustment                                        | -              | (40)           |
| Written down value of assets sold                                    | (40)           | -              |
| Non-monetary assets identified                                       | -              | 228            |
| Assets written off                                                   | -              | -              |
| <b>Net movement in property, plant and equipment, infrastructure</b> | <b>(509)</b>   | <b>(462)</b>   |

Colac Otway Shire Council  
2012/2013 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2013

Note 43 Special committees and other business operations (cont)

(b) Colac Otway Shire

The Income Statement, Balance Sheet, Cashflow Statement and capital expenditure areas for the Colac Otway Shire entity only have been provided below. The information has been prepared in accordance with Australian Accounting Standards. Together with note 43 (a), and taking in account the inter-entity eliminations, the information below forms part of the combined financial statements of the Colac Otway Shire Council.

Comprehensive Income Statement

|                                                                       | 2013<br>\$'000  | 2012<br>\$'000  |
|-----------------------------------------------------------------------|-----------------|-----------------|
| <b>Income</b>                                                         |                 |                 |
| Rates and charges                                                     | 23,349          | 21,789          |
| Statutory fees and fines                                              | 677             | 514             |
| User fees                                                             | 3,508           | 3,445           |
| Contributions - cash                                                  | 181             | 304             |
| Grants - operating                                                    | 8,654           | 11,493          |
| Reimbursements                                                        | 436             | 406             |
| Finance income                                                        | 582             | 590             |
| Other income                                                          | 192             | 83              |
| Share of net surplus of associates accounted for by the equity method |                 |                 |
|                                                                       | <u>37,599</u>   | <u>38,625</u>   |
| <b>Capital income:</b>                                                |                 |                 |
| Contributions - non-monetary assets (other)                           | 243             | 178             |
| Contributions - non-monetary assets (Port of Apollo Bay)              |                 | 228             |
| Grants - capital                                                      | 4,164           | 3,551           |
| Net gain on disposal of property, infrastructure, plant and equipment | 31              | 150             |
|                                                                       | <u>4,438</u>    | <u>4,106</u>    |
| <b>Total income</b>                                                   | <u>42,038</u>   | <u>42,733</u>   |
| <b>Expenses</b>                                                       |                 |                 |
| Employee benefits                                                     | (15,844)        | (14,955)        |
| Employee benefits - additional superannuation call                    |                 | (3,182)         |
| Materials and services                                                | (13,758)        | (11,960)        |
| Depreciation and amortisation                                         | (8,075)         | (8,231)         |
| Finance costs                                                         | (338)           | (378)           |
| Other expenses                                                        | (1,095)         | (1,208)         |
| Share of net loss of associates accounted for by the equity method    | (25)            | (75)            |
|                                                                       | <u>(39,945)</u> | <u>(39,996)</u> |
| <b>Capital Expense:</b>                                               |                 |                 |
| Net loss on disposal of property, infrastructure, plant and equipment |                 |                 |
| Property, plant, equipment and infrastructure written off             | (1,595)         | (1,396)         |
|                                                                       | <u>(1,595)</u>  | <u>(1,396)</u>  |
| <b>Total expenses</b>                                                 | <u>(41,540)</u> | <u>(41,393)</u> |
| <b>Surplus / (Deficit)</b>                                            | <u>498</u>      | <u>1,340</u>    |
| <b>Other comprehensive income</b>                                     |                 |                 |
| Net asset revaluation increment(decrement)                            | 3,898           | 24,146          |
| <b>Comprehensive result</b>                                           | <u>4,396</u>    | <u>25,486</u>   |

Colac Otway Shire Council  
2012/2013 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2013

Note 43 Special committees and other business operations (cont)  
(b) Colac Otway Shire

Balance Sheet

|                                                                 | 2013           | 2012           |
|-----------------------------------------------------------------|----------------|----------------|
|                                                                 | \$'000         | \$'000         |
| <b>Assets</b>                                                   |                |                |
| <b>Current assets</b>                                           |                |                |
| Cash and cash equivalents                                       | 11,745         | 13,813         |
| Trade and other receivables                                     | 4,837          | 3,455          |
| Inventories                                                     | 157            | 178            |
| Other assets                                                    | -              | 12             |
| <b>Total current assets</b>                                     | <b>16,539</b>  | <b>17,258</b>  |
| <b>Non-current assets</b>                                       |                |                |
| Investments in associates accounted for using the equity method | 351            | 377            |
| Property, infrastructure, plant and equipment                   | 253,176        | 249,402        |
| <b>Total non-current assets</b>                                 | <b>253,527</b> | <b>249,779</b> |
| <b>Total assets</b>                                             | <b>270,066</b> | <b>267,037</b> |
| <b>Liabilities</b>                                              |                |                |
| <b>Current liabilities</b>                                      |                |                |
| Trade and other payables                                        | 5,064          | 3,578          |
| Trust funds and deposits                                        | 258            | 253            |
| Provisions                                                      | 3,814          | 3,564          |
| Interest-bearing loans and borrowings                           | 473            | 392            |
| <b>Total current liabilities</b>                                | <b>9,609</b>   | <b>7,787</b>   |
| <b>Non-current liabilities</b>                                  |                |                |
| Trade and other payables                                        | -              | 3,182          |
| Provisions                                                      | 3,997          | 3,708          |
| Interest-bearing loans and borrowings                           | 4,501          | 3,796          |
| <b>Total non-current liabilities</b>                            | <b>8,498</b>   | <b>10,686</b>  |
| <b>Total liabilities</b>                                        | <b>18,107</b>  | <b>18,473</b>  |
| <b>Net Assets</b>                                               | <b>251,959</b> | <b>248,564</b> |
| <b>Equity</b>                                                   |                |                |
| Accumulated surplus                                             | 88,531         | 90,623         |
| Reserves                                                        | 163,430        | 158,794        |
| <b>Total Equity</b>                                             | <b>251,961</b> | <b>249,417</b> |

Colac Otway Shire Council  
2012/2013 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2013

Note 43 Special committees and other business operations (cont)  
(b) Colac Otway Shire

Cash Flow Statement

|                                                                     | 2013<br>Inflows/<br>(Outflows)<br>\$'000 | 2012<br>Inflows/<br>(Outflows)<br>\$'000 |
|---------------------------------------------------------------------|------------------------------------------|------------------------------------------|
| <b>Cash flows from operating activities</b>                         |                                          |                                          |
| Rates                                                               | 23,152                                   | 21,580                                   |
| User charges and other fees (inclusive of GST)                      | 4,244                                    | 4,443                                    |
| Grants (inclusive of GST)                                           | 11,894                                   | 14,588                                   |
| Developer contributions (inclusive of GST)                          | 181                                      | 319                                      |
| Reimbursements (inclusive of GST)                                   | 436                                      | 423                                      |
| Interest                                                            | 493                                      | 581                                      |
| Other receipts (inclusive of GST)                                   | 192                                      | 90                                       |
| Net GST refund/payment                                              | -                                        | 1,435                                    |
| Payments to suppliers (inclusive of GST)                            | (12,287)                                 | (12,583)                                 |
| Payments to employees (including redundancies)                      | (18,485)                                 | (14,954)                                 |
| Other payments                                                      | (1,095)                                  | (1,254)                                  |
| <b>Net cash provided by (used in) operating activities</b>          | <b>8,725</b>                             | <b>14,748</b>                            |
| <b>Cash flows from investing activities</b>                         |                                          |                                          |
| Payments for property, infrastructure, plant and equipment          | (11,568)                                 | (12,394)                                 |
| Proceeds from sale of property, infrastructure, plant and equipment | 517                                      | 1,530                                    |
| <b>Net cash provided by (used in) investing activities</b>          | <b>(11,071)</b>                          | <b>(10,864)</b>                          |
| <b>Cash flows from financing activities</b>                         |                                          |                                          |
| Finance costs                                                       | (311)                                    | (315)                                    |
| Trust funds and deposits                                            | 3                                        | (34)                                     |
| Proceeds from interest bearing loans and borrowings                 | 1,178                                    | -                                        |
| Repayment of interest bearing loans and borrowings                  | (392)                                    | (657)                                    |
| <b>Net cash provided by (used in) financing activities</b>          | <b>478</b>                               | <b>(1,006)</b>                           |
| Net increase (decrease) in cash and cash equivalents                | (1,868)                                  | 2,878                                    |
| Cash and cash equivalents at the beginning of the financial year    | 15,613                                   | 10,775                                   |
| <b>Cash and cash equivalents at the end of the financial year</b>   | <b>11,745</b>                            | <b>13,653</b>                            |

Colac Otway Shire Council  
2012/2013 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2013

Note 43 Special committees and other business operations (cont)

(b) Colac Otway Shire

Capital expenditure areas

|                                      | 2013          | 2012          |
|--------------------------------------|---------------|---------------|
|                                      | \$'000        | \$'000        |
| Land                                 | -             | 371           |
| Buildings                            | 1,359         | 2,301         |
| Plant and minor equipment            | 1,910         | 1,760         |
| Fixed plant, furniture and equipment | 517           | 487           |
| Outdoor furniture                    | 27            | 99            |
| Roads                                | 4,374         | 4,567         |
| Bridges                              | 1,705         | 365           |
| Footpaths and cycle ways             | 448           | 480           |
| Other structures                     | 1,196         | 468           |
| Drainage                             | -             | 231           |
| Kerb and channelling                 | 52            | 33            |
| Software                             | 1             | 215           |
| <b>Total capital works</b>           | <b>11,589</b> | <b>11,375</b> |
| Represented by:                      |               |               |
| <b>Renewal</b>                       |               |               |
| Renewal of property and buildings    | 535           | 439           |
| Renewal of plant and equipment       | 2,135         | 2,055         |
| Renewal of infrastructure            | 5,498         | 4,689         |
| <b>Total Renewal</b>                 | <b>8,168</b>  | <b>7,183</b>  |
| <b>Upgrade</b>                       |               |               |
| Upgrade of property and buildings    | 720           | 1,411         |
| Upgrade of plant and equipment       | 3             | 55            |
| Upgrade of infrastructure            | 191           | 970           |
| <b>Total Upgrade</b>                 | <b>914</b>    | <b>2,436</b>  |
| <b>New or Expanded</b>               |               |               |
| New property and buildings           | 103           | 821           |
| New plant and equipment              | 318           | 323           |
| New infrastructure                   | 2,175         | 610           |
| <b>Total New or Expanded</b>         | <b>2,597</b>  | <b>1,754</b>  |
| <b>Total capital works</b>           | <b>11,589</b> | <b>11,375</b> |

Property, plant and equipment, infrastructure movement

The movement between the previous year and the current year in property, plant and equipment, infrastructure as shown in the Balance Sheet links to the net of the following items:

|                                                                      | 2013         | 2012          |
|----------------------------------------------------------------------|--------------|---------------|
|                                                                      | \$'000       | \$'000        |
| Total capital works                                                  | 11,589       | 11,375        |
| Contributions - non-monetary assets (other)                          | 243          | 178           |
| Asset revaluation movement                                           | 3,898        | 23,926        |
| Depreciation/amortisation                                            | (8,875)      | (8,231)       |
| Written down value of assets sold                                    | (486)        | (1,300)       |
| Contributions - non-monetary assets (Port of Apollo Bay)             | -            | 228           |
| Transfers                                                            | -            | (40)          |
| Assets written off                                                   | (1,585)      | (1,386)       |
| <b>Net movement in property, plant and equipment, infrastructure</b> | <b>4,774</b> | <b>24,741</b> |

Colac Otway Shire Council  
2009/2010 Financial Report

### Certification of the Financial Report

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1988*, the *Local Government (Finance and Reporting) Regulations 2004*, Australian Accounting Standards and other mandatory professional reporting requirements.



Brett Exelby (CPA)  
Principal Accounting Officer

11 September 2013

In our opinion the accompanying financial statements present fairly the financial transactions of Consolidated Colac Otway Shire Council and Port of Apollo Bay for the year ended 30 June 2013 and the financial position of the Council as at that date.


As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council on 11 September 2013 to certify the financial statements in their final form.



Stephen Hart  
Councillor

11 September 2013



Michael Delahunty  
Councillor

11 September 2013



Rob Small  
Chief Executive Officer

11 September 2013



Victorian Auditor-General's Office

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## INDEPENDENT AUDITOR'S REPORT

### To the Councillors, Colac Otway Shire Council

#### *The Standard Statements and Financial Report*

The accompanying standard statements for the year ended 30 June 2013 of the Colac Otway Shire Council which comprises standard income statement, standard balance sheet, standard cash flow statement, standard statement of capital works, the related notes and the certification of the standard statements have been audited.

The accompanying financial report for the year ended 30 June 2013 of the Council which comprises comprehensive income statement, balance sheet, statement of changes in equity, cash flow statement, notes comprising a summary of the significant accounting policies and other explanatory information, and the certification of the financial report has been audited.

#### *The Councillors' Responsibility for the Standard Statements and Financial Report*

The Councillors of the Colac Otway Shire Council are responsible for the preparation and the fair presentation of:

- the standard statements in accordance with the basis of preparation as described in Note 1 to the statements and the requirements of the *Local Government Act 1989*
- the financial report in accordance with Australian Accounting Standards, and the financial reporting requirements of the *Local Government Act 1989*.

The Councillors are responsible for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the standard statements and financial report that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

As required by the *Audit Act 1994* and the *Local Government Act 1989*, my responsibility is to express an opinion on the standard statements and financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the standard statements and financial report are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the standard statements and financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the standard statements and financial report, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the standard statements and financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Councillors, as well as evaluating the overall presentation of the standard statements and financial report.

*Auditing in the Public Interest*



#### Independent Auditor's Report (continued)

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### Independence

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

#### Opinion

In my opinion:

- (a) the standard statements present fairly, in all material respects, in accordance with the basis of preparation as described in Note 1 to the statements and the requirements of the *Local Government Act 1989*
- (b) the financial report presents fairly, in all material respects, the financial position of the Colac Otway Shire Council as at 30 June 2013 and of its financial performance and its cash flows for the year then ended in accordance with applicable Australian Accounting Standards, and the financial reporting requirements of the *Local Government Act 1989*.

#### Basis of Accounting for Standard Statements

Without modifying my opinion, I draw attention to Note 1 to the standard statements, which describes the basis of accounting. The standard statements are prepared to meet the requirements of the *Local Government Act 1989*. As a result, the standard statements may not be suitable for another purpose.

#### Matters Relating to the Electronic Publication of the Audited Standard Statements and Financial Report

This auditor's report relates to the standard statements and financial report of the Colac Otway Shire Council for the year ended 30 June 2013 included both in the Colac Otway Shire Council's annual report and on the website. The Councillors of the Colac Otway Shire Council are responsible for the integrity of the Colac Otway Shire Council's website. I have not been engaged to report on the integrity of the Colac Otway Shire Council's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of the standard statements and financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited standard statements and financial report to confirm the information contained in the website version of the standard statements and financial report.

MELBOURNE  
27 September 2013

  
John Doyle  
Auditor-General

2  
*Auditing in the Public Interest*

Colac Otway Shire Council  
2012/2013 Financial Report

Performance Statement

| Objectives                                                                                                                                                                                                                                                                             | Strategic Indicators                                                           | Target                                     |                                            | Result       |           | Outcome                                                                                                                                                                                                                                                                                                                                                                     | Comments |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                                                                                                                                                                                                                                                                                        |                                                                                | 2012-2013                                  | 2013-2013                                  | 2012-2013    | 2013-2013 |                                                                                                                                                                                                                                                                                                                                                                             |          |
| <b>Leadership and Governance</b><br>Council will fulfil its statutory and legal obligations to its community and staff in a way that is fair, ethical, inclusive, sustainable, financially responsible and meets the needs and practical aspirations of current and future generations | Financial Ratio                                                                | >150%                                      | 208%                                       | Achieved     |           | During the year the threshold whereby accounts are referred to debt collection has risen from \$700 to \$1,000 per account owing. Along with the prior year debt collection charges and the current year charges being recognised within the one financial year the target has not been reached.                                                                            |          |
|                                                                                                                                                                                                                                                                                        | Outstanding rates, charges and fees as a proportion of rates, charges and fees | <4%                                        | 5.0%                                       | Not Achieved |           |                                                                                                                                                                                                                                                                                                                                                                             |          |
|                                                                                                                                                                                                                                                                                        | Average rate revenue per assessment                                            | \$1,289                                    | \$1,281                                    | Achieved     |           |                                                                                                                                                                                                                                                                                                                                                                             |          |
|                                                                                                                                                                                                                                                                                        | Audit Opinion issued on Financial Statements                                   | Compliance with all statutory requirements | Compliance with all statutory requirements | Achieved     |           |                                                                                                                                                                                                                                                                                                                                                                             |          |
| <b>Physical Infrastructure and Assets</b><br>Council will provide and maintain Council infrastructure and assets that meet community needs now and in the future                                                                                                                       | Percentage of Capital Works expenditure projects completed                     | >85%                                       | 88%                                        | Achieved     |           |                                                                                                                                                                                                                                                                                                                                                                             |          |
|                                                                                                                                                                                                                                                                                        | Capital Works expenditure actual compared to budgeted expenditure              | >85%                                       | 73%                                        | Not Achieved |           | The principal explanation of this result is that the budget anticipated the commencement of construction on the redevelopment of the Blue Water Fitness Centre during the year. This is a \$10 million project to be undertaken across a number of years. The construction works are now expected to commence in November 2013.                                             |          |
|                                                                                                                                                                                                                                                                                        | Asset renewal sustainability index                                             | 100%                                       | 97%                                        | Not Achieved |           | This target was not achieved due to renewal programmes being reduced for 2012/2013 in order to secure funding to make the defined benefits superannuation payment made by Council during the financial year.                                                                                                                                                                |          |
| <b>Land Use and Development</b><br>Council will engage, plan and make decisions about land use and development that takes into account the regulatory role of Council, its diverse geography, social, community, economic and environmental impacts for current and future generations | Planning permits processed within statutory timeframes                         | >70%                                       | 53%                                        | Not Achieved |           | The number of days to determine planning applications increased in 2012/13 due to the adverse impact of a new system introduced for on-line lodgement of planning applications and difficulties covering staff absences. This resulted in a drop in the number of applications determined within the statutory time frame. These time frames have begun to reduce mid 2013. |          |

Coble Otway Shire Council  
2012/2013 Financial Report

Performance Statement

| Objectives                                                                                                                                                                                                                                                                                                       | Strategic Indicators                                                                                                | Target                               | Result                                                       | Outcome      | Comments                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                  |                                                                                                                     | 2012-2013                            | 2012-2013                                                    |              |                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Environmental Management</b><br>Council will protect and enhance the environment entrusted to us, demonstrate efficient use of natural resources and minimise climate change impacts.                                                                                                                         | Develop environmental plans for high value Council land                                                             | 12 plans developed                   | Nil                                                          | Not Achieved | 12 plans were developed for high conservation areas in the years prior to 2012-2013. These plans are living documents that are reviewed regularly with major reviews conducted between 5 and 10 years after their initial development. As the current plans are still all considered relevant, no new plans for high conservation areas have been developed during the 2012-2013 period.                                 |
|                                                                                                                                                                                                                                                                                                                  | Comprehensive implementation of environmental management plans for high value Council land.                         | Implementation of 12 plans completed | actions from the 12 plans were completed (e.g. weed control) | Achieved     |                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Economic Development</b><br>Council is committed to facilitating a healthy and resilient economy through effective leadership, advocacy, and partnership.                                                                                                                                                     | Delivery of Business Development Events                                                                             | 16 events held during the year       | 11 events held during the year                               | Not Achieved | The target of 16 business events proved difficult due to the implementation of the Coble Marketing Strategy and the workload associated with this, the attendance at the Regional Victoria Living Expo, the increase in the number of events facilitated from local businesses and the decline in attendance at the Working Women's Networking events.                                                                   |
|                                                                                                                                                                                                                                                                                                                  | Collaboration of community and professional artists at the Coble Otway Performing Arts and Cultural Centre (COFACS) | >100 artists                         | 274                                                          | Achieved     |                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Community Health and Wellbeing</b><br>Council will promote community health and wellbeing in partnership with other health services. Through a partnership approach, Council will provide a broad range of customer focused health, recreational, cultural and community activities, services and facilities. | Maintain a membership base at Bluewater Fitness Centre                                                              | >1,000 members                       | Averaged more than 1,000 members                             | Not Achieved | There was an increase in the participation level overall as casual or non-member use of programmes lifted considerably during the period, particularly in the early part of the year. The success of these casual programmes has led to a substantial increase in the conversion of casual use to full membership in the later part of the year. Council is satisfied with the overall level of memberships at year end. |
|                                                                                                                                                                                                                                                                                                                  | Capacity usage of Council's learn to swim program                                                                   | >80%                                 | 81%                                                          | Not Achieved | In light of the future closure of the Blue Water Fitness Centre, the learn to swim programme was expanded to offer opportunity for residents to participate in programmes prior to the closure. This expansion of programmes led to reduced participation in individual programmes, but represented an overall increase in users of the learn to swim programme.                                                         |

Colac Otway Shire Council  
2011/2012 Financial Report

### Certification of the Performance Statement

In my opinion the accompanying Performance Statement of the Colac Otway Shire Council in respect of the 2012/2013 financial year has been prepared in accordance with the *Local Government Act 1989*.



Brett Exelby (CPA)  
Principal Accounting Officer

11 September 2013

In our opinion, the accompanying Performance Statement of the Colac Otway Shire Council in respect of the 2012/2013 financial year is presented fairly in accordance with Section 132 of the *Local Government Act 1989*.

The statement outlines the separately identified Key Strategic Activities contained in the budget under Section 127 of the *Local Government Act 1989* and describes the actual results achieved in the financial year.


As at the date of signing, we are not aware of any circumstances which would render any particulars in the statement to be misleading or inaccurate.

We have been authorised by the Council on 11 September 2013 to certify the Performance Statement in its final form.



Stephen Hart  
Councillor

11 September 2013



Michael Delahunty  
Councillor

11 September 2013



Reb Small  
Chief Executive Officer

11 September 2013



Victorian Auditor-General's Office

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## INDEPENDENT AUDITOR'S REPORT

To the Councillors, Colac Otway Shire Council

### *The Performance Statement*

The accompanying performance statement for the year ended 30 June 2013 of the Colac Otway Shire Council which comprises the statement notes and the certification of the performance statement has been audited.

### *The Councillors' Responsibility for the Performance Statement*

The Councillors of the Colac Otway Shire Council are responsible for the preparation and fair presentation of the performance statement in accordance with the *Local Government Act 1989* and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the performance statement that is free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

As required by the *Local Government Act 1989*, my responsibility is to express an opinion on the performance statement based on the audit, which has been conducted in accordance with Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the performance statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance statement. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the performance statement, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the performance statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the overall presentation of the performance statement.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

*Auditing in the Public Interest*

## Independent Auditor's Report (continued)

### *Independence*

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

### *Auditor's Opinion*

In my opinion, the performance statement of the Colac Otway Shire Council in respect of the 30 June 2013 financial year presents fairly, in all material respects, in accordance with the *Local Government Act 1989*.

### *Matters Relating to the Electronic Publication of the Audited Performance Statement*

This auditor's report relates to the performance statement of the Colac Otway Shire Council for the year ended 30 June 2013 included both in the Colac Otway Shire Council's annual report and on the website. The Councillors of the Colac Otway Shire Council are responsible for the integrity of the Colac Otway Shire Council's website. I have not been engaged to report on the integrity of the Colac Otway Shire Council's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this statement. If users of the performance statement are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited performance statement to confirm the information contained in the website version of the performance statement.

MELBOURNE  
27 September 2013

  
John Doyle  
Auditor-General

## Acronyms and Definitions

|            |                                                                            |
|------------|----------------------------------------------------------------------------|
| AES        | Alignment and Engagement Survey                                            |
| ANZ        | Australia and New Zealand Banking Group Limited                            |
| ANZAC      | Australia and New Zealand Army Corps (1914-18)                             |
| CACPs      | Community Aged Care Packages                                               |
| CBD        | Central Business District                                                  |
| CEO        | Chief Executive Officer                                                    |
| COPACC     | Colac Otway Performing Arts and Cultural Centre                            |
| Co-PYLIT   | Colac Police Youth Liaison Team                                            |
| COShealth  | Colac Otway Shire Health and Wellbeing Program                             |
| COVEC      | Colac Otway Vocational Education Cluster                                   |
| CPR        | Cardio Pulmonary Resuscitation                                             |
| DR         | Disaster Recovery                                                          |
| DSE        | Department of Sustainability and Environment                               |
| EAP        | Employee Assistance Program                                                |
| EEO        | Equal Employment Opportunity                                               |
| EFT        | Equivalent Full Time employees                                             |
| EPA        | Environmental Protection Agency                                            |
| ESD        | Ecologically Sustainable Design                                            |
| FaHCSIA    | Department of Families, Housing, Community Services and Indigenous Affairs |
| FPN        | Fire Prevention Notice                                                     |
| GCC        | Global Corporate Challenge®                                                |
| GSC        | Great South Coast                                                          |
| HACC       | Home and Community Care                                                    |
| KIT        | Kiribati Institute of Technology                                           |
| MAV        | Municipal Association of Victoria                                          |
| NDIS       | National Disability Insurance Scheme                                       |
| NSP        | Neighbourhood Safer Places                                                 |
| FOI        | Freedom of Information                                                     |
| G21        | Geelong Regional Alliance                                                  |
| IBAC       | Independent Broad-based Anti-corruption Commission                         |
| Interplan® | Council's Corporate Performance Management software system                 |
| ILOP       | Improving Liveability for Older People                                     |
| JMAPP      | Jardine Municipal Asset Protection Package                                 |
| LTFP       | Long Term Financial Plan                                                   |
| LED        | Light Emitting Diode                                                       |
| MAV        | Municipal Association of Victoria                                          |
| OH&S       | Occupational Health and Safety                                             |
| OCR FM     | Otway Community Radio                                                      |
| PES®       | Council's Corporate Personnel Evaluation software system                   |
| SafetyMAP  | Accreditation through the Victorian WorkCover Authority                    |
| TVETSSP    | Technical Vocational Education and Training Sector Strengthening Program   |
| VCAT       | Victorian Civil and Administrative Tribunal                                |
| VE         | Virtual Enterprise                                                         |
| VoIP       | Voice Over Internet Protocol                                               |
| WHK        | Accounting and financial advisors                                          |



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## Contacting Council

### Colac Service Centre

2-6 Rae Street  
Colac Vic 3250

Phone: (03) 5232 9400  
Fax: (03) 5232 1046

Hours: 8.30am – 5.00pm  
Monday to Friday

### Apollo Bay Service Centre

69 Nelson Street  
Apollo Bay Vic 3233

Phone: (03) 5237 6504  
Fax: (03) 5237 6734

Hours: 8.30am – 1.00pm  
Monday to Friday

|                 |                                                                            |
|-----------------|----------------------------------------------------------------------------|
| Postal Address  | PO Box 283<br>Colac Vic 3250                                               |
| Email Address   | <a href="mailto:info@colacotway.vic.gov.au">info@colacotway.vic.gov.au</a> |
| Website Address | <a href="http://www.colacotway.vic.gov.au">www.colacotway.vic.gov.au</a>   |





# Annual Financial Performance Report 2012-2013

Colac Otway

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## **About the report**

In line with our commitment to sound financial management, Council is provided with this additional analysis of financial performance for the recently completed financial year. The aim of this report is to provide a brief snapshot of the financial performance of Council over the preceding year and is not intended to replace other documents, such as the Annual Report.

The Auditor General's agent has audited the 2012-2013 Financial Statements and the final report prepared. This enables the finalisation of the process for the Financial Statements, Standard Statements and Performance Statement for the Colac Otway Shire Council.

This report covers the period from 1 July 2012 to 30 June 2013.

This report is based upon the results audited by the Victorian Auditor General (or agent), however the report itself is not an audited document and does not hold itself out to be the opinion of the Victorian Auditor General. Any opinions or assumptions expressed in this report are those of the Chief Financial Officer or Principal Accounting Officer of the Colac Otway Shire Council.

## **Overview**

The audit certificate from the Victorian Auditor General was issued to Council prior to the end of September 2013, which has enabled Council to complete the annual report and have the report submitted to the Minister for Local Government on the statutory deadline of 30 September 2013.

The team involved in the preparation of the Financial Statements takes this opportunity to express its appreciation to the Victorian Auditor General's representatives, Coffey Hunt, for the productive and educative approach taken to the audit. This is particularly so given that this is the final year that Coffey Hunt will be the agent assigned to the Colac Otway Shire. The mutually respectful nature of the relationship between Coffey Hunt and Council has again ensured the provision of a positive result for Council.

A particular highlight of the relationship has been the continual improvement in the quality of financial reporting over the past five years, which has been the result of the willingness by the Coffey Hunt team to work alongside Council's Finance team.

This year again has Council presenting an alternative Comprehensive Income Statement accepted by the Victorian Auditor General Office (VAGO). This alternative view of the Comprehensive Income Statement has allowed the financial statements to provide more meaningful information to the users of our financial statements.

In recognition of the Financial Statements providing a consolidated position, note 43 has also been expanded to provide the stand alone financial position of both the Colac Otway Shire Council and the Port of Apollo Bay as separate entities. This was provided to allow for more meaningful information on these two different entities.

**General Purpose Financial Statements for 2012-2013**

**Comprehensive Income Statement  
For the Year Ended 30 June 2013**

|                                                                       | Note  | 2013<br>\$'000  | 2012<br>\$'000  |
|-----------------------------------------------------------------------|-------|-----------------|-----------------|
| Income                                                                |       |                 |                 |
| Rates and charges                                                     | 2     | 23,349          | 21,789          |
| Statutory fees and fines                                              | 3     | 677             | 514             |
| User fees                                                             | 4     | 3,703           | 3,532           |
| Contributions - cash                                                  | 6(a)  | 181             | 304             |
| Grants - operating                                                    | 5     | 9,434           | 12,273          |
| Reimbursements                                                        | 8     | 436             | 406             |
| Finance income                                                        | 9     | 502             | 590             |
| Other income                                                          | 10    | 192             | 83              |
|                                                                       |       | <u>38,474</u>   | <u>39,492</u>   |
| Capital Income:                                                       |       |                 |                 |
| Contributions - non-monetary assets (other)                           | 6(b)  | 243             | 178             |
| Contributions - non-monetary assets (Port of Apollo Bay)              | 6(c)  | -               | 228             |
| Grants - capital                                                      | 5     | 5,821           | 3,551           |
| Net gain on disposal of property, infrastructure, plant and equipment | 7     | 43              | 150             |
|                                                                       |       | <u>6,107</u>    | <u>4,108</u>    |
| Total income                                                          |       | <u>44,581</u>   | <u>43,600</u>   |
| Expenses                                                              |       |                 |                 |
| Employee benefits                                                     | 11(a) | (16,231)        | (15,390)        |
| Employee benefits - additional superannuation call                    | 11(b) | -               | (3,182)         |
| Materials and services                                                | 12    | (13,927)        | (12,119)        |
| Depreciation and amortisation                                         | 13    | (9,430)         | (8,665)         |
| Finance costs                                                         | 14    | (298)           | (341)           |
| Other expenses                                                        | 15    | (1,351)         | (1,206)         |
| Share of net loss of associates accounted for by the equity method    | 16    | (25)            | (75)            |
|                                                                       |       | <u>(41,262)</u> | <u>(40,978)</u> |
| Capital Expense:                                                      |       |                 |                 |
| Property, plant, equipment and infrastructure written off             | 21    | (1,595)         | (1,396)         |
|                                                                       |       | <u>(1,595)</u>  | <u>(1,396)</u>  |
| Total expenses                                                        |       | <u>(42,857)</u> | <u>(42,374)</u> |
| Surplus / (Deficit)                                                   |       | <u>1,724</u>    | <u>1,226</u>    |
| Other comprehensive income                                            |       |                 |                 |
| Net asset revaluation increment(decrement)                            | 21    | 3,898           | 29,369          |
| Comprehensive result                                                  |       | <u>5,622</u>    | <u>30,595</u>   |

Balance Sheet  
As at 30 June 2013

|                                                                 | Note  | 2013<br>\$'000 | 2012<br>\$'000 |
|-----------------------------------------------------------------|-------|----------------|----------------|
| Assets                                                          |       |                |                |
| Current assets                                                  |       |                |                |
| Cash and cash equivalents                                       | 17    | 11,745         | 13,613         |
| Trade and other receivables                                     | 18    | 4,637          | 3,455          |
| Inventories                                                     | 19    | 157            | 178            |
| Other assets                                                    | 20    |                | 12             |
| Total current assets                                            |       | 16,539         | 17,258         |
| Non-current assets                                              |       |                |                |
| Investments in associates accounted for using the equity method | 16    | 351            | 377            |
| Property, infrastructure, plant and equipment                   | 21    | 273,955        | 269,639        |
| Total non-current assets                                        |       | 274,306        | 270,016        |
| Total assets                                                    |       | 290,845        | 287,274        |
| Liabilities                                                     |       |                |                |
| Current liabilities                                             |       |                |                |
| Trade and other payables                                        | 22(a) | 1,597          | 2,054          |
| Trust funds and deposits                                        | 23    | 256            | 253            |
| Provisions                                                      | 24    | 3,873          | 3,622          |
| Interest-bearing loans and borrowings                           | 25    | 473            | 392            |
| Total current liabilities                                       |       | 6,199          | 6,321          |
| Non-current liabilities                                         |       |                |                |
| Trade and other payables                                        | 22(b) | -              | 3,182          |
| Provisions                                                      | 24    | 4,262          | 3,713          |
| Interest-bearing loans and borrowings                           | 25    | 4,501          | 3,796          |
| Total non-current liabilities                                   |       | 8,763          | 10,691         |
| Total liabilities                                               |       | 14,962         | 17,012         |
| Net Assets                                                      |       | 275,883        | 270,262        |
| Equity                                                          |       |                |                |
| Accumulated surplus                                             |       | 107,230        | 108,245        |
| Reserves                                                        | 26    | 168,653        | 162,017        |
| Total Equity                                                    |       | 275,883        | 270,262        |

Statement of Changes in Equity  
For the Year Ended 30 June 2013

|                                             |       | Asset          |                        |                        |                   |
|---------------------------------------------|-------|----------------|------------------------|------------------------|-------------------|
|                                             |       | Total          | Accumulated<br>Surplus | Revaluation<br>Reserve | Other<br>Reserves |
| 2013                                        |       | 2013<br>\$'000 | 2013<br>\$'000         | 2013<br>\$'000         | 2013<br>\$'000    |
| Balance at beginning of the financial year  |       | 270,262        | 108,244                | 151,073                | 10,944            |
| Surplus / (Deficit)                         |       | 1,724          | 1,724                  | -                      | -                 |
| Net asset revaluation increment/(decrement) |       | 3,898          | -                      | 3,898                  | -                 |
| Transfers to other reserves                 | 26(b) | -              | (10,046)               | -                      | 10,046            |
| Transfers from other reserves               | 26(b) | -              | 7,307                  | -                      | (7,307)           |
| Balance at end of the financial year        |       | 275,883        | 107,230                | 154,971                | 13,682            |

|                                             |       | Asset          |                        |                        |                   |
|---------------------------------------------|-------|----------------|------------------------|------------------------|-------------------|
|                                             |       | Total          | Accumulated<br>Surplus | Revaluation<br>Reserve | Other<br>Reserves |
| 2012                                        |       | 2012<br>\$'000 | 2012<br>\$'000         | 2012<br>\$'000         | 2012<br>\$'000    |
| Balance at beginning of the financial year  |       | 239,667        | 113,153                | 121,705                | 4,809             |
| Surplus / (Deficit)                         |       | 1,226          | 1,226                  | -                      | -                 |
| Net asset revaluation increment/(decrement) |       | 29,369         | -                      | 29,369                 | -                 |
| Transfers to other reserves                 | 26(b) | -              | (10,101)               | -                      | 10,101            |
| Transfers from other reserves               | 26(b) | -              | 3,966                  | -                      | (3,966)           |
| Balance at end of the financial year        |       | 270,262        | 108,245                | 151,073                | 10,944            |



Cash Flow Statement  
For the Year Ended 30 June 2013

|                                                                     |       | 2013                   | 2012                   |
|---------------------------------------------------------------------|-------|------------------------|------------------------|
|                                                                     |       | Inflows/<br>(Outflows) | Inflows/<br>(Outflows) |
|                                                                     | Note  | \$'000                 | \$'000                 |
| Cash flows from operating activities                                |       |                        |                        |
| Rates                                                               |       | 23,152                 | 21,660                 |
| User charges and other fines (inclusive of GST)                     |       | 4,649                  | 4,443                  |
| Grants (inclusive of GST)                                           |       | 14,809                 | 14,588                 |
| Developer contributions (inclusive of GST)                          |       | 192                    | 319                    |
| Reimbursements (inclusive of GST)                                   |       | 462                    | 383                    |
| Interest                                                            |       | 463                    | 581                    |
| Other receipts (inclusive of GST)                                   |       | 201                    | 90                     |
| Net GST refund/payment                                              |       | 1,686                  | 1,435                  |
| Payments to suppliers (inclusive of GST)                            |       | (16,079)               | (12,583)               |
| Payments to employees (including redundancies)                      | 22(b) | (18,890)               | (14,954)               |
| Other payments                                                      |       | (1,147)                | (1,254)                |
| Net cash provided by (used in) operating activities                 | 27    | 9,498                  | 14,708                 |
| Cash flows from investing activities                                |       |                        |                        |
| Payments for property, infrastructure, plant and equipment          | 21    | (12,467)               | (12,394)               |
| Proceeds from sale of property, infrastructure, plant and equipment | 21    | 610                    | 1,530                  |
| Net cash provided by (used in) investing activities                 |       | (11,857)               | (10,864)               |
| Cash flows from financing activities                                |       |                        |                        |
| Finance costs                                                       |       | (298)                  | (315)                  |
| Trust funds and deposits                                            |       | 3                      | (34)                   |
| Proceeds from interest bearing loans and borrowings                 |       | 1,178                  | -                      |
| Repayment of interest bearing loans and borrowings                  |       | (392)                  | (657)                  |
| Net cash provided by (used in) financing activities                 |       | 491                    | (1,006)                |
| Net increase (decrease) in cash and cash equivalents                |       | (1,869)                | 2,838                  |
| Cash and cash equivalents at the beginning of the financial year    |       | 13,613                 | 10,775                 |
| Cash and cash equivalents at the end of the financial year          | 28    | 11,745                 | 13,613                 |

## Indicative Financial Ratios

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

| Financial ratios (Performance indicators) | 2013<br>\$'000 | 2013<br>(%) | 2012<br>\$'000 | 2012<br>(%) | 2011<br>\$'000 | 2011<br>(%) |
|-------------------------------------------|----------------|-------------|----------------|-------------|----------------|-------------|
|-------------------------------------------|----------------|-------------|----------------|-------------|----------------|-------------|

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

|                             |        |   |       |            |   |       |            |   |       |
|-----------------------------|--------|---|-------|------------|---|-------|------------|---|-------|
| <u>Debt servicing costs</u> | 337    | = | 0.76% | <u>341</u> | = | 0.78% | <u>308</u> | = | 0.54% |
| Total revenue               | 44,621 |   |       | 43,600     |   |       | 56,749     |   |       |

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

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

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

|                                              |        |   |       |            |   |       |            |   |       |
|----------------------------------------------|--------|---|-------|------------|---|-------|------------|---|-------|
| <u>Debt servicing &amp; redemption costs</u> | 730    | = | 3.12% | <u>998</u> | = | 4.58% | <u>720</u> | = | 3.52% |
| Rate revenue                                 | 23,349 |   |       | 21,789     |   |       | 20,465     |   |       |

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

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

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

|                     |        |   |        |               |   |        |               |   |        |
|---------------------|--------|---|--------|---------------|---|--------|---------------|---|--------|
| <u>Rate revenue</u> | 23,349 | = | 52.33% | <u>21,789</u> | = | 49.98% | <u>20,465</u> | = | 36.06% |
| Total revenue       | 44,621 |   |        | 43,600        |   |        | 56,749        |   |        |

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

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

|                           |        |   |        |               |   |        |               |   |        |
|---------------------------|--------|---|--------|---------------|---|--------|---------------|---|--------|
| <u>Total indebtedness</u> | 14,706 | = | 18.79% | <u>16,760</u> | = | 21.57% | <u>11,816</u> | = | 12.34% |
| Total realisable assets   | 78,262 |   |        | 77,709        |   |        | 95,780        |   |        |

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

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

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

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

| Financial ratios (Performance indicators) (cont.)                                                                                                                                                                                                                                                                                                | 2013<br>\$'000 | 2013<br>(%) | 2012<br>\$'000 | 2012<br>(%) | 2011<br>\$'000 | 2011<br>(%) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------------|-------------|----------------|-------------|
| (e) Working capital ratio (to assess Council's ability to meet current commitments)                                                                                                                                                                                                                                                              |                |             |                |             |                |             |
| <u>Current assets</u>                                                                                                                                                                                                                                                                                                                            | 20,059         |             | 17,258         |             | 13,742         |             |
| Current liabilities                                                                                                                                                                                                                                                                                                                              | 9,719          | = 206.39%   | 6,321          | = 273.03%   | 5,705          | = 240.88%   |
| The ratio expresses the level of current assets the Council has available to meet its current liabilities.                                                                                                                                                                                                                                       |                |             |                |             |                |             |
| (f) Adjusted working capital ratio (to assess Council's ability to meet current commitments)                                                                                                                                                                                                                                                     |                |             |                |             |                |             |
| <u>Current assets</u>                                                                                                                                                                                                                                                                                                                            | 20,059         |             | 17,258         |             | 13,742         |             |
| Current liabilities                                                                                                                                                                                                                                                                                                                              | 9,544          | = 210.18%   | 6,089          | = 283.43%   | 5,030          | = 273.20%   |
| The ratio expresses the level of current assets the Council has available to meet its current liabilities.                                                                                                                                                                                                                                       |                |             |                |             |                |             |
| Current liabilities have been reduced to reflect the long service leave that is shown as a current liability. This is because Council does not have an unconditional right to defer settlement of the liability for at least twelve months after the reporting date, but is not likely to fall due within 12 months after the end of the period. |                |             |                |             |                |             |
| <b>Additional KPI ratios</b>                                                                                                                                                                                                                                                                                                                     |                |             |                |             |                |             |
| The following six financial sustainability risk ratios are based on the industry accepted ratios developed by the Victorian government.                                                                                                                                                                                                          |                |             |                |             |                |             |
| (g) Underlying Result (removes non-cash developer contributions and other one-off items from the Operating Result)                                                                                                                                                                                                                               |                |             |                |             |                |             |
| Adjusted Net Operating Result                                                                                                                                                                                                                                                                                                                    | 3,102          |             | 2,290          |             | 2,376          |             |
| Total Underlying Revenue                                                                                                                                                                                                                                                                                                                         | 44,378         | = 7.0%      | 43,194         | = 5.3%      | 39,947         | = 5.9%      |
| (h) Liquidity Ratio (to assess Council's ability to pay its liabilities in the next 12 months)                                                                                                                                                                                                                                                   |                |             |                |             |                |             |
| Current assets                                                                                                                                                                                                                                                                                                                                   | 20,059         |             | 17,258         |             | 13,742         |             |
| Current liabilities                                                                                                                                                                                                                                                                                                                              | 9,719          | = 206.4%    | 6,321          | = 273.0%    | 5,705          | = 240.9%    |
| (i) Indebtedness Ratio (to assess Council's ability to cover longer term liabilities from its own sourced revenue)                                                                                                                                                                                                                               |                |             |                |             |                |             |
| Non-current liabilities                                                                                                                                                                                                                                                                                                                          | 8,763          |             | 10,691         |             | 8,580          |             |
| Own-sourced revenue                                                                                                                                                                                                                                                                                                                              | 28,358         | = 30.9%     | 26,325         | = 40.6%     | 24,839         | = 34.5%     |
| (j) Self-Financing Ratio (to assess Council's ability to replace assets from cash generated by operations)                                                                                                                                                                                                                                       |                |             |                |             |                |             |
| Net operating cash flows                                                                                                                                                                                                                                                                                                                         | 9,498          |             | 14,748         |             | 12,289         |             |
| Underlying revenue                                                                                                                                                                                                                                                                                                                               | 44,378         | = 21.4%     | 43,194         | = 34.1%     | 39,947         | = 30.8%     |
| (k) Capital Replacement Gap Ratio (measures whether Council is spending on infrastructure at a faster rate than infrastructure is depreciating)                                                                                                                                                                                                  |                |             |                |             |                |             |
| Capital Spend                                                                                                                                                                                                                                                                                                                                    | 11,726         |             | 12,394         |             | 12,262         |             |
| Depreciation                                                                                                                                                                                                                                                                                                                                     | 9,430          | = 124.3%    | 8,665          | = 143.0%    | 7,783          | = 157.5%    |
| (l) Renewal Gap Ratio (measures whether Council is spending on infrastructure at a faster rate than infrastructure is depreciating)                                                                                                                                                                                                              |                |             |                |             |                |             |
| Renewal & Upgrade                                                                                                                                                                                                                                                                                                                                | 9,129          |             | 9,710          |             | 9,250          |             |
| Depreciation                                                                                                                                                                                                                                                                                                                                     | 9,430          | = 96.8%     | 8,665          | = 112.1%    | 7,783          | = 118.8%    |

### Standard Statement for 2012-2013

The Standard Statements are required by the *Local Government Act 1989* to be prepared by Council. These statements provide a comparison between the actual results achieved for the year against the originally adopted budget for the year. In addition, there are accompanying notes to provide an explanation for any variances from the budget greater than 10%.

It is worth noting that the format of the Standard Statements currently differs from that of the Financial Statements. In accordance with instructions from the Victorian Auditor General the Standard Statements must follow the format of the adopted budget.

#### Standard Income Statement For the Year Ended 30 June 2013

|                                                                       | Note | Actual<br>\$'000 | Budget<br>\$'000 | Variance<br>\$'000 | Variance<br>% |
|-----------------------------------------------------------------------|------|------------------|------------------|--------------------|---------------|
| Income                                                                |      |                  |                  |                    |               |
| Operating Income:                                                     |      |                  |                  |                    |               |
| Rates and charges                                                     |      | 23,349           | 22,887           | 462                | 2.0%          |
| Statutory fees and charges                                            | 1    | 677              | 500              | 177                | 35.4%         |
| User fees and charges                                                 |      | 3,703            | 3,837            | (134)              | (3.5%)        |
| Contributions - Cash                                                  | 2    | 181              | 45               | 136                | 301.4%        |
| Grants - operating                                                    |      | 9,434            | 8,627            | 807                | 9.4%          |
| Reimbursements                                                        | 3    | 436              | 135              | 301                | 223.1%        |
| Finance Revenue                                                       | 4    | 502              | 446              | 56                 | 12.6%         |
| Other Revenue                                                         | 5    | 192              | 170              | 22                 | 12.8%         |
| Total operating revenues                                              |      | 38,474           | 36,647           | 1,827              | 5.0%          |
| Expenses                                                              |      |                  |                  |                    |               |
| Employee benefits                                                     |      | (16,231)         | (14,817)         | (1,414)            | (9.5%)        |
| Materials and services                                                | 6    | (6,505)          | (5,729)          | (776)              | (13.5%)       |
| Contracts                                                             |      | (7,423)          | (6,787)          | (636)              | (9.4%)        |
| Depreciation and amortisation                                         | 7    | (9,430)          | (8,081)          | (1,349)            | (16.7%)       |
| Finance expenses                                                      | 8    | (298)            | (332)            | 34                 | 10.2%         |
| Other expenses                                                        |      | (1,376)          | (1,309)          | (67)               | (5.1%)        |
| Total operating expenses                                              |      | (41,262)         | (37,055)         | (4,207)            | (11.4%)       |
| Operating Surplus (deficit)                                           |      | (2,788)          | (408)            | (2,380)            | (583.3%)      |
| Capital revenue                                                       |      |                  |                  |                    |               |
| Contributions - Capital                                               | 9    | 243              | -                | 243                | 100.0%        |
| Net Gain on disposal of Property, plant, equipment and infrastructure | 10   | 43               | 459              | (416)              | (90.6%)       |
| Grants - Capital                                                      |      | 5,821            | 6,328            | (507)              | (8.0%)        |
| Total capital revenue                                                 |      | 6,107            | 6,787            | (680)              | (10.0%)       |
| Capital expenses                                                      |      |                  |                  |                    |               |
| Property, plant, equipment and infrastructure written off             | 11   | (1,595)          | -                | (1,595)            | (100.0%)      |
| Total capital expenses                                                |      | (1,595)          | -                | (1,595)            | (100.0%)      |
| Surplus (deficit) for the year                                        |      | 1,724            | 6,379            | (4,655)            | (73.0%)       |

Notes to Standard Income Statement

| Variance Notes |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Note           | Item                                                                  | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1              | Statutory fees and charges                                            | The special charge scheme for Sinclair Street South was charged during the year but budgeted for in the previous year.                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2              | Contributions - Cash                                                  | Additional contributions were recognised towards L2P project; contribution for distribution of the Barnard Trust; contribution for Apollo Bay Library construction from previous year; Climate Resilient Communities in the Barwon South West and contributions towards the Natural Disaster Resilience Grant Scheme.                                                                                                                                                                                                      |
| 3              | Reimbursements                                                        | The variation arises due to increased debt collection activities resulting in higher levels of reimbursed legal and debt recovery costs.                                                                                                                                                                                                                                                                                                                                                                                   |
| 4              | Finance Revenue                                                       | Generated additional interest income on investments due to higher levels of cash held across the year.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5              | Other Revenue                                                         | Income not budgeted for: Discount on early payment of defined benefits superannuation \$92K Private works performed during the year \$37K Less budgeted shortfall income derived from the sale of council property database to State Revenue Office (\$93K)                                                                                                                                                                                                                                                                |
| 6              | Materials and services                                                | The most significant variation in this area relates to materials expected to be utilised for capital activities that we instead utilised for maintenance activities (\$470K). There were in addition a number of other variations such as, water charges (\$85K), additional inventory for resale (\$116K), plant parts & repairs (\$76K), electricity (\$78K), overheads from COSWorks activities not collected (\$60K) and memberships (\$47K), although this was in part offset by some savings in fuel costs (\$196K). |
| 7              | Depreciation and amortisation                                         | There was a significant revaluation of our road network assets in 2011-2012 which resulted in a significant increase in the annual depreciation charge for these assets. The budget was based upon the 2010-2011 actual results as the budget was adopted prior to the revaluation being recognised.                                                                                                                                                                                                                       |
| 8              | Finance expenses                                                      | Borrowings for roofing of the Colac Livestock Selling Centre occurred at year end rather than mid way through the year as was anticipated in developing the budget. This led to lower payments in the 2012-2013 financial year than was originally planned.                                                                                                                                                                                                                                                                |
| 9              | Contributions - Capital                                               | Council does not traditionally budget to receive capital asset contributions.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10             | Net Gain on disposal of Property, plant, equipment and infrastructure | The variation arises due to the budget only allowing for the consideration received of plant and motor vehicle sold. Actual results reflect the profit on sale plant and motor vehicles. Consideration \$569K written down value (\$494K) generating a profit of \$75K. In addition a Council property was removed from the asset register through sales due to demolition generating a loss of (\$32K).                                                                                                                   |
| 11             | Property, plant , equipment and infrastructure written off            | The variation reflects the value of road pavement and seal that was not able to be reused in the renewal of Council's roads. Council has not traditionally budgeted for items of this nature.                                                                                                                                                                                                                                                                                                                              |

Standard Balance Sheet  
As at 30 June 2013

|                                               | Note | Actual<br>\$'000 | Budget<br>\$'000 | Variance<br>\$'000 | Variance<br>% |
|-----------------------------------------------|------|------------------|------------------|--------------------|---------------|
| Assets                                        |      |                  |                  |                    |               |
| Current assets                                |      |                  |                  |                    |               |
| Cash                                          | 12   | 11,745           | 5,066            | 6,679              | 132%          |
| Receivables                                   | 13   | 4,637            | 2,505            | 2,132              | 85%           |
| Inventories                                   |      | 157              | 172              | (15)               | (9%)          |
| Total current assets                          |      | 16,539           | 7,743            | 8,796              | 114%          |
| Non-current assets                            |      |                  |                  |                    |               |
| Investment in associates                      | 14   | 351              | 441              | (90)               | (20%)         |
| Property, infrastructure, plant and equipment | 15   | 273,955          | 235,724          | 38,231             | 16%           |
| Total non-current assets                      |      | 274,306          | 236,165          | 38,141             | 16%           |
| Total assets                                  |      | 290,845          | 243,908          | 46,937             | 19%           |
| Liabilities                                   |      |                  |                  |                    |               |
| Current liabilities                           |      |                  |                  |                    |               |
| Payables                                      |      | 1,597            | 1,567            | 30                 | 2%            |
| Interest-bearing loans and borrowings         |      | 473              | 486              | (13)               | (3%)          |
| Trust                                         | 16   | 256              | 230              | 26                 | 11%           |
| Provisions                                    | 17   | 3,873            | 3,515            | 358                | 10%           |
| Total current liabilities                     |      | 6,199            | 5,798            | 401                | 7%            |
| Non-current liabilities                       |      |                  |                  |                    |               |
| Interest-bearing loans and borrowings         |      | 4,501            | 4,770            | (269)              | (6%)          |
| Provisions                                    |      | 4,262            | 4,527            | (265)              | (6%)          |
| Total non-current liabilities                 |      | 8,763            | 9,297            | (534)              | (6%)          |
| Total liabilities                             |      | 14,962           | 15,095           | (133)              | (1%)          |
| Net Assets                                    |      | 275,883          | 228,813          | 47,070             | 21%           |
| Equity                                        |      |                  |                  |                    |               |
| Accumulated surplus                           |      | 107,230          | 101,984          | 5,246              | 5%            |
| Asset revaluation reserve                     | 18   | 154,971          | 122,205          | 32,766             | 27%           |
| Other reserves                                | 19   | 13,682           | 4,624            | 9,058              | 196%          |
| Total Equity                                  |      | 275,883          | 228,813          | 47,070             | 21%           |

Notes for the Standard Balance Sheet

| Variance Notes |                                               |                                                                                                                                                                                                                                                                                                                                                                            |
|----------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Note           | Item                                          | Explanation                                                                                                                                                                                                                                                                                                                                                                |
| 12             | Cash                                          | Variation is due to the significant value of grants received in advance. \$2.97 million from the Commonwealth grants commission and approximately \$3.1 million from funding received in advance for projects that either commenced in 2012-2013 or will commence in 2013-2014.                                                                                            |
| 13             | Receivables                                   | The receivables variation is mainly due to the \$1.7 million Port of Apollo Bay dredge replacement grant and an increase in rates debtors of approximately \$300K.                                                                                                                                                                                                         |
| 14             | Investment in associates                      | Anticipated surplus that was budgeted to be earned by Associate during the year did not occur. The resultant deficit caused an unfavourable variation to the budget amount that was going to be taken up as Council's share of the associate's equity.                                                                                                                     |
| 15             | Property, infrastructure, plant and equipment | Revaluation of Bridges and Drainage completed during the year was not budgeted for. Also, the revaluation for 2011-2012 was not completed prior to finalisation of 2012-2013 budget, with the major component being Roads \$25m.                                                                                                                                           |
| 16             | Trust                                         | The trust value varies predominately as a result of project retention funds being held due to the non-completion of projects or developments that did not meet planning conditions. During 2012-2013 the value of retentions increased marginally above the original budget estimates.                                                                                     |
| 17             | Provisions                                    | The most significant variation has been the value of long service leave obligations, annual leave obligations and time in lieu leave obligations recognised within the provision. This is reflection of staff remaining with Council for longer periods than has occurred previously.                                                                                      |
| 18             | Asset revaluation reserve                     | Council does not budget for revaluations in accordance with Note 1 of the Notes to the Standard Statements. During the year revaluations were made to Bridges for \$1.2m and Drainage for \$2.7m that were not budgeted for. The remainder of the variation is due to the budget being completed prior to the finalisation of revaluation figures from the 2011-2012 year. |
| 19             | Other reserves                                | The value of other reserves has significantly increased as a result of including the cash backing of Council's Port of Apollo Bay reserve and the carry forward projects reserve, which also incorporates grants received in advanced carried forward into the 2013-2014 year.                                                                                             |

Standard Cash Flow Statement  
For the Year Ended 30 June 2013

|                                                                  | Note | Actual<br>\$'000 | Budget<br>\$'000 | Variance<br>\$'000 | Variance<br>% |
|------------------------------------------------------------------|------|------------------|------------------|--------------------|---------------|
| Cash flows from operating activities                             |      |                  |                  |                    |               |
| General rates and charges                                        |      | 23,152           | 22,887           | 265                | 1%            |
| Operating grants and contributions                               | 20   | 8,752            | 9,805            | (1,053)            | (11%)         |
| Interest received                                                |      | 463              | 446              | 17                 | 4%            |
| User charges                                                     |      | 4,649            | 4,721            | (72)               | (2%)          |
| Other revenue                                                    | 21   | 2,349            | 1,609            | 740                | 46%           |
| Employee costs                                                   | 22   | (18,890)         | (14,653)         | (4,237)            | (29%)         |
| Materials and services                                           |      | (16,079)         | (16,692)         | 613                | 4%            |
| Other expenses                                                   | 23   | (1,147)          | (1,440)          | 293                | 20%           |
| Net cash provided by (used in) operating activities              |      | <u>3,249</u>     | <u>6,683</u>     | <u>(3,434)</u>     | <u>(51%)</u>  |
| Cash flows from investing activities                             |      |                  |                  |                    |               |
| Proceeds from property, plant and equipment                      | 24   | 610              | 505              | 105                | 21%           |
| Capital grants and contributions                                 | 25   | 6,249            | 6,961            | (712)              | (10%)         |
| Payments for property, plant and equipment                       | 26   | (12,467)         | (17,553)         | 5,086              | 29%           |
| Net cash provided by (used in) investing activities              |      | <u>(5,608)</u>   | <u>(10,087)</u>  | <u>4,479</u>       | <u>44%</u>    |
| Cash flows from financing activities                             |      |                  |                  |                    |               |
| Finance costs                                                    | 27   | (298)            | (332)            | 34                 | 10%           |
| Trust funds and deposits                                         | 28   | 3                | (25)             | 28                 | 113%          |
| Proceeds from interest bearing loans and borrowings              | 29   | 1,178            | 1,500            | (322)              | (21%)         |
| Repayment of interest bearing loans and borrowings               |      | (392)            | (433)            | 41                 | 9%            |
| Net cash provided by (used in) financing activities              |      | <u>491</u>       | <u>710</u>       | <u>(219)</u>       | <u>(31%)</u>  |
| Net increase (decrease) in cash and cash equivalents             | 30   | (1,869)          | (2,694)          | 825                | 31%           |
| Cash and cash equivalents at the beginning of the financial year | 31   | 13,613           | 7,760            | 5,853              | 75%           |
| Cash and cash equivalents at the end of the financial year       |      | <u>11,745</u>    | <u>5,066</u>     | <u>6,679</u>       | <u>132%</u>   |



Notes for the Standard Cash Flow Statement

| Variance Notes |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Note           | Item                                        | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 20             | Operating grants and contributions          | The budget was constructed as a GST inclusive figure. During the financial year, the Australian Taxation Office and the Victorian State Government declared that where grants are distributed as an allocation of appropriation, that GST is no longer applicable. This led to a reduction of \$890K in the amount recieved for operating grants.                                                                                                                                                                                                                                                                                              |
| 21             | Other revenue                               | The variance between budget and actual is due to the manner in which the net GST position for Council was calculated in developing the budget (\$230K), increased debt collection activities resulting in higher levels of reimbursed legal and debt recovery costs (\$300K), additional contributions were recognised towards L2P project (\$6K) additional contribution for distribution of the Barnard Trust (\$25K), contribution for Apollo Bay Library construction from previous year (\$73K) and Climate Resilient Communities in the Barwon South West (\$105K).                                                                      |
| 22             | Employee costs                              | The most significant variation from budget is due to the early repayment of Defined Benefit Superannuation which was not budgeted for in 2012-2013 (\$3.1 million). In addition a higher level of activities although budgeted for as capital activities were actually undertaken as maintenance activities (\$193K). The other more significant variations between budget and actual results at year end include overtime (\$125K), casual wages (\$324K), fringe benefits taxation (\$47K), annual leave (\$140K), sick leave (\$64K), superannuation (\$105K), officer & councillor indemnity insurance which was not budgeted for (\$34K). |
| 23             | Other expenses                              | Election expenses were budgeted for in this category, however the actual expense is contained within the contracts category.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 24             | Proceeds from property, plant and equipment | Motor vehicles disposed of during the period obtained a higher resale value than was anticipated at the time the budget was developed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 25             | Capital grants and contributions            | The primary variance is due to the anticipated works at Blue Water Fitness Centre not proceeding in accordance with budget expectations. This impacted on the level of capital grants being received for the period.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 26             | Payments for property, plant and equipment  | The variance is due mainly to anticipated redevelopment works at Blue Water Fitness Centre worth \$5m not completed during 2012-2013.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 27             | Finance costs                               | Finance costs associated with borrowings were under budget due to the loan required for capital project at Colac Livestock Selling Centre being drawn down later in the year than what was budgeted for.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 28             | Trust funds and deposits                    | The trust value varies predominately as a result of project retention funds being held due to the non-completion of projects or developments that did not meet planning conditions. During 2012-2013 the value of retentions increased marginally above the original budget estimates.                                                                                                                                                                                                                                                                                                                                                         |

| Variance Notes |                                                                  |                                                                                                                                                                                                                                                       |
|----------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 29             | Proceeds from interest bearing loans and borrowings              | The variance is due the budgeted loan for the Colac Livestock Selling Centre redevelopment being less than was required to complete the project.                                                                                                      |
| 30             | Net increase (decrease) in cash and cash equivalents             | The increase in cash when compared to budget arises mainly from the combination of redevelopment of Blue Water Fitness Centre not undertaken and the overspend on employee costs.                                                                     |
| 31             | Cash and cash equivalents at the beginning of the financial year | The opening balance for 2012-2013 was at a higher level than was originally budgeted for. This reflected the early payment of the Commonwealth Grants Commission funding and the level of projects carried forward from the 2011-2012 financial year. |

Standard Statement of Capital Works  
As at 30 June 2013

|                             | Note | Actual<br>\$ | Budget<br>\$ | Variance<br>\$ | Variance<br>% |
|-----------------------------|------|--------------|--------------|----------------|---------------|
| Capital Works Area          |      |              |              |                |               |
| Bridges and culverts        | 32   | 1,705        | 1,368        | 337            | 25%           |
| Building - Other Structures | 33   | 1,359        | 279          | 1,080          | 387%          |
| Building - Structures       | 34   | -            | 5,300        | (5,300)        | (100%)        |
| Drainage                    | 35   | -            | 895          | (895)          | (100%)        |
| Footpaths                   | 36   | 448          | 300          | 148            | 49%           |
| Kerb and channelling        | 37   | 52           | 75           | (23)           | (31%)         |
| Other structures            | 38   | 1,223        | 930          | 293            | 32%           |
| Plant, equipment & other    | 39   | 2,564        | 2,306        | 258            | 11%           |
| Roads & traffic network     |      | 4,374        | 4,505        | (131)          | (3%)          |
| Total capital works         |      | 11,726       | 15,958       | (4,232)        | (27%)         |
| Represented by:             |      |              |              |                |               |
| Renewal                     |      | 8,168        | 8,992        | (824)          | (9%)          |
| Upgrade                     |      | 960          | 955          | 5              | 1%            |
| New                         | 40   | 2,597        | 6,010        | (3,413)        | (57%)         |
| Total capital works         |      | 11,726       | 15,957       | (4,231)        | (27%)         |

Variance Notes

| Note | Item                        | Explanation                                                                                                                                                                                                                                                                       |
|------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 32   | Bridges and culverts        | The bridge programme through Country Roads and Bridges was completed during the year, together with the carried forward amounts from the 2011-2012 period, caused our budget over run in the current year.                                                                        |
| 33   | Building - Other Structures | All building works are have been allocated to this category rather than being distributed between "Building - Other Structures" and "Building - Structures". The overall variation then is due to the delay of actual works on the redevelopment of the Bluewater Fitness Centre. |
| 34   | Building - Structures       | All building works are have been allocated to this category rather than being distributed between "Building - Other Structures" and "Building - Structures". The overall variation then is due to the delay of actual works on the redevelopment of the Bluewater Fitness Centre. |
| 35   | Drainage                    | Roadside drainage works were completed during this time but the assets that the works were conducted on, relate directly to the Roads and Traffic network and are captured in this area.                                                                                          |
| 36   | Footpaths                   | The variation is due to the carry over projects from the previous financial year also being completed alongside the 2012-2013 programme.                                                                                                                                          |

| Variance Notes |                          |                                                                                                                                                                                                                                 |
|----------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 37             | Kerb and channelling     | The kerb and channel replacement programme for 2012-2013 was incomplete at year end and the remaining works have been carried forward to the 2013-2014 period.                                                                  |
| 38             | Other structures         | The variation is due to inclusion of additional discretionary projects which were capitalised under the Other structures area.                                                                                                  |
| 39             | Plant, equipment & other | The principle variation concerns the planning, design and commencement of construction of the new dredge for the Port of Apollo Bay. This project was scheduled originally to commence expenditure during the 2013-2014 period. |
| 40             | New                      | There are number of projects which are on the carried forward list with the major contribution being the construction of the Bluewater Fitness Centre which is yet to be started, but which will commence in 2013-2014.         |

### Underlying result

General Purpose Financial Statements provide for a surplus/deficit. This term in the past has been called an operating result or also profit/loss. The terms are used interchangeably in the wider community. The surplus/deficit includes a number of items that do not necessarily provide a useful indicator of performance. For this reason the wider local government industry also considers the underlying result in its deliberations about the sustainability of a Council.

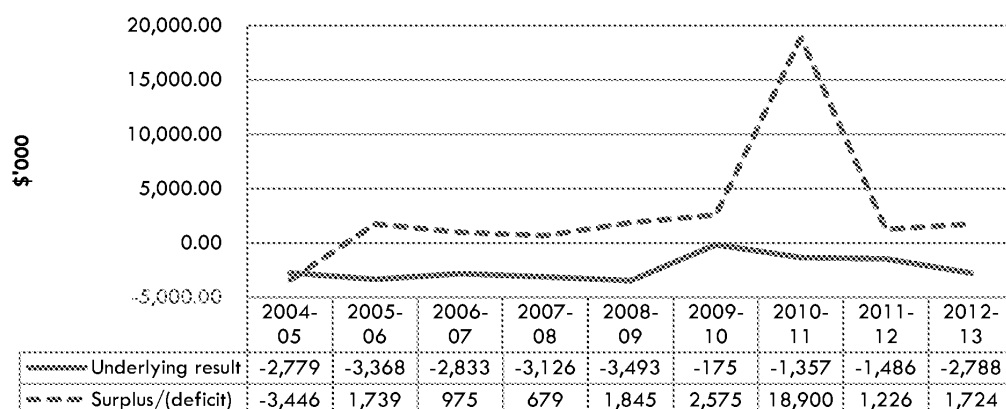
The underlying operating result is a measure of the capacity of a municipality to finance recurrent services, pay debt interest and meet the cost of asset use (depreciation). Continuing deficits indicate that the asset base is being eroded and that insufficient resources are being allocated to meeting current service demands.

The model utilised by Colac Otway Shire to calculate the underlying operating result is to deduct from the operating surplus/deficit shown in the Income Statement: capital grants, cash contributions (e.g. developer contributions) contributed non-cash assets; asset revaluations and other "once off" adjustments.

The underlying result for the Colac Otway Shire is displayed below.

|                                     | Actual Result | Forecast Budget | Original Budget |
|-------------------------------------|---------------|-----------------|-----------------|
| Underlying result (surplus)/deficit | 2,786,595     | 1,968,965       | 408,895         |

It is useful to view both the surplus/deficit and the underlying result from an historic perspective as this provides an indicator of whether conditions are improving or deteriorating.



There are two significant anomalies that distort the results. The Surplus/(deficit) is distorted in 2010-11 as a result of recognising the assets of the Port of Apollo Bay within Council's activities and the Underlying result is distorted in 2009-10 as a result of the Commonwealth Government paying the grants commission funding a year in advance.

### Income and Expense for each Service

The information below provides an indication of the income generated and the expense incurred by each section of Council. The data has been grouped by department and then by section/service.

| Service/Section                           | Expense    | Income       | Grand Total  |
|-------------------------------------------|------------|--------------|--------------|
| Chief Executive Office                    | 1,130,770  | (21,168)     | 1,109,603    |
| Elected Members                           | 490,940    | (19,488)     | 471,452      |
| Executive Office                          | 482,880    | (1,680)      | 481,200      |
| Public Relations & Marketing              | 156,951    |              | 156,951      |
| Corporate & Community Services            | 13,559,418 | (31,611,532) | (18,052,114) |
| Accounting Adjustments                    | (867,279)  | 485,839      | (381,440)    |
| Bluewater Fitness Centre                  | 1,275,049  | (814,306)    | 460,743      |
| Children & Family Services                | 754,413    | (522,344)    | 232,069      |
| COPACC                                    | 988,175    | (568,554)    | 419,622      |
| Corporate & Community Services Management | 828,207    | (56,183)     | 772,024      |
| Customer Service                          | 430,019    | (402)        | 429,616      |
| Financial Services                        | 2,199,519  | (6,187,099)  | (3,987,580)  |
| Health & Community Service Management     | 259,951    | (73,000)     | 186,951      |
| Human Resources                           | 365,481    | (1,818)      | 363,663      |
| Information Management                    | 281,691    |              | 281,691      |
| Information Services Unit                 | 1,260,374  | (3,302)      | 1,257,073    |
| Library                                   | 681,179    | (19,835)     | 661,344      |
| Older Persons & Ability Support Services  | 2,242,403  | (1,997,408)  | 244,995      |
| Organisation Development                  | 351        |              | 351          |

| Service/Section                                            | Expense           | Income             | Grand Total        |
|------------------------------------------------------------|-------------------|--------------------|--------------------|
| Organisational Development                                 | 292,401           |                    | 292,401            |
| Other Leisure & Fitness Centres                            | 52,459            | (16,938)           | 35,520             |
| Property & Rates                                           | 637,931           | (21,405,130)       | (20,767,199)       |
| Public Health                                              | 267,394           | (153,062)          | 114,332            |
| Recreation & Events                                        | 665,997           | (73,611)           | 592,387            |
| Recreation, Arts & Culture Management                      | 262,713           |                    | 262,713            |
| Risk Management                                            | 544,450           | (53,768)           | 490,683            |
| Rural Access                                               | 65,453            | (79,921)           | (14,469)           |
| Transport Connections                                      | 71,086            | (71,413)           | (327)              |
| Vic Roads                                                  |                   | 722                | 722                |
| <b>Infrastructure &amp; Services</b>                       | <b>21,780,433</b> | <b>(8,619,431)</b> | <b>13,161,003</b>  |
| Aerodrome                                                  | 21,748            | (5,643)            | 16,105             |
| Capital Works Management                                   | 882,685           | (212,574)          | 670,111            |
| Contract Management                                        | 295,248           | (9,478)            | 285,770            |
| COSWORKS Management                                        | 966,667           | (36,720)           | 929,947            |
| Council Facilities (not buildings)                         | 0                 |                    | 0                  |
| Council Facilities                                         | 454,511           |                    | 454,511            |
| Footpath K&C Program                                       | 1,608             |                    | 1,608              |
| Infrastructure Services Management                         | 333,366           |                    | 333,366            |
| Light Fleet                                                | (298,436)         |                    | (298,436)          |
| LiveStock Selling Center Operation                         | 420,889           | (571,775)          | (150,886)          |
| Livestock Selling Centre Operation                         | 6,277             |                    | 6,277              |
| Major Plant                                                | (824,680)         | (54,508)           | (879,188)          |
| Parks & Reserves Maintenance                               | 1,384,117         | (45,099)           | 1,339,018          |
| Parks & Reserves Program                                   | 51,511            |                    | 51,511             |
| Road Maintenance                                           | 2,096,334         |                    | 2,096,334          |
| Sustainable Assets Management                              | 601,494           | (20,000)           | 581,494            |
| Waste Management                                           | 3,152,061         | (2,810,920)        | 341,141            |
| Capital Works Program                                      | 12,235,033        | (4,652,714)        | 7,382,320          |
| <b>Port of Apollo Bay Operations</b>                       | <b>1,104,683</b>  | <b>(2,583,563)</b> | <b>(1,478,881)</b> |
| Apollo Bay Harbour End of Year Transaction                 | (136,316)         | 51,561             | (84,755)           |
| Major Plant                                                | (23,494)          |                    | (23,494)           |
| Operations Expenditure                                     | 1,114,377         |                    | 1,114,377          |
| Operations Income                                          |                   | (926,939)          | (926,939)          |
| Port of Apollo Bay Capital Works                           | 150,116           | (1,708,185)        | (1,558,068)        |
| <b>Sustainable Planning &amp; Development<br/>Services</b> | <b>5,321,187</b>  | <b>(1,765,426)</b> | <b>3,535,762</b>   |
| Building Control                                           | 254,988           | (92,147)           | 162,841            |
| Business                                                   | 497,455           | (93,015)           | 404,440            |

| Service/Section                                  | Expense    | Income       | Grand Total |
|--------------------------------------------------|------------|--------------|-------------|
| Emergency Management                             | 441,474    | (156,120)    | 285,354     |
| Environment                                      | 623,437    | (419,541)    | 203,896     |
| Local Laws                                       | 663,923    | (325,267)    | 338,656     |
| Statutory Planning                               | 944,208    | (132,953)    | 811,256     |
| Strategic Planning                               | 425,783    | (9,500)      | 416,283     |
| Sustainable Planning & Development<br>Management | 370,197    | (140,000)    | 230,197     |
| Tourism                                          | 1,099,722  | (416,883)    | 682,839     |
| Grand Total                                      | 42,896,491 | (44,621,119) | (1,724,627) |

### Details of Council's Carried Forward (Carry Over) Projects

Council undertakes a rigorous assessment each year of projects that are incomplete at the end of each year. This assessment along with projects that are yet to commence but there is a binding contract or agreement to commence the project and in every case that Council has received funding in advance of undertaking the works, forms the basis for the list of carried forward projects that are provided below.

Those projects and activities that were incomplete at the end of the 2012-2013 financial year and where a commitment exists for the expenditure and/or income to be incurred/raised have been listed below.

In summary, the value of carried forward items from 2012-2013 is:

|       | Expenditure | Income      | Net Result |
|-------|-------------|-------------|------------|
| Total | 12,695,345  | (6,122,950) | 6,572,395  |

| Project/Activity                                                           | Carry-over<br>Expense | Carry-over<br>Income | Net Result |
|----------------------------------------------------------------------------|-----------------------|----------------------|------------|
| Birregurra Structure Plan Implementation                                   | 2,428                 | 0                    | 2,428      |
| Apollo Bay Harbour Master Plan Planning Scheme Amendment                   | 194,192               | 0                    | 194,192    |
| Refurbishment of the Enhanced Accommodation Rae Street<br>Existing Offices | 60,080                | 0                    | 60,080     |
| Pascoe Street car park                                                     | 300,489               | -247,380             | 53,109     |
| Tender design and acquisition of replacement Apollo Bay Harbour<br>Dredge  | -136,316              | 1,656,624            | 1,520,308  |
| OBRT - Ditchley to Dinmont                                                 | 9,513                 | 0                    | 9,513      |
| OBRT - Beech Forest - Ferguson                                             | 308,004               | -100,000             | 208,004    |
| Blue Water Stadium Upgrade - Year One                                      | 7,951,167             | -6,420,000           | 1,531,167  |
| Building condition audit and updated 10 year works program                 | 8,401                 | 0                    | 8,401      |
| Colac High School Master Plan                                              | 10,674                | -3,000               | 7,674      |



| Project/Activity                                                                                                 | Carry-over<br>Expense | Carry-over<br>Income | Net Result       |
|------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|------------------|
| Advancing Country Towns (ACT) - Strategic Project Manager - Reducing Regional and Rural Disadvantage loading     | 258,533               | -288,000             | -29,468          |
| STIP Programme - Wye River Pathway                                                                               | 50,000                | -30,000              | 20,000           |
| Improving Livability for Older People (ILOP)                                                                     | 66,240                | 0                    | 66,240           |
| COPACC Fire Services                                                                                             | 89,335                | 0                    | 89,335           |
| Climate Resilient Communities of the Barwon South West                                                           | 698,039               | -201,000             | 497,039          |
| Bushfire Local Planning Policy                                                                                   | 69,672                | 0                    | 69,672           |
| Colac Live Stock Selling Centre - Year One                                                                       | 1,402,789             | 0                    | 1,402,789        |
| Active Transport Strategy                                                                                        | 29,975                | -3,000               | 26,975           |
| Tennis Court Reconstruction - Beeac                                                                              | 37,806                | -38,474              | -668             |
| Barwon Downs Combined Community Centre                                                                           | 224,390               | -200,000             | 24,390           |
| CCTV System - Colac CBD                                                                                          | 159,581               | -90,000              | 69,581           |
| Morley Avenue Retaining Wall (Landslip Rehab)                                                                    | 120,406               | 0                    | 120,406          |
| Otway Districts Netball Court Redevelopment                                                                      | 45,634                | -48,720              | -3,086           |
| Public Health & Well Being - Year One                                                                            | 11,844                | 0                    | 11,844           |
| Relief and Recovery NDRGS Grant Project                                                                          | 44,267                | -15,000              | 29,267           |
| Wye River Open Space Development - Harrington Memorial Park loading                                              | 90,000                | -80,000              | 10,000           |
| Advancing Country Towns (ACT) - Enterprise Level Workforce Planning                                              | 77,713                | 0                    | 77,713           |
| Advancing Country Towns (ACT) - Better Services Early Years and Families - Glastonbury Child and Family Services | 270,000               | 0                    | 270,000          |
| Advancing Country Towns (ACT) - Green Industry Feasibility Planning                                              | 60,000                | 0                    | 60,000           |
| Advancing Country Towns (ACT) - Education and Training Pathways                                                  | 20,000                | 0                    | 20,000           |
| Advancing Country Towns (ACT) - Skills and Workforce Audit                                                       | 20,000                | 0                    | 20,000           |
| Forrest Upgrade Project (64077) - Main Street Streetscape                                                        | 128,932               | (15,000)             | 113,932          |
| Apollo Bay Mothers Beach Facilities (STIP)                                                                       | 11,555                | 0                    | 11,555           |
| <b>Grand Total</b>                                                                                               | <b>12,695,345</b>     | <b>(6,122,950)</b>   | <b>6,572,395</b> |

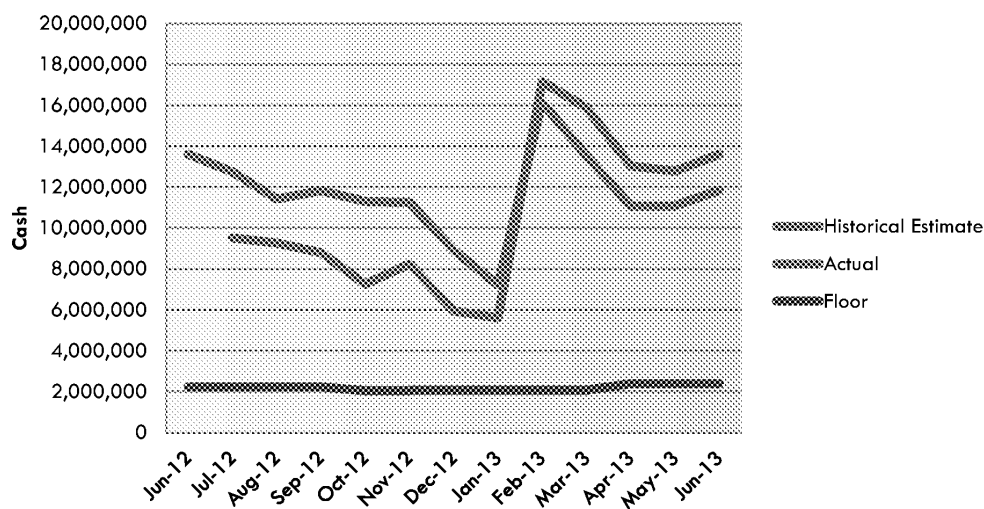


## Cash Balance

The charts below gives an indication of how the cash balances of Council may perform over the course of the 2012-2013 financial year. The first chart, Cash at Bank Balance, portrays:

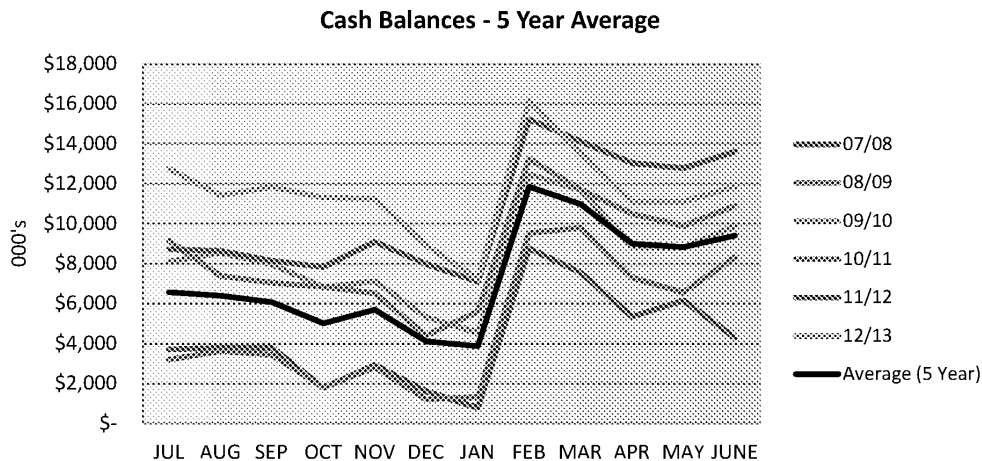
- The Estimate – which is an estimation of what the cash balance may be at the end of each month based entirely upon historical averages.
- The Actual – which is the actual balance at the end of each month of the year up to and including March 2013.
- The Floor – which is the value of Council cash balance at which point Council's operating funds are zero (0). With cash balances below the "Floor", Council would be using its overdraft facility.

### Cash at Bank Balance



| Month  | Historical Estimate | Actual     | Floor     |
|--------|---------------------|------------|-----------|
| Jul-12 | 9,523,766           | 12,750,015 | 2,243,211 |
| Aug-12 | 9,268,988           | 11,427,494 | 2,243,211 |
| Sep-12 | 8,801,413           | 11,832,153 | 2,243,211 |
| Oct-12 | 7,262,613           | 11,298,860 | 2,063,709 |
| Nov-12 | 8,245,534           | 11,253,293 | 2,071,172 |
| Dec-12 | 5,949,639           | 8,918,403  | 2,078,736 |
| Jan-13 | 5,612,348           | 7,220,902  | 2,086,482 |
| Feb-13 | 17,152,622          | 16,138,077 | 2,086,482 |
| Mar-13 | 15,887,419          | 13,535,986 | 2,086,482 |
| Apr-13 | 13,032,750          | 11,087,260 | 2,401,962 |
| May-13 | 12,785,210          | 11,097,241 | 2,401,962 |
| Jun-13 | 13,613,238          | 11,860,867 | 2,401,962 |

The following chart provides details on the cash balances at month end for the five (5) years prior to the 2012-2013 financial year. The chart also includes the five (5) year average of those cash balances.



Council's overall position, although appearing relatively strong in the financial statements, remains susceptible to shocks and is limited in its ability to take advantage of opportunities as they arise. Council can be more sustainable in the longer term provided it:

- Ensures it is in a position to undertake the necessary changes to make business more efficient;
- Seeks other and opportunistic revenue generation opportunities, such as grants funding, structured borrowing strategies, charge schemes and other entrepreneurial activities.

Given the level of expected future demands on Council and the level of current reserves, Council must critically evaluate its resource capability before any commitment is made to additional works or projects, regardless of the opportunity it may offer. Council needs to vigilantly adhere to the principles of planning and "whole of life" considerations before committing to funding any new or expanded activities.

### Details on the Cash Position of Council at 30 June 2013

The end of year analysis highlights how finely balanced Council's position is at the end of the 2012-2013 period.

| Item                            | 2010-2011 | 2011-2012 | 2012-2013 |
|---------------------------------|-----------|-----------|-----------|
| Cash at Bank                    | 10,775    | 13,613    | 11,745    |
| Plus Receivables                | 2,730     | 3,467     | 4,637     |
| Trust deposits                  | -267      | -253      | -256      |
| Reserve funds                   | -9,797    | -10,944   | -13,682   |
| Payables                        | -1,821    | -3,393    | -1,596    |
| Adjustments:                    |           |           |           |
| Grants Commission Early Payment | -1,457    | -3,011    | -2,968    |
| Country Roads & Bridges grant   | -1,100    | -1,000    | -         |
| POAB Dredge grant               | -         | -         | -1,657    |
| Port of Apollo Bay Holdings     | 1,151     | 1,521     | 3,535     |
| Total available (shortfall)     | 194       | 0         | -242      |

The biggest single critical area to note is again the level of grants received in advance (\$4.625 million), which are to fund the activities of the 2013-2014 period and not that of the 2012-2013 financial year. This is due to the Commonwealth again providing half of Council's 2013-2014 grants commission allocation in advance and the Victorian government providing the grant funding for the Port of Apollo Bay dredge replacement earlier than expected.

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

This deficit for 2012-2013 does mean that Council will need to source funding from the 2013-2014 period to have sufficient cash to meet its obligations. An ongoing review of Council's activities will be undertaken throughout the 2013-2014 period to identify savings and additional revenue opportunities to eliminate the funding shortfall.

### Reserves Balances

Cash reserve balances over the 2012-2013 financial year have increased by \$2.738 million. This is a reflection of an increase in the waste collection charges allocated to the Kerbside Bin Replacement reserve; a substantial increase in the level of funds held for the Port of Apollo Bay, which has been partially offset by the reduction the cash available to fund the employee Long Service Leave reserve and the consumption of the Plant Replacement reserve. The level of the Kerbside Bin Replacement reserve has increased due to the surplus from operating the waste collection activities of Council. Due to the fact that waste collection is fully funded by the Waste Collection Charge, the funds must be retained for the purpose for which it is collected.

| Reserve Type  | Reserve Number | Reserve                         | Actual 2011-2012 | Transfer to | Transfer from | Actual 2012-2013 |
|---------------|----------------|---------------------------------|------------------|-------------|---------------|------------------|
| Statutory     | 9555           | Car Parking                     | -127,740         | 0           | 0             | -127,740         |
| Statutory     | 9556           | Open Space                      | -586,491         | -7,000      | 48,271        | -545,220         |
| Statutory     | 9567           | Long Service Leave              | -2,243,211       | -324,948    | 1,595,854     | -972,304         |
| Restricted    | 9550           | Landfill Rehabilitation (Alvie) | -524,000         | -57,000     | 0             | -581,000         |
| Restricted    | 9551           | Plant Renewal                   | -1,306,769       | -3,548,142  | 4,729,537     | -127,394         |
| Restricted    | 9558           | Port of Apollo Bay              | -1,521,829       | -1,998,561  | 0             | -3,520,390       |
| Restricted    | 9559           | Rehabilitation                  | -160,000         | 0           | 0             | -160,000         |
| Restricted    | 9564           | Tirrengower Drainage Scheme     | -29,476          | -22,415     | 34,234        | -17,657          |
| Restricted    | 9566           | Carried Forward Projects        | -3,264,094       | -3,182,813  | 0             | -6,446,907       |
| Identified    | 9561           | Unfunded Superannuation         | -100,000         | 0           | 100,000       | 0                |
| Identified    | 9554           | Waste Management                | 0                | 0           | 0             | 0                |
| Identified    | 9562           | Kerbside Bin Replacement        | -606,259         | -332,953    | 0             | -939,212         |
| Identified    | 9553           | Colac Livestock Selling Centre  | -472,358         | -571,775    | 799,573       | -244,560         |
| Identified    | 9557           | Lakeside Estate                 | 0                | 0           | 0             | 0                |
| Discretionary | 9563           | Resource Development            | 0                | 0           | 0             | 0                |
|               |                |                                 | -10,944,246      | -10,045,607 | 7,307,470     | -13,682,383      |

## Summary

Although Council has again posted an operating surplus, Council continues to operate with an underlying deficit. The deficit indicates that Council is unable to operate without the support of grants from either the Commonwealth or State Governments. This reliance, along with the continued pressure to provide new or upgraded facilities and the provision of existing services places considerable stress on the financial capacity of Council and the community. In the medium term this stress will result in a diminution of the quality of services and facilities provided to our community.

The Colac Otway Shire has the capability and potentially the capacity to provide services to the community at sustainable levels, providing there is a balanced approach to increased revenue generating activities with the full understanding of the longer-term impacts of decisions.

Given the level of expected future demands on Council and the level of Council's discretionary reserves, Council should ensure that the longer term cumulative impacts of decisions are part of all Council discussions.



# **First Quarter Financial Performance Report 2013-2014**

## **September 2013**



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### **About the report**

In accordance with the Local Government Act 1989, Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management.

In line with our commitment to sound financial management, Council is provided with an analysis of financial and non-financial information each quarter. This information will include at a minimum a comparison of budgeted income and expenditure and actual income and expenditure.

This report covers the period from 1 July 2013 to 30 September 2013 and reports on:

- Significant variations from the adopted budget;
- Council's cash balance and forecast;
- Council's investment performance;
- Council's financial statements;
- Council's Audit Committee; and
- Income and expenditure for the services provided by Council.

This quarterly report examines Council's financial performance as at the first quarter of 2013-2014.

### **Overview**

At the time the budget for 2013-2014 was prepared, it was expected that Council would see an operating surplus of \$2.577 million. Council continues to revise estimates for the 2013-2014 activities as more accurate information comes to hand, with the current operating surplus forecast to be \$7.324 million.

The achievement of an operating surplus for the 2013-2014 year continues to be a priority of Council. It is important for Council and the community to understand that we continue to refine our forecasts and adjust our activities to ensure that Council is in the position to report an operating surplus for the 2013-2014 financial year.

Council currently has a cash at bank balance of \$13.374 million, which is higher than for the same time in 2012-2013.

We are continuing to monitor the status of Council's financial position with the following aims in mind:

- An operating surplus achieved for the sixth consecutive year;
- Council continuing to meet the Infrastructure Renewal Gap;
- Delivery of responsible projects designed to enhance our community;
- Delivery of a responsible capital works programme; and
- An improved positive financial position.

In light of this, we are undertaking several important projects over the coming months in the areas of:

- Continued development of improved monthly reporting to management and Council;

- Review of Council's assets and the implementation of Council's Corporate Asset Management System;
- Review of Council's financial management policies, procedures and practices;
- Review of the Long Term Financial Plan with closer linkages to various Council strategies;
- Initiation of a Rates Strategy Review; and
- Review of Council's services and service levels.

The forecast indicates that the financial viability of Council will continue to improve, provided balanced decisions are made with financial sustainability considerations built into all decision making processes. Key information concerning the position of Council at the end of March is included in this report.

#### **Service Budget**

The service income budget is projected to be at \$37.536 million which is similar to the adopted budget, while the service expenditure budget is also projected at this stage to remain relatively consistent at \$38.318 million, resulting in no projected change in the service budget deficit of \$0.782 million.

#### **Major Projects Budget**

The major projects expenditure now reflects the inclusion of carried forward projects from 2012-2013 which has significantly altered the result. Forecast income has increased from \$0.365 million to \$1.165 million whilst expenditure has increased from \$1.153 million to \$2.810 million. This results in a net projected increased in the major projects budget deficit of \$0.857 million to \$1.645 million, which is not unexpected.

#### **Capital Budget**

The capital expenditure now includes the projects carried forward from the 2012-2013 financial year and significantly alters the result.

Forecast income for capital works has increased from \$4.325 million to \$10.162, primarily as a result of recognising the future income associated with the redevelopment of the Blue Water Fitness Centre. Forecast expenditure for capital works has also significantly been impacted by the inclusion of carried forward projects from 2012-2013, such as the Blue Water Fitness Centre redevelopment with expenditure increasing from \$13.092 million to \$24.550 million.

The net result of these changes is a projected increase in the capital works deficit of \$8.768 million to \$14.388 million.

#### **Operating Statement**

The information portrayed below provides an operating statement as per the data at 30 September 2013. The four (4) columns of data provide actual year to date results as compared to the budget year to date, the revised budget or forecast position as at 30 September 2013 and the original budget as it was adopted by Council. The forecast budget includes the value of all adjustments made since the adoption of the budget for 2013-2014 and does take account of carried forward projects.



## Operating Statement

September 2013

|                                       | Actual YTD   | Budget YTD   | Forecast Budget | Original Budget |
|---------------------------------------|--------------|--------------|-----------------|-----------------|
| Operating revenue                     |              |              |                 |                 |
| Rates and charges                     | (25,260,770) | (24,653,362) | (24,651,950)    | (24,651,950)    |
| Statutory fees and charges            | (113,999)    | (115,159)    | (462,100)       | (462,100)       |
| User fees and charges                 | (752,772)    | (771,040)    | (3,188,169)     | (3,187,169)     |
| Operating grants - state              | (2,101,629)  | (2,238,875)  | (4,170,597)     | (3,237,667)     |
| Operating grants - federal            | (837,452)    | (817,043)    | (6,553,871)     | (6,553,871)     |
| Contributions - cash operating        | (160,667)    | (93,696)     | (407,940)       | (128,560)       |
| Reimbursements                        | (35,641)     | (90,106)     | (92,376)        | (92,376)        |
| Finance revenue                       | (78,395)     | (59,306)     | (368,000)       | (368,000)       |
| Other revenue                         | (41,663)     | (25,702)     | (94,250)        | (94,250)        |
| Total operating revenue               | (29,382,386) | (28,744,269) | (39,989,253)    | (38,775,843)    |
| Operating expenses                    |              |              |                 |                 |
| Employee benefits                     | 3,803,862    | 3,703,344    | 15,744,241      | 15,840,790      |
| Materials and services                | 1,449,490    | 1,648,759    | 5,395,078       | 4,981,488       |
| Contracts                             | 1,622,579    | 1,600,513    | 9,514,701       | 8,207,651       |
| Depreciation and amortisation         | 2,433,382    | 2,263,070    | 9,634,866       | 9,634,866       |
| Finance expenses                      | 65,628       | 60,667       | 353,371         | 353,371         |
| Other expenses                        | 364,574      | 353,998      | 1,454,090       | 1,184,911       |
| Total operating expenses              | 9,739,515    | 9,630,351    | 42,096,347      | 40,203,077      |
| Underlying deficit/(surplus)          | (19,642,873) | (19,113,936) | 2,107,094       | 1,427,134       |
| Capital revenue                       |              |              |                 |                 |
| Capital grants - state                | (1,098,473)  | (526,747)    | (8,077,202)     | (2,650,084)     |
| Capital grants - federal              | 12,352       |              | (1,200,000)     | (1,200,000)     |
| Contributions - cash capital          | 36,000       |              |                 |                 |
| Net gain / loss on disposal of assets | (31,366)     | (6,556)      | (153,810)       | (153,810)       |
| Total capital revenue                 | (991,487)    | (526,302)    | (9,431,012)     | (4,003,894)     |
| Operating deficit/(surplus)           | (20,634,360) | (19,640,240) | (7,323,918)     | (2,576,760)     |

## Financial Position Statement

The information below provides details on the financial position or balance sheet as at 30 September 2013.

### Balance Sheet September 2013

|                                             | Actual YTD           | Forecast Budget      | Original Budget      |
|---------------------------------------------|----------------------|----------------------|----------------------|
| <b>Current assets</b>                       |                      |                      |                      |
| Cash and cash equivalents                   | 13,380,856           | 7,488,417            | 7,488,417            |
| Trade and other receivables                 | 29,921,891           | 3,519,467            | 3,519,467            |
| Inventories                                 | 223,938              | 158,109              | 158,109              |
| <b>Total current assets</b>                 | <b>43,526,685</b>    | <b>11,165,993</b>    | <b>11,165,993</b>    |
| <b>Non-current assets</b>                   |                      |                      |                      |
| Other non-current assets                    | 351,317              | 382,712              | 382,712              |
| Property, infrastructure, plant & equipment | 272,569,540          | 287,040,132          | 287,040,132          |
| <b>Total non-current assets</b>             | <b>272,920,857</b>   | <b>287,422,844</b>   | <b>287,422,844</b>   |
| <b>Total assets</b>                         | <b>316,447,542</b>   | <b>298,588,837</b>   | <b>298,588,837</b>   |
| <b>Current liabilities</b>                  |                      |                      |                      |
| Trade and other payables                    | (6,701,407)          | (2,065,734)          | (2,065,734)          |
| Interest-bearing loans and borrowings       | (358,808)            | (636,061)            | (636,061)            |
| Trust                                       | (233,652)            | (215,713)            | (215,713)            |
| Provisions                                  | (3,873,298)          | (4,132,263)          | (4,132,263)          |
| <b>Total current liabilities</b>            | <b>(11,167,166)</b>  | <b>(7,049,771)</b>   | <b>(7,049,771)</b>   |
| <b>Non-current liabilities</b>              |                      |                      |                      |
| Trade and other payables                    |                      | (85,553)             | (85,553)             |
| Interest-bearing loans and borrowings       | (4,501,319)          | (4,283,153)          | (4,283,153)          |
| Provisions                                  | (4,261,308)          | (4,216,928)          | (4,216,928)          |
| <b>Total non-current liabilities</b>        | <b>(8,762,627)</b>   | <b>(8,585,635)</b>   | <b>(8,585,635)</b>   |
| <b>Total liabilities</b>                    | <b>(19,929,793)</b>  | <b>(15,635,406)</b>  | <b>(15,635,406)</b>  |
| <b>Net assets</b>                           | <b>296,517,749</b>   | <b>282,953,431</b>   | <b>282,953,431</b>   |
| <b>Equity</b>                               |                      |                      |                      |
| Accumulated surplus                         | (127,864,452)        | (123,931,751)        | (116,443,334)        |
| Asset revaluation reserve                   | (154,970,922)        | (151,533,260)        | (158,021,680)        |
| Other reserves                              | (13,682,375)         | (7,488,417)          | (7,488,417)          |
| <b>Total equity</b>                         | <b>(296,517,749)</b> | <b>(282,953,431)</b> | <b>(282,953,431)</b> |

### Capital Works Statement

The information below provides details on the capital works expenditure as at 30 September 2013.

### Capital Works

September 2013

| Category                      | Actual YTD | Budget YTD | Forecast Budget | Original Budget |
|-------------------------------|------------|------------|-----------------|-----------------|
| Bridge & Culvert              | 143        | 315,968    | 1,000,000       | 1,000,000       |
| Building Habitable Structures | 68,642     | 233,983    | 10,573,871      | 875,000         |
| Drainage                      | 8,270      | 154,241    | 850,489         | 540,000         |
| Footpath and Cycleways        | 541        | 125,993    | 925,542         | 396,000         |
| Kerb & Channelling            | -          | 56,535     | 203,932         | 75,000          |
| Land Improvements - Parks     | 31,358     | 2,000      | 282,406         | 100,000         |
| Off Street Car Parking        | 160        | -          | 8,400           | -               |
| Other Structures              | 74,310     | 63,500     | 936,010         | 371,000         |
| Plant & Equipment             | 441,676    | 1,593,535  | 5,204,978       | 5,401,813       |
| Roads                         | -          | 17,500     | 70,000          | 70,000          |
| Capital Works Total           | 1,084,060  | 2,913,256  | 24,515,628      | 13,288,813      |

### Capital Works and Major Projects Programme Update

The capital works and major projects budget for the 2013-2014 financial year is \$ 14.245 million of which \$13.288 million relates to capital asset works.

Project commencement across the organisation is well underway, with projects tracking on schedule within the first quarter of the year. Project planning and tender/quotation documentation is generally commenced or nearing completion for all projects. Also with the creation of Work Orders very early in the financial year project managers have been able to commence projects in a timely manner.

Through this month's reporting, project managers have generally indicated that projects are on track to be completed by June 2014, and that there is no identified budget issues. No projects have been identified for deferral.

Overall, there are 63 Capital Works and Major programmes and projects to be undertaken within the 2013-2014 programme, not including carry over projects. To date, total expenditure with regard to all capital works and major projects, including carry over projects is at approximately \$1.445 million. While the level of expenditure is not high compared with the progress through the financial year, significant expenditure is forecast to occur during the traditional construction period of December 2013 through March 2014.

### Significant budget variations

A budget is an estimate or expectation of Council's performance over the course of the financial year. It is expected that as the year progresses the actual performance of Council will vary from the original budget. These changes are recognised as variations and are included as a forecast budget. As part of the quarterly review the value of the carried forward projects (as a significant variation to the adopted budget) has been recognised in the forecast budget. No other significant variations have been identified.

### Carry Forward Projects

Those projects and activities that were incomplete at the end of the 2012-2013 financial year and where a commitment exists for the expenditure and/or income to be incurred/raised have been listed below.

In summary, the value of carried forward items from 2012-2013 is:

|       | Expenditure | Income      | Net Result |
|-------|-------------|-------------|------------|
| Total | 12,695,345  | (6,122,950) | 6,572,395  |

| Project/Activity                                                                                             | Carry-over<br>Expense | Carry-over<br>Income | Net Result |
|--------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|------------|
| Birregurra Structure Plan Implementation                                                                     | 2,428                 | 0                    | 2,428      |
| Apollo Bay Harbour Master Plan Planning Scheme Amendment                                                     | 194,192               | 0                    | 194,192    |
| Refurbishment of the Enhanced Accommodation Rae Street Existing Offices                                      | 60,080                | 0                    | 60,080     |
| Pascoe Street car park                                                                                       | 300,489               | (247,380)            | 53,109     |
| Tender design and acquisition of replacement Apollo Bay Harbour Dredge                                       | (136,316)             | 1,656,624            | 1,520,308  |
| OBRT - Ditchley to Dinmont                                                                                   | 9,513                 | 0                    | 9,513      |
| OBRT - Beech Forest - Ferguson                                                                               | 308,004               | (100,000)            | 208,004    |
| Blue Water Stadium Upgrade - Year One                                                                        | 7,951,167             | (6,420,000)          | 1,531,167  |
| Building condition audit and updated 10 year works program                                                   | 8,401                 | 0                    | 8,401      |
| Colac High School Master Plan                                                                                | 10,674                | (3,000)              | 7,674      |
| Advancing Country Towns (ACT) - Strategic Project Manager - Reducing Regional and Rural Disadvantage loading | 258,533               | (288,000)            | (29,466)   |
| STIP Programme - Wye River Pathway                                                                           | 50,000                | (30,000)             | 20,000     |
| Improving Livability for Older People (ILOP)                                                                 | 66,240                | 0                    | 66,240     |
| COPACC Fire Services                                                                                         | 89,335                | 0                    | 89,335     |
| Climate Resilient Communities of the Barwon South West                                                       | 698,039               | (201,000)            | 497,039    |
| Bushfire Local Planning Policy                                                                               | 69,672                | 0                    | 69,672     |
| Colac Live Stock Selling Centre - Year One                                                                   | 1,402,789             | 0                    | 1,402,789  |
| Active Transport Strategy                                                                                    | 29,975                | (3,000)              | 26,975     |

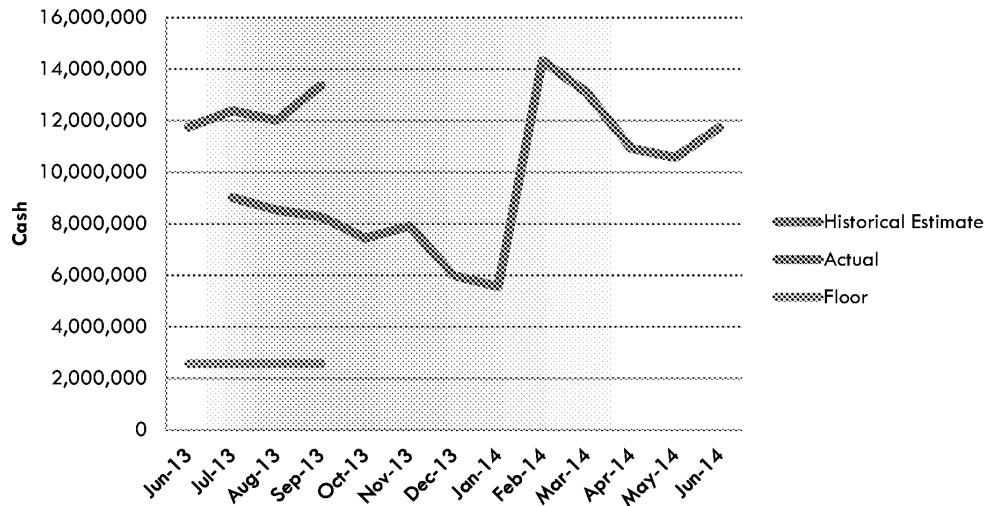
| Project/Activity                                                                                                    | Carry-over<br>Expense | Carry-over<br>Income | Net Result       |
|---------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|------------------|
| Tennis Court Reconstruction - Beeac                                                                                 | 37,806                | -38,474              | -668             |
| Barwon Downs Combined Community Centre                                                                              | 224,390               | -200,000             | 24,390           |
| CCTV System - Colac CBD                                                                                             | 159,581               | -90,000              | 69,581           |
| Morley Avenue Retaining Wall (Landslip Rehab)                                                                       | 120,406               | 0                    | 120,406          |
| Otway Districts Netball Court Redevelopment                                                                         | 45,634                | -48,720              | -3,086           |
| Public Health & Well Being - Year One                                                                               | 11,844                | 0                    | 11,844           |
| Relief and Recovery NDRGS Grant Project                                                                             | 44,267                | -15,000              | 29,267           |
| Wye River Open Space Development - Harrington Memorial Park<br>loading                                              | 90,000                | -80,000              | 10,000           |
| Advancing Country Towns (ACT) - Enterprise Level Workforce<br>Planning                                              | 77,713                | 0                    | 77,713           |
| Advancing Country Towns (ACT) - Better Services Early Years<br>and Families - Glastonbury Child and Family Services | 270,000               | 0                    | 270,000          |
| Advancing Country Towns (ACT) - Green Industry Feasibility<br>Planning                                              | 60,000                | 0                    | 60,000           |
| Advancing Country Towns (ACT) - Education and Training<br>Pathways                                                  | 20,000                | 0                    | 20,000           |
| Advancing Country Towns (ACT) - Skills and Workforce Audit                                                          | 20,000                | 0                    | 20,000           |
| Forrest Upgrade Project (64077) - Main Street Streetscape                                                           | 128,932               | (15,000)             | 113,932          |
| Apollo Bay Mothers Beach Facilities (STIP)                                                                          | 11,555                | 0                    | 11,555           |
| <b>Grand Total</b>                                                                                                  | <b>12,695,345</b>     | <b>(6,122,950)</b>   | <b>6,572,395</b> |

## Cash Balance

The charts below gives an indication of how the cash balances of Council may perform over the course of the 2013-2014 financial year. The first chart, Cash at Bank Balance, portrays:

- The Estimate – which is an estimation of what the cash balance may be at the end of each month based entirely upon historical averages.
- The Actual – which is the actual balance at the end of each month of the year up to and including September 2013.
- The Floor – which is the value of Council cash balance at which point Council's operating funds are zero (0). With cash balances below the "Floor", Council would be using its overdraft facility.

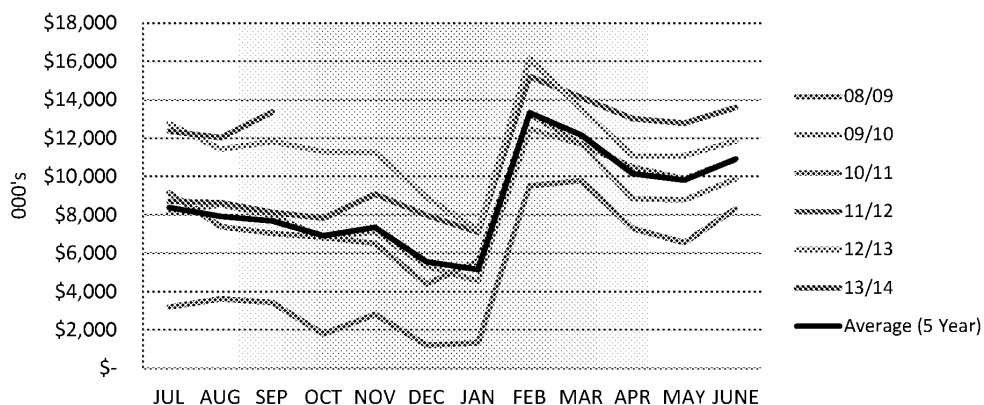
### Cash at Bank Balance



| Month  | Historical Estimate | Actual     | Floor     |
|--------|---------------------|------------|-----------|
| Jul-13 | 9,022,663           | 12,383,545 | 2,568,159 |
| Aug-13 | 8,530,967           | 12,021,000 | 2,568,159 |
| Sep-13 | 8,269,519           | 13,374,000 | 2,568,159 |

The following chart provides details on the cash balances at month end for the five (5) years prior to the 2012-2013 financial year. The chart also includes the five (5) year average of those cash balances.

### Cash Balances - 5 Year Average



Council's overall position, although appearing relatively strong in the financial statements, remains susceptible to shocks and is limited in its ability to take advantage of opportunities as they arise. Council can be more sustainable in the longer term provided it:



- Ensures it is in a position to undertake the necessary changes to make business more efficient;
- Seeks other and opportunistic revenue generation opportunities, such as grants funding, structured borrowing strategies, charge schemes and other entrepreneurial activities.

Given the level of expected future demands on Council and the level of current reserves, Council must critically evaluate its resource capability before any commitment is made to additional works or projects, regardless of the opportunity it may offer. Council needs to vigilantly adhere to the principles of planning and "whole of life" considerations before committing to funding any new or expanded activities.

| Investment Report                   |              |              |         |
|-------------------------------------|--------------|--------------|---------|
| Deposit                             | Minimum Rate | Maximum Rate | Average |
| TOTAL PORTFOLIO                     |              |              |         |
| Total                               | 2.50%        | 4.07 %       | 3.36%   |
| GENERAL INVESTMENTS                 |              |              |         |
| At-Call deposits                    | 2.50%        | 2.75%        | 2.58%   |
| Fixed term deposits                 | 3.45%        | 4.07%        | 3.67%   |
| PERFORMANCE BENCHMARK               |              |              |         |
| Reserve Bank of Australia Cash Rate | 2.50%        | 2.75%        | 2.60%   |
| 90-Day Bank Bill Index              | 2.58%        | 2.76%        | 2.64%   |

The portfolio has performed above the Reserve Bank of Australia (RBA) average cash rate (2.60%) and above the average 90-day bank bill index (2.64%).

The balance of Council's Investment Portfolio at the end of the quarter was approximately \$11.25 million in fixed term deposits and \$0.7 million in at call deposits.

Below is a summary of the fixed term deposits held at 30 September 2013.

| Bank                    | Investment Amount | % Total Investments |
|-------------------------|-------------------|---------------------|
| AMP                     | \$3,000,000       | 32%                 |
| BankWest                | \$1,000,000       | 11%                 |
| Bank of Melbourne       | \$2,000,000       | 22%                 |
| Commonwealth Bank       | \$4,500,000       | 27%                 |
| National Australia Bank | \$750,000         | 8%                  |

### Underlying result

The underlying operating result is a measure of the capacity of a municipality to finance recurrent services, pay debt interest and meet the cost of asset use (depreciation). Continuing deficits indicate that the asset base is being eroded and that insufficient resources are being allocated to meeting current service demands.

The model utilised by Colac Otway Shire to calculate the underlying operating result is to deduct from the operating surplus/deficit shown in the Income Statement: capital grants, cash contributions (e.g. developer contributions) contributed non-cash assets; asset revaluations and other "once off" adjustments.

The underlying result for the Colac Otway Shire is displayed below.

|                                     | March<br>Actual YTD | March<br>Budget YTD | Forecast<br>Budget | Original Budget |
|-------------------------------------|---------------------|---------------------|--------------------|-----------------|
| Underlying result (surplus)/deficit | (19,642,873)        | (19,113,938)        | 2,107,094          | 1,427,134       |

### Service Summary

The information in the following pages provides an indication of the income and expense attributed to each department, business unit and section of Council as at 30 September 2013.

| Department                                           | Business Unit                                                | Account<br>Type | September<br>Actual YTD | September<br>Budget YTD | Forecast<br>Budget  |
|------------------------------------------------------|--------------------------------------------------------------|-----------------|-------------------------|-------------------------|---------------------|
| Chief Executive Office                               |                                                              |                 | 251,198                 | 224,197                 | 979,566             |
| CEO                                                  |                                                              |                 | 201,052                 | 145,529                 | 647,665             |
|                                                      | <i>Executive Office Section</i>                              |                 | 159,075                 | 115,794                 | 464,497             |
|                                                      |                                                              | Expense         | 159,075                 | 115,794                 | 464,497             |
|                                                      | <i>Public Relations &amp; Marketing Section</i>              |                 | 41,977                  | 29,735                  | 183,168             |
|                                                      |                                                              | Expense         | 41,977                  | 29,735                  | 183,168             |
| Council                                              |                                                              |                 | 50,146                  | 78,668                  | 331,901             |
|                                                      | <i>Elected Members Section</i>                               |                 | 50,146                  | 78,668                  | 331,901             |
|                                                      |                                                              | Expense         | 57,258                  | 78,668                  | 331,901             |
|                                                      |                                                              | Income          | (7,112)                 |                         |                     |
| <b>Corporate &amp; Community Services</b>            |                                                              |                 | <b>115,225,129</b>      | <b>115,225,129</b>      | <b>125,121,520</b>  |
| <b>Corporate &amp; Community Services Management</b> |                                                              |                 | <b>245,375</b>          | <b>219,764</b>          | <b>996,805</b>      |
|                                                      | <i>Corporate &amp; Community Services Management Section</i> |                 | 64,680                  | 48,011                  | 321,232             |
|                                                      |                                                              | Expense         | 87,739                  | 60,494                  | 346,632             |
|                                                      |                                                              | Income          | (23,059)                | (12,483)                | (25,400)            |
|                                                      | <i>Library Section</i>                                       |                 | 180,696                 | 161,753                 | 675,576             |
|                                                      |                                                              | Expense         | 184,653                 | 164,501                 | 691,776             |
|                                                      |                                                              | Income          | (3,957)                 | (2,748)                 | (16,200)            |
| <b>Finance &amp; Customer Service</b>                |                                                              |                 | <b>(20,495,257)</b>     | <b>(21,472,115)</b>     | <b>(26,658,330)</b> |
|                                                      | <i>Customer Service Section</i>                              |                 | 96,251                  | 109,133                 | 478,326             |
|                                                      |                                                              | Expense         | 96,450                  | 109,272                 | 479,326             |
|                                                      |                                                              | Income          | (199)                   | (139)                   | (1,000)             |



|                                                             |         |                |                |                  |
|-------------------------------------------------------------|---------|----------------|----------------|------------------|
| <i>Financial Services Section</i>                           |         | (272,952)      | (215,806)      | (4,427,093)      |
|                                                             | Expense | 602,903        | 553,195        | 1,833,912        |
|                                                             | Income  | (875,255)      | (770,001)      | (6,261,005)      |
| <i>Property &amp; Rates Section</i>                         |         | (22,476,152)   | (22,992,610)   | (21,981,594)     |
|                                                             | Expense | 125,533        | 137,557        | 582,038          |
|                                                             | Income  | (22,601,685)   | (23,130,167)   | (22,563,632)     |
| <i>Vic Roads Section</i>                                    |         | (5,593)        | (1,549)        | (2,425)          |
|                                                             | Income  | (5,593)        | (1,549)        | (2,425)          |
| <i>Accounting Adjustments Section</i>                       |         | 2,161,889      | 1,629,717      | (725,544)        |
|                                                             | Expense | 2,126,215      | 1,515,640      | (1,045,234)      |
|                                                             | Income  | 35,674         | 114,077        | 320,690          |
| <b>Health &amp; Community Services</b>                      |         | <b>180,646</b> | <b>198,113</b> | <b>681,512</b>   |
| <i>Children &amp; Family Services Section</i>               |         | 60,054         | 78,489         | 264,737          |
|                                                             | Expense | 193,569        | 193,162        | 766,237          |
|                                                             | Income  | (133,515)      | (114,673)      | (501,500)        |
| <i>Health &amp; Community Service Management Section</i>    |         | 44,885         | 48,297         | 219,130          |
|                                                             | Expense | 44,885         | 48,297         | 219,130          |
| <i>Public Health Section</i>                                |         | 53,903         | 72,543         | 166,187          |
|                                                             | Expense | 62,706         | 84,608         | 310,187          |
|                                                             | Income  | (8,803)        | (12,065)       | (144,000)        |
| <i>Rural Access Section</i>                                 |         | (991)          | 1,186          |                  |
|                                                             | Expense | 17,279         | 16,761         | 71,060           |
|                                                             | Income  | (18,269)       | (15,575)       | (71,060)         |
| <i>Transport Connections</i>                                |         | 37,117         |                |                  |
|                                                             | Expense | 37,117         |                |                  |
| <i>Older Persons &amp; Ability Support Services Section</i> |         | (14,322)       | (2,402)        | 31,458           |
|                                                             | Expense | 504,295        | 527,034        | 2,213,721        |
|                                                             | Income  | (518,617)      | (529,436)      | (2,182,263)      |
| <b>Information Services</b>                                 |         | <b>463,392</b> | <b>452,577</b> | <b>1,501,403</b> |
| <i>Information Management Section</i>                       |         | 63,174         | 75,355         | 320,364          |
|                                                             | Expense | 63,174         | 75,856         | 322,364          |
|                                                             | Income  |                | (501)          | (2,000)          |
| <i>Information Services Unit Section</i>                    |         | 400,218        | 377,222        | 1,181,039        |
|                                                             | Expense | 401,618        | 377,239        | 1,184,039        |
|                                                             | Income  | (1,400)        | (17)           | (3,000)          |
| <b>Organisation Support &amp; Development</b>               |         | <b>588,286</b> | <b>640,072</b> | <b>1,287,756</b> |
| <i>Human Resources Section</i>                              |         | 81,813         | 88,493         | 373,947          |
|                                                             | Expense | 81,813         | 88,875         | 375,947          |
|                                                             | Income  |                | (382)          | (2,000)          |
| <i>Organisational Development Section</i>                   |         | 50,745         | 78,172         | 366,178          |
|                                                             | Expense | 50,745         | 78,172         | 366,178          |
| <i>Risk Management Section</i>                              |         | 455,728        | 473,407        | 547,631          |
|                                                             | Expense | 476,326        | 484,467        | 576,131          |
|                                                             | Income  | (20,597)       | (11,060)       | (28,500)         |
| <b>Recreation Arts &amp; Culture</b>                        |         | <b>463,210</b> | <b>380,705</b> | <b>1,869,808</b> |
| <i>Bluewater Fitness Centre Section</i>                     |         | 69,727         | 29,393         | 508,211          |
|                                                             | Expense | 239,219        | 133,597        | 849,054          |

|                                                          |         |                    |                    |                    |
|----------------------------------------------------------|---------|--------------------|--------------------|--------------------|
|                                                          | Income  | (189,493)          | (164,204)          | (340,645)          |
| <i>COPACC Section</i>                                    |         | 122,508            | 66,396             | 368,026            |
|                                                          | Expense | 217,648            | 178,414            | 957,767            |
|                                                          | Income  | (95,141)           | (112,018)          | (589,741)          |
| <i>Other Leisure &amp; Fitness Centres Section</i>       |         | (1,474)            | 13,712             | 57,648             |
|                                                          | Expense | 485                | 14,658             | 70,148             |
|                                                          | Income  | (1,959)            | (946)              | (12,500)           |
| <i>Recreation &amp; Events Section</i>                   |         | 222,158            | 223,856            | 645,581            |
|                                                          | Expense | 235,058            | 228,175            | 681,581            |
|                                                          | Income  | (12,900)           | (4,319)            | (36,000)           |
| <i>Recreation, Arts &amp; Culture Management Section</i> |         | 50,291             | 47,348             | 290,342            |
|                                                          | Expense | 50,291             | 47,348             | 290,342            |
| <b>Infrastructure &amp; Services</b>                     |         | <b>1,218,100</b>   | <b>(594,520)</b>   | <b>5,213,576</b>   |
| <b>Capital Works Management</b>                          |         | <b>149,488</b>     | <b>165,080</b>     | <b>786,406</b>     |
| <i>Capital Works Management Section</i>                  |         | 149,488            | 165,080            | 786,406            |
|                                                          | Expense | 153,909            | 180,676            | 853,406            |
|                                                          | Income  | (4,421)            | (15,596)           | (67,000)           |
| <b>Infrastructure Services Management</b>                |         | <b>91,189</b>      | <b>47,463</b>      | <b>289,376</b>     |
| <i>Infrastructure Services Management Section</i>        |         | 91,189             | 47,463             | 289,376            |
|                                                          | Expense | 91,189             | 47,463             | 289,376            |
| <b>Major Contracts</b>                                   |         | <b>(2,155,320)</b> | <b>(2,048,882)</b> | <b>862,602</b>     |
| <i>Aerodrome Section</i>                                 |         | 12,751             | 12,240             | 20,978             |
|                                                          | Expense | 12,751             | 12,918             | 24,728             |
|                                                          | Income  |                    | (678)              | (3,750)            |
| <i>Contract Management Section</i>                       |         | 61,363             | 54,594             | 258,348            |
|                                                          | Expense | 61,363             | 60,590             | 278,348            |
|                                                          | Income  |                    | (5,996)            | (20,000)           |
| <i>Waste Management Section</i>                          |         | (2,229,435)        | (2,115,716)        | 583,276            |
|                                                          | Expense | 492,103            | 607,862            | 3,531,594          |
|                                                          | Income  | (2,721,538)        | (2,723,578)        | (2,948,318)        |
| <b>Plant Operations</b>                                  |         | <b>(244,570)</b>   | <b>(293,879)</b>   | <b>(1,329,111)</b> |
| <i>Major Plant</i>                                       |         | (170,817)          | (226,681)          | (1,012,786)        |
|                                                          | Expense | (150,921)          | (226,681)          | (956,786)          |
|                                                          | Income  | (16,896)           |                    | (56,000)           |
| <i>Light Fleet</i>                                       |         | (73,753)           | (67,198)           | (316,325)          |
|                                                          | Expense | (73,753)           | (67,198)           | (316,325)          |
| <b>Sustainable Assets</b>                                |         | <b>272,639</b>     | <b>270,394</b>     | <b>1,200,364</b>   |
| <i>Council Facilities Section</i>                        |         | 98,448             | 113,645            | 484,644            |
|                                                          | Expense | 98,448             | 113,645            | 484,644            |
| <i>Sustainable Assets Management Section</i>             |         | 174,191            | 156,749            | 715,720            |
|                                                          | Expense | 174,191            | 156,749            | 715,720            |
| <b>COSWORKS (Colac Otway Shire Works)</b>                |         | <b>868,385</b>     | <b>1,164,904</b>   | <b>4,403,939</b>   |
| <i>COSWORKS Management Section</i>                       |         | 83,654             | 103,483            | 349,602            |
|                                                          | Expense | 98,219             | 112,081            | 374,602            |
|                                                          | Income  | (14,565)           | (8,598)            | (25,000)           |
| <i>Livestock Selling Centre Operations Section</i>       |         | (21,940)           | (60,640)           | (191,827)          |

|                                                                  |         |                  |                    |                    |
|------------------------------------------------------------------|---------|------------------|--------------------|--------------------|
|                                                                  | Expense | 78,421           | 102,614            | 470,293            |
|                                                                  | Income  | (100,361)        | (163,254)          | (662,120)          |
| <i>Parks &amp; Reserves Maintenance Section</i>                  |         | 307,927          | 449,076            | 1,672,630          |
|                                                                  | Expense | 307,927          | 449,076            | 1,672,630          |
| <i>Road Maintenance Section</i>                                  |         | 498,744          | 672,985            | 2,573,534          |
|                                                                  | Expense | 498,744          | 672,985            | 2,573,534          |
| <b>Sustainable Planning &amp; Development Services</b>           |         | <b>743,817</b>   | <b>737,887</b>     | <b>3,792,895</b>   |
| <b>Economic Development</b>                                      |         | <b>210,284</b>   | <b>220,554</b>     | <b>1,087,886</b>   |
| <i>Business Section</i>                                          |         | 92,086           | 88,137             | 398,149            |
|                                                                  | Expense | 97,086           | 88,304             | 400,149            |
|                                                                  | Income  | (5,000)          | (167)              | (2,000)            |
| <i>Tourism Section</i>                                           |         | 118,198          | 132,417            | 689,717            |
|                                                                  | Expense | 177,712          | 174,703            | 967,217            |
|                                                                  | Income  | (59,514)         | (42,286)           | (277,500)          |
| <b>Environment &amp; Community Safety</b>                        |         | <b>225,430</b>   | <b>211,069</b>     | <b>1,104,386</b>   |
| <i>Emergency Management Section</i>                              |         | 52,006           | 61,131             | 258,530            |
|                                                                  | Expense | 71,906           | 81,081             | 332,366            |
|                                                                  | Income  | (19,900)         | (19,950)           | (73,836)           |
| <i>Environment Section</i>                                       |         | 89,326           | 94,195             | 530,379            |
|                                                                  | Expense | 91,006           | 95,875             | 532,059            |
|                                                                  | Income  | (1,680)          | (1,680)            | (1,680)            |
| <i>Local Laws Section</i>                                        |         | 84,098           | 55,743             | 315,476            |
|                                                                  | Expense | 155,025          | 134,589            | 673,812            |
|                                                                  | Income  | (70,927)         | (78,846)           | (358,336)          |
| <b>Planning &amp; Building</b>                                   |         | <b>228,140</b>   | <b>246,034</b>     | <b>1,292,206</b>   |
| <i>Building Control Section</i>                                  |         | 33,055           | 15,150             | 151,142            |
|                                                                  | Expense | 57,872           | 45,330             | 254,342            |
|                                                                  | Income  | (24,817)         | (30,180)           | (103,200)          |
| <i>Statutory Planning Section</i>                                |         | 147,208          | 176,305            | 854,544            |
|                                                                  | Expense | 195,625          | 216,986            | 1,008,744          |
|                                                                  | Income  | (48,416)         | (40,681)           | (154,200)          |
| <i>Strategic Planning Section</i>                                |         | 47,877           | 54,579             | 286,520            |
|                                                                  | Expense | 48,675           | 54,579             | 286,520            |
|                                                                  | Income  | (798)            |                    |                    |
| <b>Sustainable Planning &amp; Development Management</b>         |         | <b>79,962</b>    | <b>60,230</b>      | <b>308,438</b>     |
| <i>Sustainable Planning &amp; Development Management Section</i> |         | 79,962           | 60,230             | 308,438            |
|                                                                  | Expense | 79,962           | 60,230             | 308,438            |
| <b>Port of Apollo Bay Operations</b>                             |         | <b>(186,939)</b> | <b>(1,277,927)</b> | <b>(2,490,163)</b> |
| <b>Contra Transfers To Balance Sheet</b>                         |         |                  | <b>(792,978)</b>   | <b>(3,171,913)</b> |
| <i>Apollo Bay Harbour End of Year Transaction Section</i>        |         |                  | (792,978)          | (3,171,913)        |
|                                                                  | Expense |                  | (792,978)          | (3,171,913)        |
| <b>Port of Apollo Bay Operations</b>                             |         | <b>(134,835)</b> | <b>(113,330)</b>   | <b>536,883</b>     |
| <i>Operations Expenditure</i>                                    |         | 237,982          | 337,186            | 1,414,497          |
|                                                                  | Expense | 237,982          | 337,186            | 1,414,497          |
| <i>Operations Income</i>                                         |         | (422,917)        | (750,516)          | (877,614)          |

|                                     |         |              |              |              |
|-------------------------------------|---------|--------------|--------------|--------------|
|                                     | Income  | (422,917)    | (750,516)    | (377,614)    |
| Port of Apollo Bay Plant Operations |         | (1,004)      | (66,319)     | (165,133)    |
| Major Plant                         |         | (1,004)      | (66,319)     | (165,133)    |
|                                     | Expense | (1,004)      | (66,319)     | (165,133)    |
| Grand Total                         |         | (18,764,163) | (20,596,347) | (12,135,163) |

### Contracts Awarded and Tenders Advertised

#### July

##### Contracts Awarded

| Contract No. | Description                                 | Contractor                        | Value \$<br>(excluding GST) |
|--------------|---------------------------------------------|-----------------------------------|-----------------------------|
| 1311         | External Plant Hire                         | Panel of Suppliers                | Schedule of Rates           |
| 1317         | Forrest Mountain Bike Trails Strategic Plan | Thompson Berrill Landscape Design | \$55,742                    |

#### August

##### Contracts Awarded

| Contract No. | Description                                           | Contractor               | Value \$<br>(excluding GST) |
|--------------|-------------------------------------------------------|--------------------------|-----------------------------|
| 1320         | Advancing Country Towns Workplace Development Project | Grant Thornton Australia | \$81,840                    |

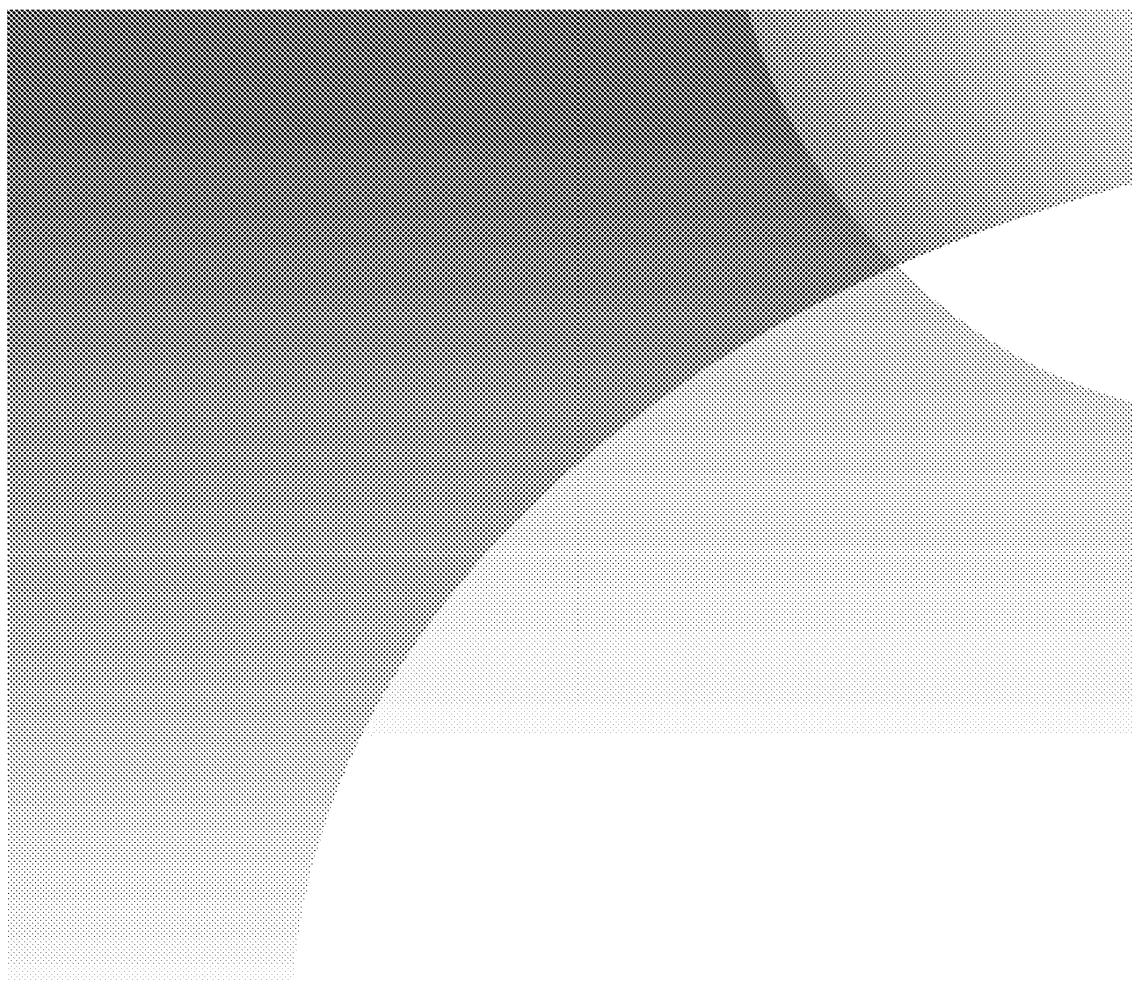
##### Tenders Advertised

| Tender No. | Description                              | Closing Date |
|------------|------------------------------------------|--------------|
| 1325       | Supply & Deliver Street Sweeper          | 11/9/13      |
| 1326       | Supply & Deliver Tip Truck & Dog Trailer | 11/9/13      |
| 1327       | Supply & Deliver Backhoe/Loader          | 11/9/13      |
| 1328       | Supply & Deliver Wood Chipper            | 11/9/13      |
| 1329       | Supply & Deliver Tow Behind Work Broom   | 11/9/13      |
| 1322       | Bluewater Fitness Centre Redevelopment   | 30/9/13      |
| 1323       | Bituminous Sealing Works                 | 2/10/13      |

#### September

##### Tenders Advertised

| Tender No. | Description                                                   | Closing Date |
|------------|---------------------------------------------------------------|--------------|
| 1310       | Old Beechy Rail Trail Construction – Beech Forest to Ferguson | 23/10/13     |



## *Quarterly Operational Plan Progress Report*

*Period:* 01/07/13 - 30/09/13

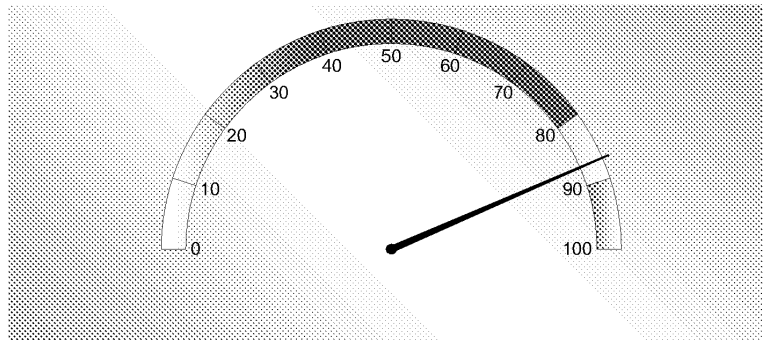




Colac Otway Shire Council

Quarterly Operational Plan Progress Report (Jul to Sep)

Quarterly Progress against Operational Plan Actions



Description

Indicator

- 52 Operational Plan Actions reported on
- 41 Operational Plan Actions at least 90% of target
- 3 Operational Plan Actions between 70% and 90% of target
- 8 Operational Plan Actions less than 70% of target
- 0 Operational Plan Actions with no target set & ongoing



Overall Progress against Council Plan Pillars in Operational Plan



| COUNCIL PLAN PILLAR                    | NO. OF OPERATIONAL PLAN ACTIONS REPORTED ON | NO. OF ACTIONS AT LEAST 90% OF TARGET | NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET | NO. OF ACTIONS LESS THAN 70% OF TARGET | NUMBER OF ONGOING ACTIONS | ACTIONS WITH NO TARGET |
|----------------------------------------|---------------------------------------------|---------------------------------------|-------------------------------------------|----------------------------------------|---------------------------|------------------------|
| 1. Good Governance                     | 12                                          | 8                                     | 2                                         | 2                                      | 0                         | 0                      |
| 2. A Planned Future                    | 17                                          | 14                                    | 0                                         | 3                                      | 0                         | 0                      |
| 3. A Place to Live and Grow            | 15                                          | 11                                    | 1                                         | 3                                      | 0                         | 0                      |
| 4. A Healthy Community and Environment | 8                                           | 8                                     | 0                                         | 0                                      | 0                         | 0                      |

## Operational Plan Actions



Less than 70% of Action target achieved









Between 70% and 90% of Action target achieved



At least 90% of Action target achieved

| ACTION                                                                                                               | EXECUTIVE COMMENTS                                                                                                                                                                             | BUSINESS UNIT                              | COMP DATE  | PROGRESS    |
|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------|-------------|
| <b>Council Plan Pillar :</b>                                                                                         | 1 Good Governance                                                                                                                                                                              |                                            |            |             |
| <b>Council Plan Goal:</b>                                                                                            | 1.1 Ensure transparency of governance practices, the capability of our organisation and effective resource management.                                                                         |                                            |            |             |
| <b>Council Plan Strategy:</b>                                                                                        | 1.1.1 Transparent and accountable decision making.                                                                                                                                             |                                            |            |             |
| 1.1.1.2 Review Local Law No. 4 - Council Meeting Procedures and Common Seal.                                         | The review of Local Law No. 4 will commence in November 2013.                                                                                                                                  | Corporate & Community Services GM's Office | 30/06/2014 | No Progress |
| 1.1.1.3 Review all Council policies.                                                                                 | The second batch of policies are being reviewed by Council in October. The review will then be completed.                                                                                      | Corporate & Community Services GM's Office | 30/06/2014 |             |
| <b>Council Plan Strategy:</b>                                                                                        | 1.1.2 Prudent and accountable financial, asset, risk and resource management.                                                                                                                  |                                            |            |             |
| 1.1.2.1 Replacement of Dredge and Workboat for Port of Apollo Bay.                                                   | Final design about to be completed for approval. Part approval of design granted by New South Wales Maritime Department for dredge. Steel and certain machinery components ordered for dredge. | Major Contracts                            | 30/06/2014 |             |
| 1.1.2.2 Asbestos Register Update.                                                                                    | Quotation brief to be finalised during October 2013.                                                                                                                                           | Sustainable Assets                         | 30/06/2014 | No Progress |
| 1.1.2.2 Develop an NDIS (National Disability Insurance Scheme) service delivery Business Model to mitigate the risk. | Discussions around this model are ongoing as the NDIS continues to be bedded down.                                                                                                             | Health and Community Services              | 30/06/2014 |             |
| 1.1.2.5 Staged implementation of the National Asset Management Framework.                                            | The project work is not due to commence until 14 October, however there has been a range of preliminary actions undertaken in preparation for the first of the many workshops to be conducted. | Information Services                       | 30/06/2014 |             |







**Colac Otway Shire Council** **Quarterly Operational Plan Progress Report (Jul to Sep)**

| ITEM                                                                                                                                                        | EXECUTIVE SUMMARY                                                                                                                                                                                                                                                                                     | BUSINESS UNIT                          | COMP. DATE | PROGRESS                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------|---------------------------------------------------------------------------------------|
| 1.1.2.7 Implement Council's internal audit program.                                                                                                         | Council's internal audit programme has been agreed to for the 2013-2014 period and the first audit conducted.                                                                                                                                                                                         | Finance & Customer Service             | 30/06/2014 |    |
| 1.1.2.8 Staged implementation of the National Financial Planning and Reporting Framework.                                                                   | The actions planned for the 2013-2014 period have commenced.                                                                                                                                                                                                                                          | Finance & Customer Service             | 30/06/2014 |    |
| 1.1.2.9 Staged implementation of the National Financial Sustainability Framework.                                                                           | The action planned for the 2013-2014 period that continue the integration of longer term planning initiatives and performance measures have commenced.                                                                                                                                                | Finance & Customer Service             | 30/06/2014 |    |
| 1.1.2.12 Implement Council's Risk Management System.                                                                                                        | Systems for incident report and tracking and Risk Reporting and tracking were viewed at Pyrenees Shire. These systems were offered to Colac Otway, however a review by Information Management Systems has indicated that these are not practical for our use. Other options currently being explored. | Organisational Support and Development | 30/06/2014 |    |
| <b>Council Plan Strategy:</b> 1.1.4 Embed an organisation culture of a high performance, service excellence and safety.                                     |                                                                                                                                                                                                                                                                                                       |                                        |            |                                                                                       |
| 1.1.4.13 Complete negotiations for the Enterprise Agreement.                                                                                                | Enterprise Agreement completed and lodged at Fair Work Australia.                                                                                                                                                                                                                                     | Organisational Support and Development | 30/06/2014 |  |
| 1.1.4.24 Develop the Information Communications and Technology (ICT) Strategy                                                                               | The initial consultation element has concluded. The consultation included 22 workshops, meeting with selected staff and a survey to all staff. The findings from the consultation are currently being reviewed. The development of the Draft Strategy is the next key activity.                       | Information Services                   | 30/11/2013 |  |
| <b>Council Plan Pillar :</b> 2 A Planned Future                                                                                                             |                                                                                                                                                                                                                                                                                                       |                                        |            |                                                                                       |
| <b>Council Plan Goal:</b> 2.1 Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy. |                                                                                                                                                                                                                                                                                                       |                                        |            |                                                                                       |
| <b>Council Plan Strategy:</b> 2.1.1 Plan for future land use to respond to population growth and changing needs.                                            |                                                                                                                                                                                                                                                                                                       |                                        |            |                                                                                       |








**Colac Otway Shire Council**

**Quarterly Operational Plan Progress Report (Jul to Sep)**

| ITEM                                                                                                      | EXECUTIVE SUMMARY                                                                                                                                                                                                                                                                                      | BUSINESS UNIT                | COMP DATE  | PROGRESS                                                                              |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------|---------------------------------------------------------------------------------------|
| 2.1.1.1 Apollo Bay Harbour Master Plan.                                                                   | Harbour Master Plan finalised and considered by Council at the August 2013 Council meeting. Amendment C73 placed on public exhibition with Master Plan, seeking submissions (due 30 October 2013).                                                                                                     | Planning & Building Services | 30/06/2014 |    |
| 2.1.1.1 Redevelopment of the former Colac High School site.                                               | The project is on hold awaiting a meeting between Colac Otway Shire and the Minister for Education to determine what amount of land the State Government is willing to hand over to the Colac Otway Shire. A meeting has taken place between the CEO and Mayor and the Minister's advisor.             | Economic Development         | 30/06/2014 |    |
| 2.1.1.5 Colac Structure Plan Review.                                                                      | Project not able to commence until matching external funding is received. Officers have lodged a grant proposal with RDV, and taken part in a number of meetings to progress it.                                                                                                                       | Planning & Building Services | 30/06/2014 |    |
| 2.1.1.6 Planning Scheme Amendment implementing Birregurra Structure Plan & Neighbourhood Character Study. | Amendment C76 has been prepared to implement the Structure Plan and Neighbourhood Character Study, ready for public exhibition late October.                                                                                                                                                           | Planning & Building Services | 30/06/2014 |  |
| 2.1.1.7 Local Bushfire Planning Policy Project.                                                           | Draft consultant report submitted to Council. Comments are currently being coordinated from external authorities, including the Country Fire Authority to incorporate into the report prior to Council consideration. Public exhibition has been deferred to early 2014 to avoid the Christmas period. | Planning & Building Services | 30/06/2014 |  |
| 2.1.1.8 Prepare Township Plans for Alvie, Cororooke and Beeac to establish new settlement boundaries.     | Officers have begun scoping the project, which is to be completed in-house by Council officers.                                                                                                                                                                                                        | Planning & Building Services | 30/06/2014 |  |
| <b>Council Plan Strategy:</b> 2.1.2 Develop an integrated response to meet future infrastructure needs    |                                                                                                                                                                                                                                                                                                        |                              |            |                                                                                       |

**Colac Otway Shire Council** **Quarterly Operational Plan Progress Report (Jul to Sep)**

| ITEM                                                                                                         | EXECUTIVE SUMMARY                                                                                                                                                                                                                                                                                                                              | BUSINESS UNIT                | COMPLETION DATE | PROGRESS                                                                              |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------|---------------------------------------------------------------------------------------|
| 2.1.2.1 Implementation Plan for G21 Regional Growth Plan, including strategic priorities for Infrastructure. | Implementation Plan being finalised by G21 project team. Officers have had input through the Project Steering Group and the Technical Reference Group. The final report is to be considered by Council for endorsement in November.                                                                                                            | Planning & Building Services | 30/06/2014      |    |
| 2.1.2.1 Staged implementation of the Colac CBD & Entrances Project.                                          | Master Plan completed. State Government funding achieved for detailed design work currently underway. Federal funds achieved for Stage 1 implementation works to commence once detailed designs completed.                                                                                                                                     | Economic Development         | 30/06/2014      |    |
| 2.1.2.2 Develop Colac Airfield Business Plan.                                                                | Draft copy submitted by the Aviation Consultants and currently being reviewed.                                                                                                                                                                                                                                                                 | Major Contracts              | 30/06/2014      |    |
| 2.1.2.2 Heritage Strategy implementation.                                                                    | Amendment to correct errors in the Heritage Overlay has been drafted in preparation for exhibition, and a workshop held with Council.                                                                                                                                                                                                          | Planning & Building Services | 30/06/2014      |  |
| 2.1.2.4 Community infrastructure and asset renewal plan.                                                     | Asset Management Plans are presently being developed for all of Council's infrastructure asset categories including; roads; bridges; parks & gardens; footpaths, buildings. Drafts of these documents are approximately 85% complete and form the basis of the assumptions and justifications behind the long term planning for asset renewal. | Sustainable Assets           | 30/06/2014      |  |
| 2.1.2.11 Develop a Colac Otway Shire Footpath Strategy.                                                      | Scheduled to commence the development of the strategy in December 2013.                                                                                                                                                                                                                                                                        | Capital Works                | 30/06/2014      | No Progress                                                                           |
| 2.1.2.12 Develop a 10 Year Capital Works Strategy.                                                           | Scheduled to commence the development of the strategy in December 2013.                                                                                                                                                                                                                                                                        | Capital Works                | 30/06/2014      | No Progress                                                                           |





October 08, 2013



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**Colac Otway Shire Council**

**Quarterly Operational Plan Progress Report (Jul to Sep)**

| VISION                                                                                                                           | EXECUTIVE COMMITTEE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | BUSINESS UNIT                | COMPLETION DATE | PROGRESS                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------|---------------------------------------------------------------------------------------|
| <b>Council Plan Strategy:</b> 2.1.4 Promote local business, services and foster employment opportunities.                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                              |                 |                                                                                       |
| 2.1.4.3 Implement the Small Towns Improvement Program.                                                                           | The 2013/14 Program is being implemented with projects funded as follows:<br>Apollo Bay Mothers Beach Facilities - \$11,000.<br>Barwon Downs Combined Community Centre - \$25,000.<br>Beeac Street Furniture Upgrade - \$8,500.<br>Beech Forrest Streetscape Beautification- \$5,500.<br>Birregurra Railway Station Beautification and Planting - \$1,500.<br>Carlisle River Recreation Reserve Fencing - \$8,200.<br>Cressy Duverney St Precinct Stage 2 - \$5,000.<br>Forrest Drinking Fountain - \$5,300.<br>Pirron Yallock Sports Reserve Master Plan - \$10,000. | Economic Development         | 30/06/2014      |    |
| 2.1.4.7 Implement the Colac Marketing Strategy.                                                                                  | Funded TV commercials on WIN TV and In Transit Media Buses. Assisted new residents attracted through the 'Colac Life Your Way' campaign. Distributed the 'Colac Life Your Way' booklet to local business.                                                                                                                                                                                                                                                                                                                                                             | Economic Development         | 30/06/2014      |  |
| <b>Council Plan Strategy:</b> 2.1.5 Grow tourism to support the local economy.                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                              |                 |                                                                                       |
| 2.1.5.1 Review the Great Ocean Road Closure for Events Guidelines.                                                               | Draft guidelines endorsed by Council at the September 2013 meeting to be placed on public exhibition for 6 weeks.                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Recreation, Arts and Culture | 30/06/2014      |  |
| 2.1.5.6 Implement the Visiting Friends and Relatives local tourism campaign.                                                     | Launched the campaign with an email newsletter and facebook page. Registered more than 450 local residents and provided cards with access to discounts and special offers.                                                                                                                                                                                                                                                                                                                                                                                            | Economic Development         | 30/06/2014      |  |
| <b>Council Plan Pillar :</b> 3 A Place to Live and Grow                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                              |                 |                                                                                       |
| <b>Council Plan Goal:</b> 3.1 Improve access to buildings, spaces, services and education to support and enable quality of life. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                              |                 |                                                                                       |
| <b>Council Plan Strategy:</b> 3.1.1 Address the health and wellbeing needs of people of all ages and abilities.                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                              |                 |                                                                                       |








**Colac Otway Shire Council**

**Quarterly Operational Plan Progress Report (Jul to Sep)**

| ITEM                                                                                                                   | EXECUTIVE SUMMARY                                                                                                                                                                                                                                                                                                                                                                                           | BUSINESS UNIT                 | COMP. DATE | PROGRESS                                                                              |
|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------|---------------------------------------------------------------------------------------|
| 3.1.1.3 Develop the G21 Physical Activity Strategy.                                                                    | Draft Physical Activity Strategy received. To be reviewed internally and feedback provided to consultant by end of October 2013.                                                                                                                                                                                                                                                                            | Recreation, Arts and Culture  | 30/06/2014 |    |
| 3.1.1.30 Develop and implement the Public Health and Wellbeing Plan.                                                   | Draft Plan has received community comments. These are to be presented at the Councillor workshop on 2 October, then to the 23 October Council Meeting.                                                                                                                                                                                                                                                      | Health and Community Services | 30/06/2014 |    |
| <b>Council Plan Strategy:</b> 3.1.2 Advocate for access to an increased range of education and training opportunities. |                                                                                                                                                                                                                                                                                                                                                                                                             |                               |            |                                                                                       |
| 3.1.2.2 Implement the Workforce and Industry Development Project (Advancing Country Towns).                            | Signed a Memorandum of Understanding with Glastonbury to deliver the Early Childhood program. Contracted a consultant to deliver the Workforce Development Audit and Enterprise Level Workforce Development programs. Contracted a consultant to assist in scoping the Green Business Feasibility project. Contracted a consultant to deliver the Enterprise Drive Education and Training pathways program. | Economic Development          | 30/06/2014 |    |
| <b>Council Plan Strategy:</b> 3.1.3 Increase the diversity of arts, culture and social spaces.                         |                                                                                                                                                                                                                                                                                                                                                                                                             |                               |            |                                                                                       |
| 3.1.3.5 Staged implementation of the Beechy Precinct development program.                                              | Bluewater Fitness Centre Redevelopment tenders closed 30 September 2013. Construction works to commence by end of November 2013. Works on the Colac Secondary College community sports field to commence by end of October 2013. \$2.5m election commitment received for Central Reserve. The development of a functional design brief has commenced.                                                       | Recreation, Arts and Culture  | 30/06/2014 |  |
| 3.1.3.6 Staged implementation of the Open Space Strategy.                                                              | A number of projects relating to the Public Open Space Strategy are underway including the Elliminyt Playground Stage 2 project, Wye River Open Space Development and the former Marengo Landfill Site development.                                                                                                                                                                                         | Recreation, Arts and Culture  | 30/06/2014 |  |





**Colac Otway Shire Council**

**Quarterly Operational Plan Progress Report (Jul to Sep)**

| SYSTEM                                                                 | EXECUTIVE COMMITTEE                                                                                                                  | BUSINESS UNIT                           | COMP DATE  | PROGRESS                                                                              |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------|---------------------------------------------------------------------------------------|
| 3.1.3.7 Construct Colac Secondary College Community Sports Field.      | Contractors appointed. Construction works to commence by the end of October 2013.                                                    | Recreation, Arts and Culture            | 30/06/2014 |    |
| <b>Council Plan Strategy:</b>                                          |                                                                                                                                      | 3.1.4 Maintain existing infrastructure. |            |                                                                                       |
| 3.1.4.2 Implement the annual Capital Works and Major Projects Program. | Capital Works and Major Projects program has been determined and is being implemented.                                               | Capital Works                           | 30/06/2014 |    |
| 3.1.4.9 Sealed road reconstruction program.                            | Expect to begin works in November.                                                                                                   | Cosworks                                | 30/06/2014 | No Progress                                                                           |
| 3.1.4.10 Implement the asset renewal and maintenance programs.         | 2013/14 Works Programs in progress at both planning and implementation stages.                                                       | Sustainable Assets                      | 30/06/2014 |    |
| 3.1.4.10 Unsealed road resheeting program.                             | Approximately 35km completed. Expenditure \$485,000.                                                                                 | Cosworks                                | 30/06/2014 |  |
| 3.1.4.11 Footpath Renewal Program.                                     | Works on this year's program are well underway with footpaths in Hesse Street, Queen Street and Murray Street being replaced so far. | Sustainable Assets                      | 30/06/2014 |  |
| 3.1.4.11 Implement the annual maintenance program.                     | Works programs developed and on target.                                                                                              | Cosworks                                | 30/06/2014 |  |
| 3.1.4.12 Annual Road Resealing Program.                                | Currently at tender stage. Award of contract to be reported to Council at the October 2013 Ordinary Meeting.                         | Sustainable Assets                      | 30/06/2014 |  |




**Colac Otway Shire Council**

**Quarterly Operational Plan Progress Report (Jul to Sep)**

| ITEM                                                                                                                                                                                      | EXECUTIVE SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                       | BUSINESS UNIT                | COMP. DATE | PROGRESS                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------|---------------------------------------------------------------------------------------|
| 3.1.4.13 Bridge Reconstruction Program.                                                                                                                                                   | Major works are programmed to be completed on two more of Council's ageing timber structures. This includes the Sand Road Bridge at Glenaire and the bridge over the Gellibrand River located on Lyness Access, Carlisle River. Detailed site plans have been prepared for each bridge and preliminary environmental assessments are being conducted.                                                                   | Sustainable Assets           | 30/06/2014 |    |
| 3.1.4.14 Building Renewal Program.                                                                                                                                                        | This year's Building Renewal Program has been finalised and preliminary planning has commenced. Examples of projects included for 2013/14 are: refurbishment of the Lake Foreshore toilets, replacement of carpet in COPACC, replacement of the existing roof to the Carlisle River Football changerooms, renovation of the Larpent Hall kitchen. \$600,000 has been allocated to this year's building renewal program. | Sustainable Assets           | 30/06/2014 |    |
| <b>Council Plan Pillar:</b> 4 A Healthy Community and Environment                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                         |                              |            |                                                                                       |
| <b>Council Plan Goal:</b> 4.1 Respect cultural differences, support a diverse range of healthy and creative activities, foster community safety and promote environmental sustainability. |                                                                                                                                                                                                                                                                                                                                                                                                                         |                              |            |                                                                                       |
| <b>Council Plan Strategy:</b> 4.1.1 Encourage active participation in recreation, arts and leisure pursuits.                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                         |                              |            |                                                                                       |
| 4.1.1.18 Staged implementation of the Active Transport Strategy.                                                                                                                          | Funding achieved to implement a Way Finding Strategy for Colac and Apollo Bay. Work on the development of the strategy and implementation will commence soon.                                                                                                                                                                                                                                                           | Recreation, Arts and Culture | 30/06/2014 |  |
| <b>Council Plan Strategy:</b> 4.1.3 Increase environmental sustainability through direct initiatives and advocacy.                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                         |                              |            |                                                                                       |
| 4.1.3.1 Develop Alvie Landfill Rehabilitation Plan.                                                                                                                                       | Quotation process undertaken and a designer has been appointed. On-site meeting has been held discussing the expected outcomes. Work is currently in progress.                                                                                                                                                                                                                                                          | Major Contracts              | 30/06/2014 |  |

**Colac Otway Shire Council**



**Quarterly Operational Plan Progress Report (Jul to Sep)**

| ITEM                                                                                                                      | EXECUTIVE SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | BUSINESS UNIT                  | COMP DATE  | PROGRESS                                                                              |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------|---------------------------------------------------------------------------------------|
| 4.1.3.10 Solar Array Installations.                                                                                       | Council is borrowing \$260,000 to install a 100KW solar array on the Rae Street Council Office and an 80KW solar array on the Blue Water facility in order to save money, reduce carbon emissions and demonstrate Council's commitment to the environment. The start-up phase of the solar array installation project has been completed by forming a Project Board that signed off the project brief. The initiation phase is now underway and quotes have been obtained to undertake a feasibility study for the two sites. | Environment & Community Safety | 30/06/2014 |    |
| 4.1.3.11 Energy Efficient Street Lighting Installation.                                                                   | The planning phase of the Smart Street Light Project has been completed. The change over of the bulbs in the street lights within the Colca Otway Shire is expected to be undertaken in the first half of 2014.                                                                                                                                                                                                                                                                                                               | Environment & Community Safety | 30/06/2014 |    |
| <b>Council Plan Strategy:</b> 4.1.4 Protect and care for the natural environment.                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                |            |                                                                                       |
| 4.1.4.11 Implement the relevant stages of the Environment Strategy 2010-18.                                               | The 2013-2015 Environment Action Plan has been finalised identifying actions that will be undertaken to achieve the targets in the Environment Strategy 2010-2018. Recent actions include the rehabilitation of Barongarook Creek, the development of a Carbon Neutral Plan and a regional project aimed at helping Councils across the Barwon South West region to better understand and manage the impacts of extreme climate events.                                                                                       | Environment & Community Safety | 30/06/2014 |  |
| <b>Council Plan Strategy:</b> 4.1.5 Support community safety initiatives, local law enforcement and emergency management. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                |            |                                                                                       |



**Colac Otway Shire Council**


**Quarterly Operational Plan Progress Report (Jul to Sep)**

| ITEM                                                        | EXECUTIVE SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | BUSINESS UNIT                  | COMP DATE  | PROGRESS                                                                              |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------|---------------------------------------------------------------------------------------|
| 4.1.5.15 Implement the Municipal Emergency Management Plan. | <p>Council continues to fulfill its obligations in accordance with the Municipal Emergency Management Plan. Although there have been no emergencies recently that have necessitated the formal activation of the plan there have been a number of actions undertaken to ensure that Council and the other relevant agencies are prepared to do so if required.</p> <p>The Municipal Emergency Management Planning Committee has met to discuss key issues including the need to review the Municipal Emergency Management Plan during the next six months. In addition Council staff have taken part in a cross council Emergency Relief Centre Exercise held in Anglesea to help us build our capacity to effectively run a centre if required to do so.</p> | Environment & Community Safety | 30/06/2014 |    |
| 4.1.5.16 Complete a review of Local Laws 1, 2 and 3.        | <p>The review of Local Laws 1, 2 and 3 has been completed. Council endorsed the revised versions of Local Laws 1 and 3 in August and Local Law 2 in September. The new Local Laws have been advertised and gazetted and action are now being undertaken to implement the new laws in the necessary manner.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                | Environment & Community Safety | 30/06/2014 |  |



**Colac Otway Shire Council**

**Quarterly Operational Plan Progress Report (Jul to Sep)**

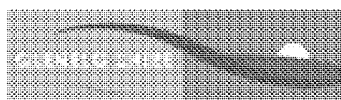
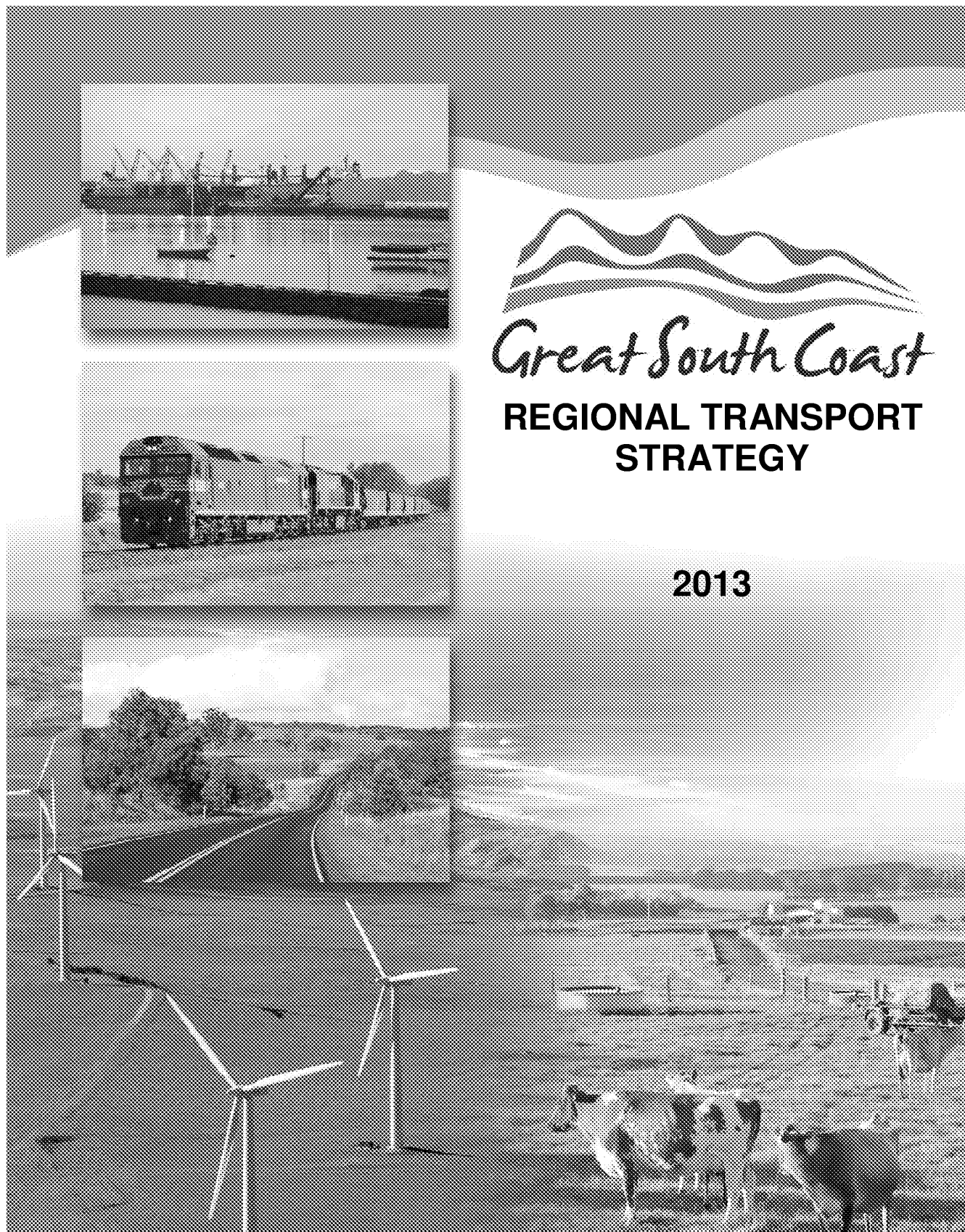
| ITEM                                                               | EXECUTIVE SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                  | BUSINESS UNIT                  | COMP DATE  | PROGRESS                                                                            |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------|-------------------------------------------------------------------------------------|
| 4.1.5.17 Review and implement the Domestic Animal Management Plan. | The Domestic Animal Plan has been reviewed and a new plan adopted by Council in July 2013. At the end of September 4,881 dogs and 1,554 cats were registered. In the first three months of this financial year we have impounded 75 dogs and 26 cats, with 53 dogs and 1 cat being returned to their owners. Unfortunately, 6 dogs and 11 cats have had to be euthanased but we have rehoused 16 dogs and 14 cats. | Environment & Community Safety | 30/06/2014 |  |



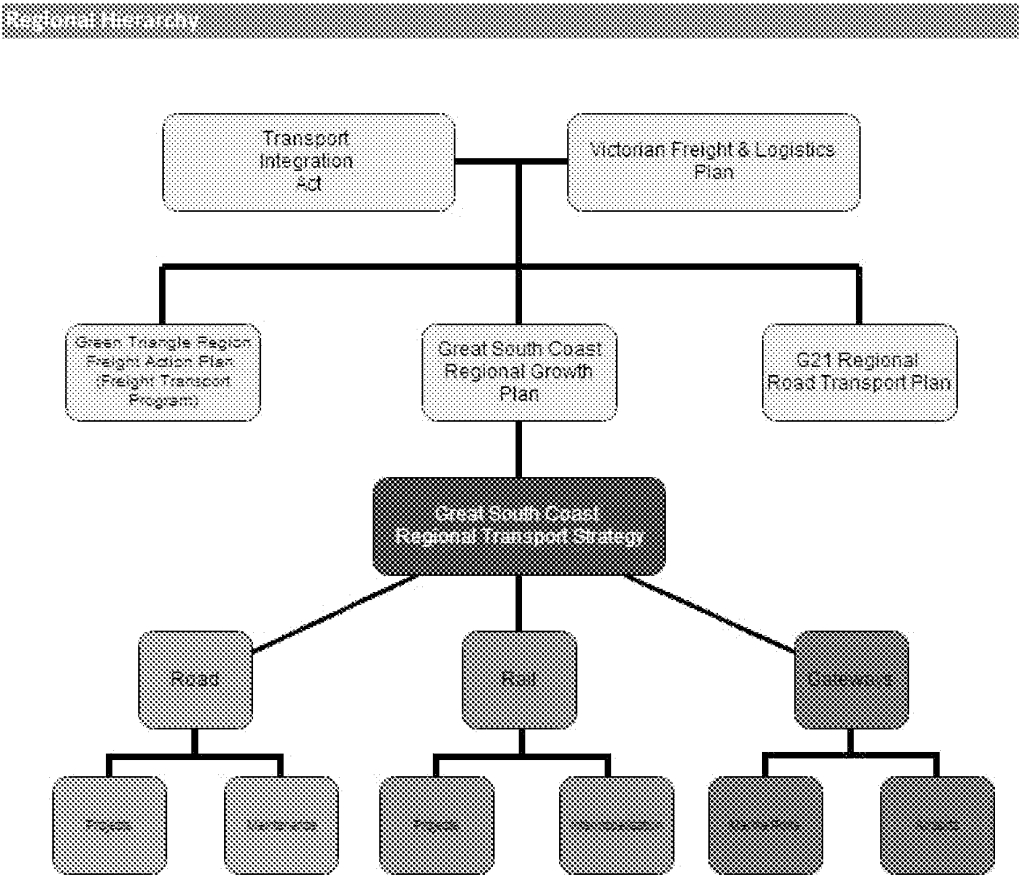












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## **1. EXECUTIVE SUMMARY AND INTRODUCTION**

### **1.1 EXECUTIVE SUMMARY**

The Great South Coast (GSC) Region is facing, and will continue to face, significant challenges into the future with respect to the ability of its transport network to cater for an ever growing freight task, to enable the local economy to grow and continue to provide a high level of service and connectedness between regional centres and their surrounding settlements.

Despite these challenges the GSC region is strategically positioned to leverage off its strong rail, road and port connections; north to the Grampians and Wimmera Southern Mallee, east to Geelong and Melbourne, west to South Australia and south connecting the deepwater Port of Portland.

The regional city of Warrnambool serves as the major regional city for the GSC. Portland and Hamilton and Colac are important regional centres with district towns such as Port Fairy and Camperdown also providing important service functions for the community.

Approximately 96 per cent of freight within the Barwon South West region (GSC and G21 making up the Barwon South West) is moved on the road network<sup>1</sup> with forestry, raw milk, fertilizer, mineral sands and cement accounting for the majority of the freight task representing approximately 10 million tonnes per annum out of a total of 14.2 million tonnes per annum.<sup>2</sup>

In terms of net tonne kilometres, 25.9 per cent of Victoria's total regional freight task is moved on the Barwon South West transport network.<sup>3</sup>

This strategy aims to identify the pressures and demand growth patterns on the road and rail transport network, the resultant bottlenecks and the strategically significant corridors to cater for growth.

Each member council has already established its own hierarchies of their strategic freight road assets on local roads to assist in prioritising the allocation of road maintenance funding. This study aims to translate these individual approaches into a regional approach that identifies needs on an aggregated level to assist in the allocation of additional roads funding from State and Commonwealth program sources.

---

<sup>1</sup> Source: Department of Transport, Planning and Local Infrastructure

<sup>2</sup> Source: Department of Transport, Planning and Local Infrastructure

<sup>3</sup> Source: Department of Transport, Planning and Local Infrastructure



## **1.2 INTRODUCTION**

This strategy has been partnered by the Corangamite Shire Council, Colac Otway Shire, Warrnambool City and Moyne Shire. The shires of Glenelg and Southern Grampians, part of the six member GSC group of councils, have had observer status in relation to the development of this strategy. The strategy area is bounded by these councils.

The Steering Committee for the project was comprised of senior management of the four shire councils above, and also included representatives from State Government departments including the Department of Transport, Planning and Local Infrastructure, VicRoads and Regional Development Victoria.

The purpose of this transport strategy is to identify the key transport network demands, current and future freight tasks, and to develop strategies to ensure provision of sustainable infrastructure in the region, by:

- Identifying supply chain improvements to maximise regional productivity and increase safety for residents and visitors
- Ensuring the regional freight network strengthens the competitive advantage of the South West
- Considering the issues of enhanced liveability and expectations of tourism in transport planning
- Improving transport connectivity to support growing population centres, retain and grow a skilled workforce and enhance education and other opportunities.

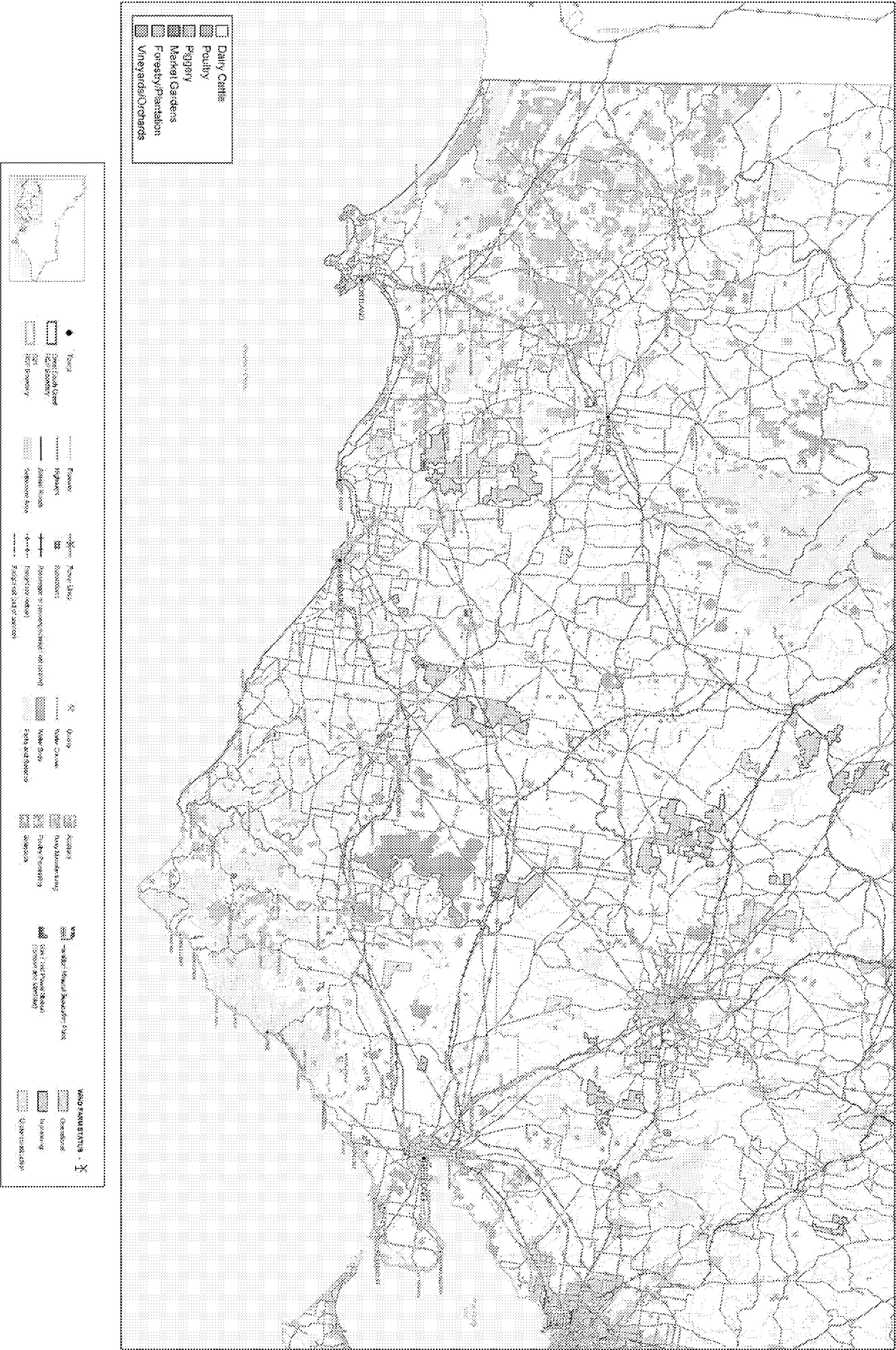


Figure 1.3.1 Primary land use characteristics of the Barwon South West region including existing and proposed wind farm sites

## **2. STRATEGIC CONTEXT**

This strategy is aligned with the principles of the Transport Integration Act. It also acknowledges and is aligned with state and local government strategic planning including the Victorian Freight and Logistics Plan and the Great South Coast Regional Growth Plan which are both currently in draft form.

### **2.1 TRANSPORT INTEGRATION ACT (2010)**

The Transport Integration Act (2010) sets out a vision, objectives and principles for transport in Victoria. It makes clear that the transport system needs to be integrated and sustainable, in economic terms, in environmental terms and in social terms. It requires all Victorian transport agencies, including the Director of Public Transport, VicRoads, VicTrack, V/Line and the Linking Melbourne Authority, to work together towards the common goal of an integrated and sustainable transport system. Along with specific objectives, the strategy also takes into consideration the objectives from the Transport Integration Act, including:

- Social and economic inclusion
- Economic prosperity
- Environmental sustainability
- Integration of transport and land use
- Efficiency, coordination and reliability
- Safety and health and wellbeing.

The objectives used for assessing priorities in this strategy are aligned with those of the Transport Integration Act.

### **2.2 VICTORIAN FREIGHT AND LOGISTICS PLAN**

The Victorian Freight and Logistics Plan (VFLP) is currently in draft form, and is expected to be released in mid 2013. The VFLP will examine long term freight in Victoria, and forecast future freight scenarios to inform decision making for projects and funding, and will be the overarching document to give a general strategic direction for regional freight and transport tasks and projects. While offering a strong Melbourne focus, there is consideration into the freight issues in regional Victoria.

Regional Victoria accommodates various economies which play an important role in Victoria's competitiveness. This includes agricultural, food processing and extractive industry sectors. These sectors are underpinned by the State's transport network.

The Victorian Freight and Logistics Plan will identify initiatives to improve the efficiency of the freight network to support these industries. It will also identify ways to increase freight efficiency and productivity across metropolitan Melbourne and regional areas in Victoria, including improvements to interstate and international connections.

The objectives used in this strategy which align with the VFLP are:

- Plan and deliver capacity and key freight gateways in a timely manner

- Improve the efficiency and productivity of key freight network links
- Ensure future options are secured for key freight network developments
- Progressively decentralise freight activities from central Melbourne to selected outer industrial areas
- Protect and enhance access to markets for regional Victoria.

### **2.3 GREEN TRIANGLE REGION FREIGHT ACTION PLAN (FREIGHT TRANSPORT PROGRAM)**

The Green Triangle Region Freight Action Plan was released in April 2009 to secure trade and employment opportunities in the Green Triangle region.

The plan is endorsed by the Victorian and South Australian governments, local governments and major industry and transport organisations operating within the Green Triangle region and together with G21 Regional Road Transport Plan are the key book-end transport strategic plans.

There is an estimated \$8.7 billion worth of private investment set to commence within the Green Triangle region over the next five years in the mining, timber, energy, agriculture and dairy industries. It is critical that the right infrastructure exists for communities to benefit from this export driven growth and the job opportunities that it creates. Many of the new investments will be in emerging sectors including low emissions thermal power, wave energy and natural gas, helping to strengthen the region's economy in a carbon constrained future.

The Green Triangle Region Freight Action Plan outlines the significant export and employment opportunities in the region over the next decade and beyond and the need for infrastructure upgrades to the value of \$340 million to accommodate the growing freight task.

Since the release of the Green Triangle Region Freight Action Plan in April 2009, a number of the recommendations have been acted on, including:

- \$10 million from the Victorian and Commonwealth Governments for bridge works and upgrades on the Henty Highway and Princes Highway to facilitate a trial of High Productivity Freight Vehicles
- \$5.8 million from the South Australian Government for shoulder sealing, intersection upgrades, and overtaking lanes on the Princes Highway and Riddoch Highway
- Committing Victorian Government funding to upgrade arterial roads in the region
- Committing more than \$4 million Victorian Government funding towards local road upgrades in the region
- Securing \$5.7 million Commonwealth Government funding to partner with the Victorian Government in building an \$11.4 million trailer exchange in Nhill
- \$3.97 million Victorian Government funding for a rail loading facility at Hopetoun, together with a rail siding and unloading facility at the Iluka Mineral Separation Plant in Hamilton, to support transporting mineral sands by rail
- Providing \$1.35 million Victorian Government funding for upgrades to Portland airport and \$2.3 million for upgrades to Hamilton airport
- \$15 million (Australian Rail Track Corporation funding) to upgrade the Portland-Maroon rail line

- Providing \$3.1 million Victorian Government funding and \$1.5 million Glenelg Shire Council funding to upgrade Portland Bay infrastructure
- Aligning cross-border transport regulatory anomalies with South Australia
- Securing the inclusion of Green Triangle projects on Infrastructure Australia's Priority Projects Pipeline
- A \$737,000 upgrade of the Great South West Walk to help generate more eco-tourism to the Portland region
- Victorian Government providing \$100,000 for a Timber Harvest Coordinator and \$200,000 for new jetties at the Portland boat ramp
- Establishment of an Indigenous Training Program in the Green Triangle Region to support workforce planning and training in the freight and logistics industry
- Publication of common (Victoria/South Australia) Timber Transport Load Management Guidelines
- Development and implementation of a Performance Based Standard application flowchart and collaborative assessment process
- Commencement of operations at a new \$32 million woodchip mill owned and operated by South West Fibre in Myamyn
- Engagement by Port of Portland of Gunns Ltd to construct a \$40 million second woodchip storage facility at the port, tripling its current capacity. The new facility is due to open in mid 2011
- A \$7 million upgrade to increase the capacity of the existing hardwood storage facility at the Port of Portland
- Port of Portland and Iluka planning for additional mineral sands storage capacity at the port
- A \$300 million (including a Commonwealth Government grant of \$66 million) project to develop Australia's largest commercial wave energy project off the coast of Portland has been announced
- Ownership of significant plantation holdings in the Green Triangle Region has been restructured, with US company Global Forest Partners taking over Timbercorp's plantation assets, and Gunns Ltd taking over Great Southern's timber plantations.

## **2.4 GREAT SOUTH COAST REGIONAL STRATEGIC PLAN**

The Great South Coast Regional Strategic Plan represents the overarching strategic framework for the region. The plan addresses the challenges and opportunities that the region will face in the areas of economic development, connectivity, environment, health and wellbeing, land use and liveability.

The strategic plan provides a framework at a regional level to prioritise actions to achieve an agreed vision for the future of the region; to secure Local, State and Federal Government resources and funding and further, to encourage co-operation between all levels of Government, industry and community groups.

The Great South Coast Regional Transport Strategy falls under the connectivity section of this greater plan; Strategy Two: Improve our connections. The first strategic transport goal cited in the strategic plan recognises the objective of the regional transport plan to upgrade road and rail infrastructure to maximise regional productivity and increase safety for residents and visitors.



Sections shaded in blue in Table 2.4.1 highlight other key areas of alignment.

Table 2.4.1 Strategic Transport Goals

| Strategic transport goals                                                                                               | The main issues                                                                                      | Things to do                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Improve the regional freight infrastructure to support regional, national and interstate trade for industry and export. | Capacity of the transport system to manage growing East freight volumes.                             | Implement the Green Triangle Freight Action Plan to facilitate growth of major industries.                                                         |
| Improve the regional freight network.                                                                                   |                                                                                                      | Undertake cost benefit analysis (including social and environmental externalities) to determine the most appropriate road/rail investment balance. |
| Improve the regional freight network.                                                                                   | Increased frequency of the Warrnambool to Melbourne train service.                                   | Increase the frequency of the Warrnambool to Melbourne train service.                                                                              |
| Improve the regional freight network.                                                                                   | Explore potential for the reintroduction of the Portland – Hamilton – Ararat passenger rail service. | Explore potential for the reintroduction of the Portland – Hamilton – Ararat passenger rail service.                                               |
| Improve the regional freight network.                                                                                   | Princes Highway from Colac to Mount Gambier.                                                         | Identify climate change risks to the Local and commercial ports at Portland.                                                                       |
| Improve the regional freight network.                                                                                   | Climate change risks at Local ports.                                                                 | Develop and implement investment plans for ports and airports.                                                                                     |
|                                                                                                                         |                                                                                                      | Assess the impacts of carbon pricing on road, rail, air and sea freight network investment.                                                        |

## 2.5 GREAT SOUTH COAST REGIONAL GROWTH PLAN

The Great South Coast Regional Growth Plan (GSCRGP) is currently being developed to provide broad direction for land use and development across the region. It will also provide detailed planning frameworks for key regional centres. The GSCRGP reflects the region's strengths, including its high quality agricultural production supported by a network of connections throughout Victoria.

The future growth of the Great South Coast will be heavily dependent on the key freight and transport corridors, which run north and south (in the western part of the region) to the port, and west to east across the central and southern part of the region. The efficiency, frequency of services and quality of the existing network will impact on growth.<sup>4</sup>

## 2.6 G21 REGIONAL ROAD TRANSPORT PLAN

The G21 Regional Road Transport Plan is a guide for the development of strategic regional transport infrastructure particularly for the local road network. It is used to support the growth of established and emerging industries, respond to structural changes, and strengthen regional economic opportunities.

The plan documents the key demands placed on the transport network and the associated impacts on infrastructure. It also sets out objectives and strategies to ensure provision of an efficient, safe and integrated transport system that is sensitive to the environment and crucial to the economic prosperity of the region.

<sup>4</sup> Source: Regional Growth Plans: A Vision for Victoria

The G21 Regional Road Transport Plan recognises that efficient and effective transport routes between the two regions underpin the regional industries, and are critical to ongoing economic viability. The report states that it is increasingly important to plan together, so that transport is integrated with land use, that each mode of transport is connected seamlessly with the other, and that all systems flow smoothly across jurisdictional boundaries, including the principal freight routes such as the Princes Highway, Hamilton Highway and the Glenelg Highway.

#### **2.7 PORT OF PORTLAND LAND USE STUDY (PLUS)**

The Port of Portland serves the needs of the Green Triangle Region, a region that crosses State boundaries and is host to a variety of types of industry and agriculture. This study sought to address the ports growth in trade from an estimated \$1.5 billion per annum in 2009 to an expected \$2.5 billion per annum over the next five to ten years. Most growth will come from forestry products, including the first-time harvesting of blue gum plantations, as well as mineral sands.

The Port of Portland is one of four major commercial ports in Victoria. It is a deep-water bulk port serving Western Victoria with linkages of strategic importance into the Great South Coast region. The port is a key gateway for a complete supply chain and relies upon a significant regional network of roads, railways, and storage and handling facilities.

In addition to the recently completed Cliff Street overpass, which improves road safety, port access from the Henty Highway and the separation of local and freight traffic, the Port of Portland Land Use Study (PLUS) suggests that upgrades and maintenance to major arterial road routes will be required including those providing access to the Port, and increased utilisation of the rail network into the Port. This includes the upgrade and greater use of the existing rail network from Melbourne (via Maroona) and the re-instatement of the Heywood - Mount Gambier rail line (a disused standard gauge line).

The PLUS identifies the potential impacts of increased trade on both regional, local road and rail networks, and demonstrates that further planning and liaison with key stakeholders will be required to address these transport issues. The predicted increase in traffic movements (around Portland) must be accommodated through both road and rail infrastructure upgrades.

#### **2.8 CENTRAL HIGHLANDS REGIONAL STRATEGIC PLAN**

The Central Highlands Regional Strategic Plan sets out a series of integrated strategic directions and actions that are designed to implement the vision of the region, by building on capacities and strengths. The natural heritage of the region (i.e. goldfields) and the proximity to Melbourne are major opportunities that can be built upon. Upgraded road and rail services have positioned the region to link to the investment in Melbourne.

The Central Highlands Regional Strategic Plan provides a starting point for the Regional Growth Plan. The Regional Growth Plan will test and further develop the directions identified in the Regional Strategic Plan.

#### **2.9 WIMMERA SOUTHERN MALLEE REGIONAL GROWTH PLAN**

The Wimmera Southern Mallee Draft Regional Growth Plan provides a regional approach to land use planning in the Wimmera Southern Mallee. It covers the municipalities of Hindmarsh, Horsham, Northern

Grampians, West Wimmera and Yarriambiack and identifies opportunities for encouraging and accommodating growth and managing change over the next 30 years.

The draft Wimmera Southern Mallee Regional Growth Plan identifies:

- where future development will be supported and assessed at a regional scale
- environmental, economic, community and cultural resources of regional significance that should be preserved, maintained or developed
- key regional priorities for future infrastructure planning and investment to support growth.

This draft plan has been prepared for public consultation. The final plan, including implementation, will be produced in mid 2013.

## **2.10 WIMMERA REGIONAL TRANSPORT PLAN**

Completed in 2005, the Wimmera Regional Transport Plan provides a framework for maintaining, developing and improving freight routes throughout the region to support safe and efficient movement of freight to producers, markets and ports.

The goals of the plan are to develop a transport plan regarding anticipated growth in the region, identify constraints that impact safe movement of freight, identify issues relating to passenger movement, identify project priorities and identify funding opportunities.

## **2.11 PLAN FOR FREIGHT TRANSPORT FOR THE SOUTH EAST / LIMESTONE COAST REGION OF SOUTH AUSTRALIA**

The Plan for Freight Transport for the South East / Limestone Coast Region of South Australia has been produced to guide the future development of the transport network in the South East of South Australia, and is aimed at enhancing freight efficiency to the export ports and meeting the future needs of industry and the community of the region.

The major focus of the plan is to assess the future transport needs of industry, including timber, wine, horticulture, tourism and dairy. The plan includes assessment of current and future freight flows, and the benefits and costs of various potential interventions.

## **2.12 VICTORIAN LOCAL PORTS AND MARINE – FRAMEWORK FOR ACTION**

Victoria's local ports and marine network provides critical infrastructure at 14 metropolitan and regional locations along the Victorian coast. The network underpins a range of commercial activities, including fishing, aquaculture and off-shore oil and gas exploration.

This framework provides a timely review of the local ports portfolio and outlines steps to streamline management, establish a sustainable funding model and optimise private sector investment within Victoria's local ports and marine network.

## **2.13 VICTORIA'S ROAD SAFETY STRATEGY 2013-2022**

Victoria's Road Safety Strategy 2013-2022 was developed by the road safety partners of VicRoads, the Transport Accident Commission, Victoria Police and the Department of Justice.



The strategy sets a target to reduce fatalities and serious injuries by more than 30 per cent. Successfully realising this target will see Victoria's annual road toll fall to below 200, and will require everyone on our roads to take individual responsibility for improving safety by making safe travel choices.

Under Victoria's existing Safe System philosophy, effectively improving road safety requires a multi faceted approach that targets the safety of the road environment, the vehicles in which people travel and the behaviour of everyone on the road.

It provides all types of road users - drivers, motorcyclists, cyclists, pedestrians and heavy vehicle drivers - with information, including the latest research, event and campaign updates, and practical advice on how we can all work to help stop the senseless loss of lives on Victoria's roads.

### **3. EXISTING INDUSTRIES**

The Great South Coast region is one of the most productive agricultural and manufacturing regions in Australia. It is home to the largest dairy producing region in the country, and supports the full range of primary pursuits from broad-acre cropping, sheep and beef cattle raising, forestry and fishing. Agricultural output is worth over \$2 billion per year, and a large proportion of regional produce is exported via the local port of Portland, Geelong and Melbourne, and interstate.

The shires of Corangamite and Moyne are the heartland of the Western Victorian dairy industry, ranking in the top 3 dairy production Local Government areas nationally. Colac Otway and Glenelg Shires are primary forestry production areas, producing timber and woodchips for major local and export markets respectively.

Wheat and other winter crops are grown in the Southern Grampians Shire, in increasing volumes as climatic change makes the higher rainfall areas more reliable than traditional cropping areas further inland.

Sheep are raised throughout the western districts for both wool and meat production. The Midfield Meats abattoir in Warrnambool is the primary meat processor. Wool and meat produce is transported to Melbourne for domestic consumption and export containers from Melbourne.

Mineral sands deposits throughout Southern Grampians Shire and neighbouring regions have become commercially viable for extraction in recent years, leading to demand for export capacity via Portland and Geelong. While most current production and immediate growth will be sourced from mines in the Mallee and Wimmera regions, the transport corridors required for export pass through the Great South Coast region and have implications for freight demand.

The region acts as a food bowl for the Victorian population centres to the east, and also contributes produce to other centres interstate. It is highly reliant on transport networks for efficient delivery to domestic and export markets at the lowest possible cost to consumers.

Primary production also drives the manufacturing basis of the region. About a quarter of regional manufacturing output, totalling \$4 billion is derived from the dairy industry alone. Four major processors in the centre of the region aggregate local milk production, along with another six small-to-medium processors, producing fresh milk for Local markets and a range of milk and cheese products for the export market.

Other major contributors to manufacturing value are the Alcoa aluminium smelter at Portland, timber milling and chipping operations in the Green Triangle and the South West Fibre owned pulp mill in Myamyn. In Portland, the joint venture smelter managed by Alcoa is capable of producing approximately 358,000 tonnes of aluminium per year.

Primary production in the region is increasing in line with growing domestic and export demand for quality Australian products. The climatic benefits of the region (higher rainfall and moderate temperatures) amount to lower drought risks for agricultural producers in contrast with inland regions, and this suggests that the relative importance of the region to the State and nation will increase with time.

The dairy industry is planning for a 50 per cent increase in production volumes to 3 billion litres per year by 2020 to meet projected demand (Down the Track – Dairy 2020 report from Westvic Dairy).

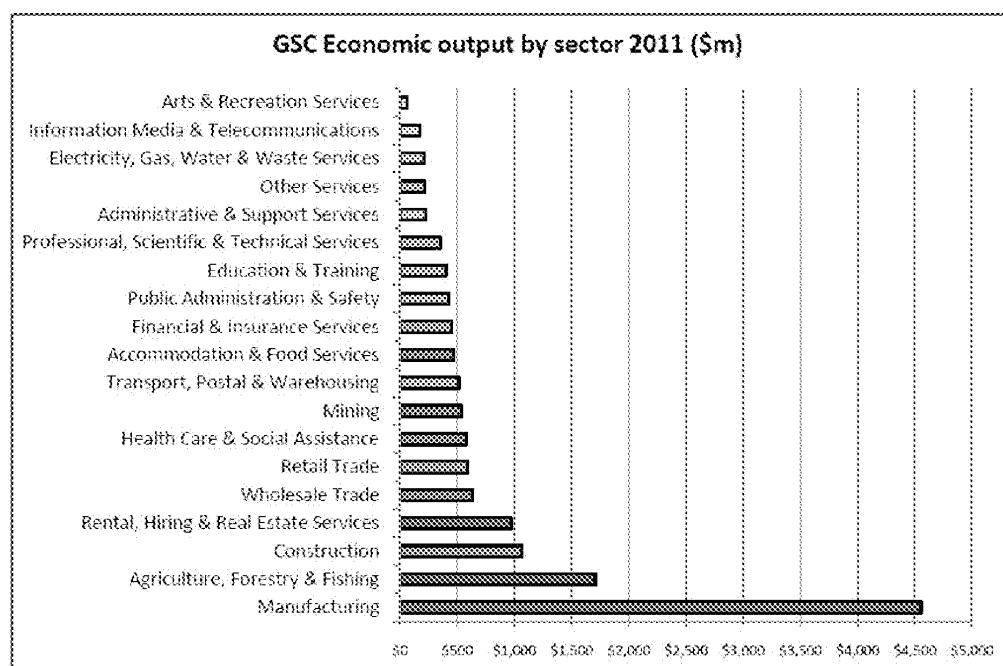
The region is at the heart of rapid development of the alternative energy sector which is slated to provide 20 per cent of Australian electricity supply by 2020. Wind power will provide about one fifth of this target, and

the region is the home of a large proportion of new Australian projects. When completed, these projects will deliver considerable energy and environmental benefits to the entire nation. Substantial costs are absorbed by local communities during the construction phase, relating largely to intensive road use costs and strains on local resources such as road-base and concrete. Growth in industries, along with arterials roads featuring sections of aging and fragile road pavement, has seen a dramatic reduction in the level of service, along with an increase in maintenance services required.

In contrast with other regions whose wealth derives from mining and heavy industrial activity, the Great South Coast region manufacturing sector is characterised by reliance on a dispersed freight task from wide production areas. Consequently, there is a particular reliance on a hierarchical network of feeder roads linking production areas (farms and forests) to processors and ports.

The Great South Coast region has a diverse economic and employment base, which provides the stability and resilience that underpins the growth rates therein. The following graph<sup>5</sup> drawn from the Great South Coast Major Projects Cumulative Impacts Study April 2011 illustrates this diversity.

Figure 3.1 GSE Economic Output By Sector (2011).



Export industries such as woodchip, grain and mineral sands, are major earners for the region, but supply to growing domestic markets (e.g. dairy production) is the key to regional growth. Victoria's population is now 5.6 million, and is growing at the rate of 1.7 per cent per year, with the majority of that growth in Melbourne (ABS 2011). This growing population depends on increasing volumes of local food production, and, as an example, the Western Districts dairy industry output is increasing steadily as a result. Increasing milk production requires additional farming capacity, transport and processing, and this growth also leads to secondary employment and economic benefits throughout the region.

<sup>5</sup> Source: Great South Coast Major Projects Cumulative Impacts Study (2011)

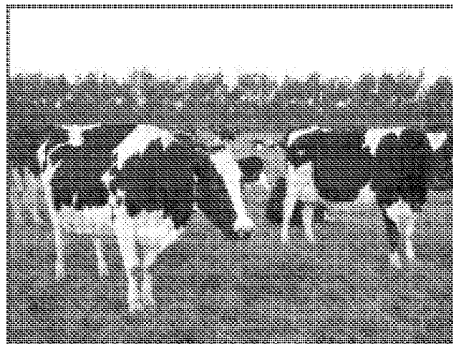
The coastal scenery of the region is spectacular and constitutes the most popular natural tourist attraction in Victoria, along with the Grampians and the Otway National Park. The steady growth in tourism presents special challenges for the road network, notably the Great Ocean Road which is narrow and winding along its length. It caters for Local and through traffic, coach traffic and self-driving tourists including many international drivers. Coastal roads are linked to the Princes Highway via link roads passing through forested areas that pose safety challenges for all passenger and freight road users. A high proportion of tourist visits are day-trips from Melbourne rather than long stays.

Recent proposals to attract longer tourist visits through facilitating accommodation developments could lead to improved regional benefits from tourist spending, but will also increase traffic on the Great Ocean Road and the need for careful management to promote safety and amenity.

Overall, the region is one of the most vital and diverse regional economies in Australia. The importance of continued strategic investment in freight links is vital to the ongoing competitiveness of regional produce, community amenity and the economic performance of the State.

### 3.1 DAIRY

#### Dairy Overview



The Western Victoria dairy region incorporates the Great South Coast region and extends from Geelong in the east, Horsham in the north-west and to the coastal areas around Portland and the South Australian border.

Around 1,700 farms in the region produced 2.152 billion litres of milk during 2011-2012, representing an increase of 2.9 per cent on the previous year and approaching one-quarter of total Australian milk production. This result confirmed the Western district as the most productive dairy region in Australia.<sup>6</sup>

Table 3.1.1 Western Victoria historical production levels 2007-12

| Year    | Milk Production (billion litres) | Annual Change (%) |
|---------|----------------------------------|-------------------|
| 2007-08 | 2,048                            | -0.9%             |
| 2008-09 | 2,111                            | +3.1%             |
| 2009-10 | 2,070                            | -2.0%             |
| 2010-11 | 2,091                            | +1.1%             |
| 2011-12 | 2,152                            | +2.9%             |

#### Dairy Product Flow

South Western Victoria is a well-established dairying area that has experienced good growth in milk production in recent years. The table above shows a greater than 5 per cent increase in milk production over the past 5 years.

The industry regionally employs more than 7,400 people in both farming and processing which represents about 15 per cent of the regional workforce.

Milk accounts for approximately 50 per cent of the value of all agricultural commodities produced in the region.

There is significant manufacturing infrastructure located in the region, including more than 10 dairy factories featuring milk processing, dairy product manufacturing and milk collection plants. The major companies operating in the region include:

- Murray Goulburn Co-operative (Koroit)
- Fonterra Milk Australia (Cobden, Cororooke and Dennington)
- Warrnambool Cheese and Butter (Allansford)
- Lion Nathan National Foods (Simpson and Timboon)

<sup>6</sup> Source: Department of Primary Industries – Victorian Dairy Export Performance Report 2011-2012

- Aussie Farmers (Camperdown).

The main input for processors in the region is raw milk sourced from some 1,700 farms including milk drawn from the Mount Gambier region in South Australia. The three largest players, Warrnambool Cheese and Butter, Murray Goulburn Co-operative and Fonterra Milk Australia process in excess of 2 billion litres of milk per annum.

Figure 3.1.1 (Page 16) illustrates the geographic area covered by dairy production and the key destinations and freight movements associated with the transport of raw milk product.

Victoria supplies around 86 per cent of Australia's dairy product exports, worth around \$1.96 billion in 2010-11. As a result, returns to farmers are strongly connected to world dairy commodity and exchange markets. Continued international competitiveness and efficiencies are critical to the sustainability of the industry.

### Road Usage

The South Western Victorian dairy industry is a significant user of the rural and regional road networks between Mt Gambier and Colac. The main production areas are in the high rainfall areas in the southern parts of the region, closely aligned with the major processing plants in the Colac-Warrnambool area.

Dairy freight is characterised primarily by regular usage of a broad network of local and arterial roads by milk tankers, delivering daily from most locations to one of the major milk processing plants in the region. Tanker truck movements are therefore steady and dispersed. Road standards are a major issue for road safety and efficiency across the network.

Processed dairy products are transported more intensively on major highways towards Melbourne and other urban centres for domestic and export consumption. Some of the export volume is suitable for rail transportation via the intermodal terminal at Warrnambool.

Table 3.1.2 Dairy freight road usage classification

| Product                                                          | Origin                                                                      | Destination                                                                                                                                         | Distance  | Volume (tonnes)   |
|------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------|
| Milk                                                             | 1,700 farms                                                                 | Camperdown, Cobden, Colac, Cororooke, Dennington, Korait, Simpson, Timboon, Warrnambool                                                             | 5-100km   | 2.15mtpa          |
| Butter, Butter Oil, Cheese, Cream, Powders (milk, whey, formula) | Cobden, Colac, Cororooke, Dennington, Korait, Simpson, Timboon, Warrnambool | Melbourne for export and domestic distribution.                                                                                                     | 160-280km | Estimated 500ktpa |
| Fresh milk                                                       | Warrnambool, Camperdown                                                     | Domestic consumption across South Western Victoria covering the area from Hamilton to the coast as well as Ballarat, Geelong, Melbourne and Sydney. |           | 20ktpa            |



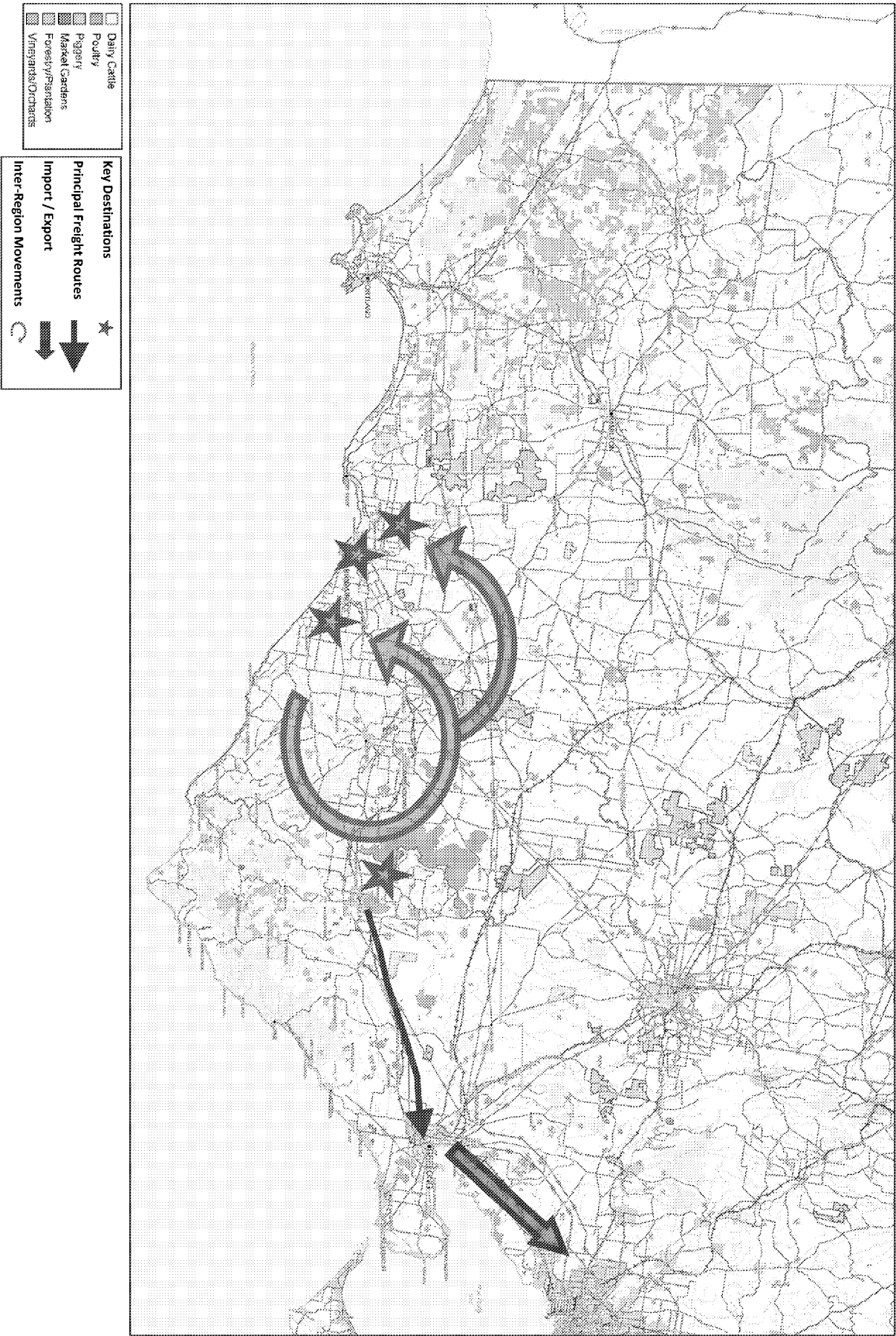
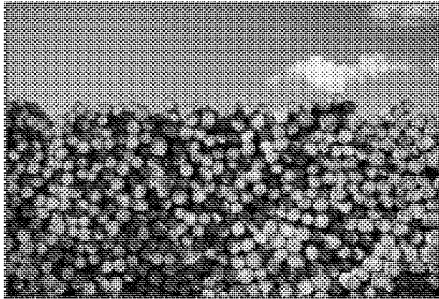


Figure 3.1.1 Raw Milk Movements in the Great South Coast

### 3.2 FORESTRY



There are approximately 330,000 hectares of softwood and hardwood forest plantations in the Green Triangle. Plantations in the western and eastern ends of the region generate timber truck movements of three main categories (logs, woodchips and timber products). Logs are hauled from forest plantations to chip mills and saw mills. Woodchips are produced largely for export for paper production, and timber products are hauled to metropolitan markets in Melbourne and surrounding cities.

Figure 3.2.1 (Page 19) illustrates the geographic area covered by timber production and the key destinations and freight movements associated with the transport of timber product.

Exports of timber products from the two major regional ports serving the region are outlined below.

Table 3.2.1 Timber product exports (tonnes) – average 2008-2011 <sup>7</sup>

| Products              | Portland (tonnes) | Geelong (tonnes) |
|-----------------------|-------------------|------------------|
| Woodchips             | 1,155,500         | 1,098,500        |
| Logs                  | 145,000           | 50,500           |
| Other Timber Products |                   | 20,000           |
| Total                 | 1,300,500         | 1,169,000        |

The other main forested area in the region is in the northern part of the Otway Ranges, where 30,000 hectares are under plantation.

Two woodchip milling operations in the Green Triangle are the main nodes of log and woodchip haulage freight within the region. One plant is operated at Myamyn, 45 km north of Portland, by South-West Fibre Pty Ltd. This plant accepts 0.5 million tonnes of logs annually from the Green Triangle region. Its resulting woodchip product is transported continuously to stockpiles at the Port of Portland for export.

The other woodchip operation is managed via mobile chippers in forest plantations and aggregated via stockpiles at the port. This means that the origin of woodchip freight haulage tasks moves from point to point as different plantations in the region are harvested.

Woodchip export volumes through the Port of Portland have been predicted to increase for the previous few years, however international demand has not matched supply and Portland export volumes have remained fairly constant at about 1.4 million tonnes per annum in total.

<sup>7</sup> Source: Ports Australia



Table 3.2.2 Timber Road Freight Flows

| Product   | Origin               | Destination        | Distance (km) | Volume (tonnes) |
|-----------|----------------------|--------------------|---------------|-----------------|
| Logs      | Green Triangle       | Chip mill, Myamyn  | 20-100        | 500,000         |
|           | Green Triangle       | Port of Portland   | 60-150        | 145,000         |
|           | Green Triangle       | Chip mill, Geelong | 240           | 50,000          |
|           | Green Triangle       | Sawmills, Colac    | 250           | 30,000          |
|           | Otway Ranges         | Sawmills, Colac    | 40-80         | 50,000          |
|           | Ballarat-Cressy area | Sawmills, Colac    | 40-100        | 150,000         |
|           | Otway Ranges         | Chip mill, Geelong | 120           | 50,000          |
| Woodchips | Myamyn               | Port of Portland   | 45            | 500,000         |
|           | Green Triangle       | Port of Portland   | 60-150        | 600,000         |
| Timber    | Colac                | Geelong/Melbourne  | 150           | 300,000         |

Logs from this area are also hauled direct to the port, and significant volumes are moved across the region to the main sawmilling operations in Colac (estimated 30,000 tonnes) and to the woodchip operation at the Port of Geelong (estimated 100,000 tonnes). These cross-regional movements are significant freight tasks and have significant impacts on the road network. The Hamilton Highway is suited to some of the Geelong freight, however some freight utilise dispersed routes into Geelong and Colac from Myamyn and other parts of the Green triangle.

Some local roads, such as the Condah-Hotspur Upper Road, are utilised due to the lack of well-defined east-west routes across the region.

In the eastern (Colac Otway) forestry areas timber freight activity is centred on the sawmilling operations at Colac. Timber is harvested by several companies at plantations over a wide area in the Otway Range, and northern areas toward Cressy and Ballarat. Logs are delivered into Colac mills along a network of C class roads, many of which are narrow and traverse hilly and winding terrain.

From Colac, finished timber products are hauled to destinations in Geelong and Melbourne via the Princes Highway.

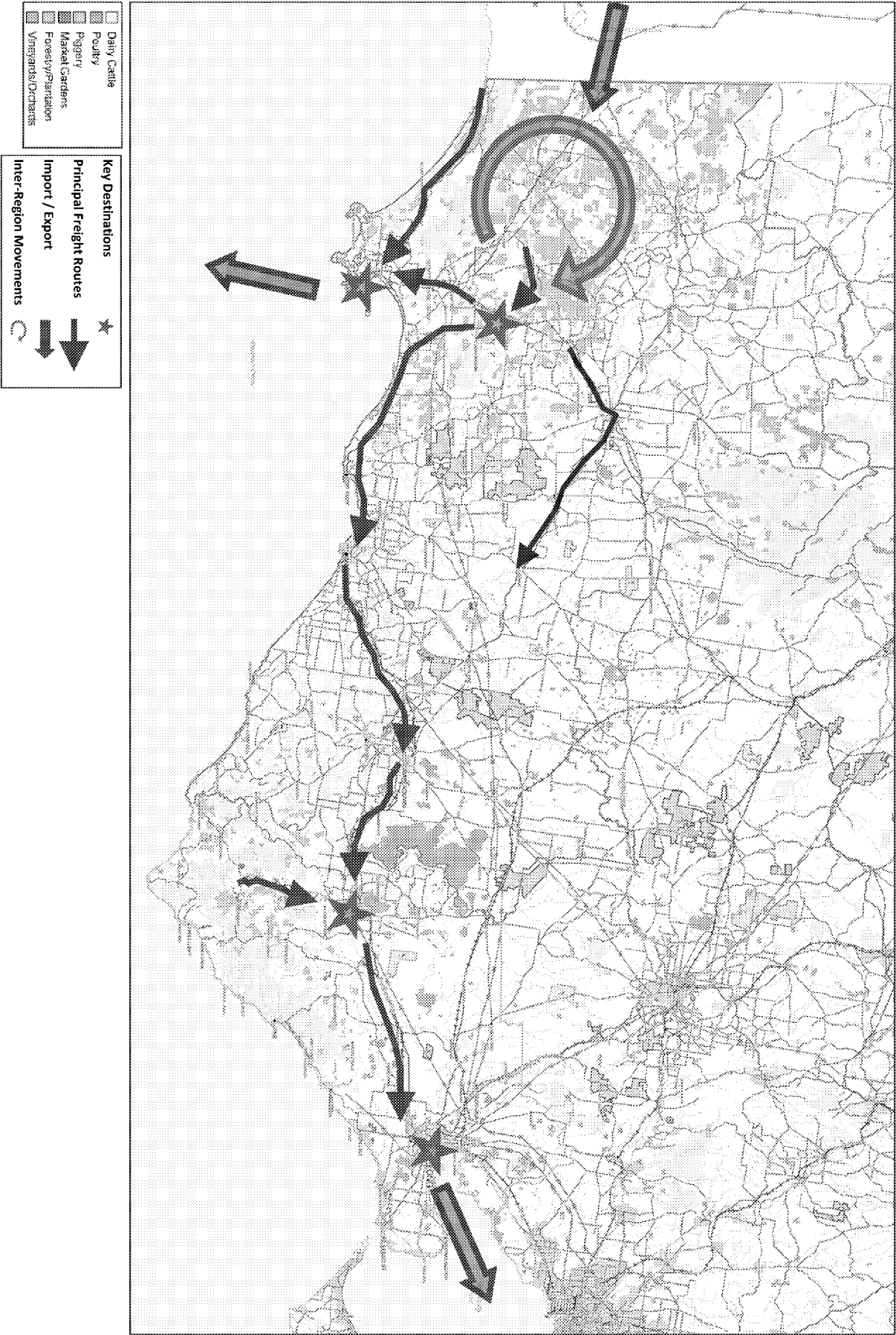
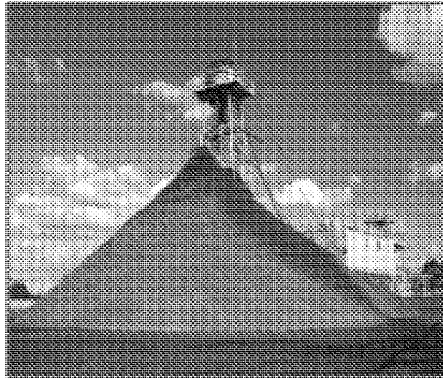


Figure 3.2.1 Timber Movements in the Great South Coast

### 3.3 MINERAL SANDS



Northern Victoria is host to part of the Murray Basin series of mineral sands deposits which are laid down in a large area stretching from near Hamilton beyond Mildura into New South Wales. The main products are zircon, rutile and ilmenite, and are used in a variety of industrial purposes such as pigments and ceramics. Material is mined in the northern Murray basin region of Victoria and in Ceduna, South Australia. It is then transported to the Hamilton Separation Plant by train as Heavy Mineral Concentrate (HMC) then by road via Henty Highway to the Port of Portland for export

In the last few years extraction of these deposits, has accelerated markedly, and there are several developments in operation and in various stages of planning. Iluka Resources operates a series of mines which concentrate mineral products on site before transfer to a major separation plant south of Hamilton. From this plant, finished product is transported to Portland for bulk export, from where a small proportion is transferred to rail for transfer to Melbourne in containers. HMC is transported via rail from Hopetoun to the Hamilton Separation Plant, and zircon, rutile and ilmenite are also moved via rail to the Port of Portland. Tailings are moved via road to the Douglas mine where they are used as fill for the old mine.

Iluka mines are scattered throughout the region, and mined sequentially. They tend to have a short life of 2-4 years. Concentrates are hauled by road from each mine, either direct to Hamilton, or to a railhead at Hopetoun, which has recently been developed with the assistance of the Victorian Government. Trains from this location deliver product to Hamilton. Iluka also plans to import raw materials from South Australia as feedstock for its separation plant over the next few years.

Road freight activity will vary from year to year as Iluka switches operations between mine sites, and as new developments occur in the region.

Table 3.3.1 Mineral sands road freight tasks 2012

| Product                   | Origin                     | Destination | Distance  | Volume (tonnes) |
|---------------------------|----------------------------|-------------|-----------|-----------------|
| Mineral sands concentrate | Wimmera, Mallee area mines | Hamilton    | 200-300km | Up to 700,000   |
| Separated minerals        | Hamilton                   | Portland    | 80km      | 530,000         |
| Ilmenite                  | Portland                   | Hamilton    | 80km      | 200,000         |

Heavy mineral sands traffic is concentrated onto defined road routes. Figure 3.3.1 (Page 21) illustrates the geographic area covered by mineral sands production and the key destinations and freight movements associated with the transportation of mineral sands.



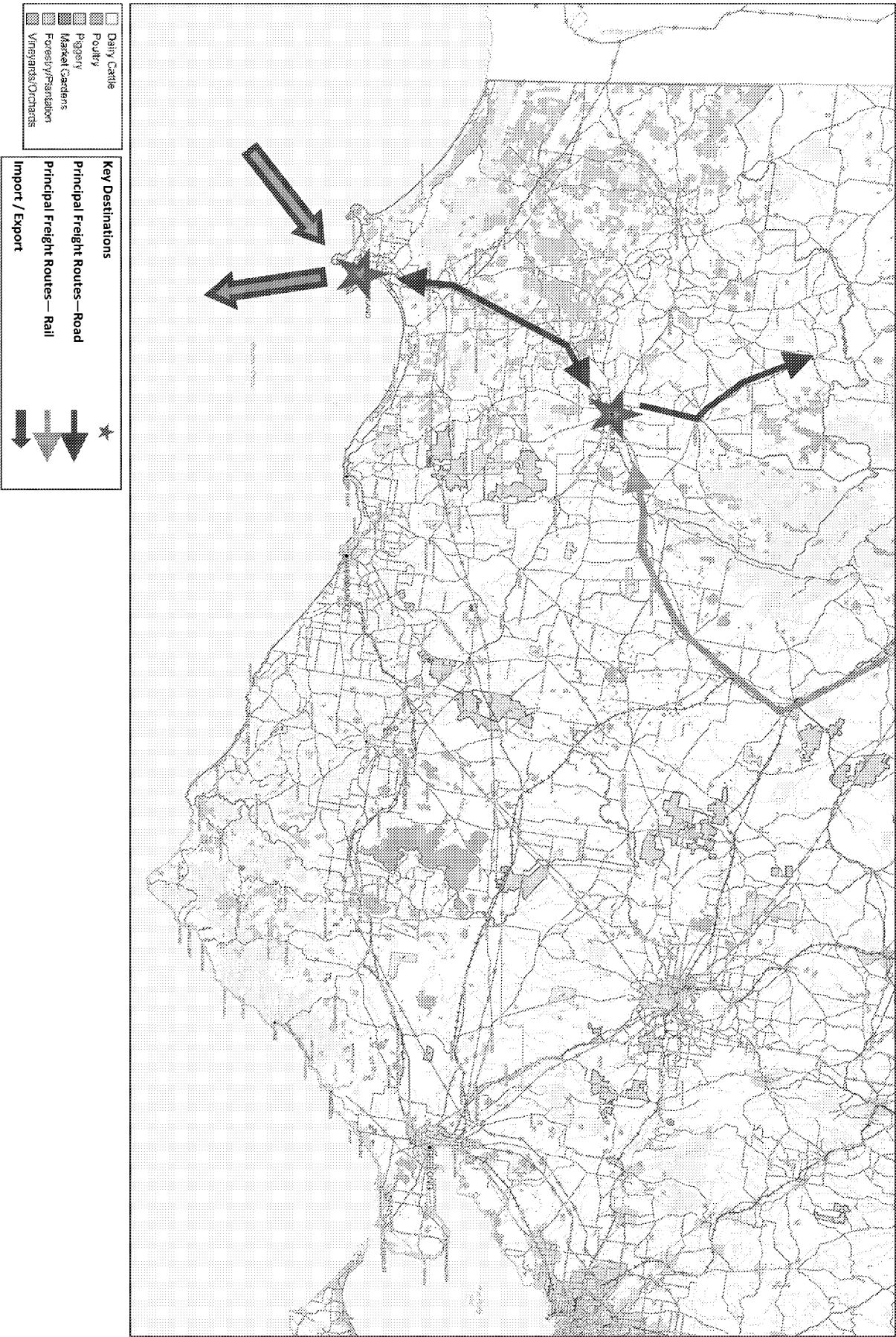


Figure 3.1 Mineral Sand Movements in the Great South Coast

### 3.4 GRAIN

The Victorian grain belt is largely to the north of the region, but there are increasing amounts of grain now being grown in the Southern Grampians in particular, following the long drought that ended in 2009.

These higher rainfall areas can produce more reliable crops than in the traditional cropping areas of the Wimmera and Mallee. Some land in the region can be switched between livestock grazing and cropping from year to year, according to global prices and climatic conditions.



Most grain grown in the western areas is exported via Portland or Geelong, and rail is the traditional mode of transport from silo to port. Grain is grown in the Southern Grampians and neighbouring areas, however, is typically hauled to Portland by road due to the shorter distances and lack of rail loading facilities and silos in this area.

Rail services from the northern areas have also diminished since the drought years, and become less cost-effective and reliable. Since the deregulation of the grains logistics sector and rail systems over the last 15 years, the rail-freight of grain is less extensive and commercially viable. Grain silos do not cater well for modern long train loading needs, and the deregulation of grain marketing has led to an increase in truck transportation as competing traders assemble cargos from small stocks held at many silos in the grain growing region.

The rail unloading facilities in Portland are also slow and sub-standard by comparison with other grain ports. Trains must be broken up into two halves and shunted separately along the unloading siding, adding several hours and labour costs to the operation. Services into Geelong and Melbourne grain terminals are more cost effective for grain exporters, and consequently Portland is only heavily used for grain exports in the heaviest growing years. Portland is thus becoming more oriented towards receiving grain by truck rather than train in most poor and average years.

Consequently a larger volume of export grain is now moved by road via the Henty Highway and other north-south routes into Portland.

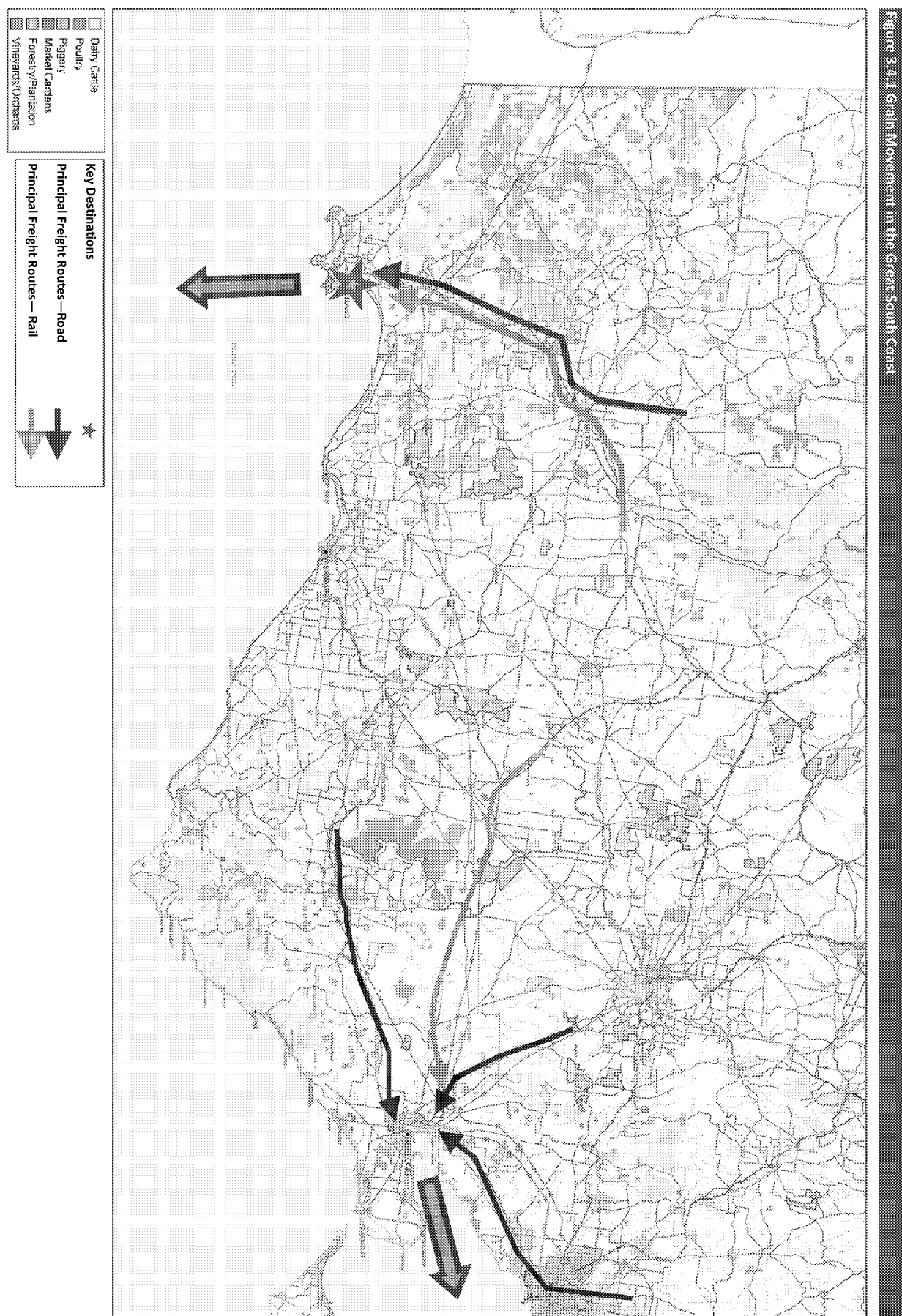
Figure 3.4.1 (Page 23) illustrates the geographic area covered by grain production and the key destinations and freight movements associated with the transport of grain.

Road freight volumes depend on the scale of each season, but can reach 500,000 tonnes in the heaviest harvests. Grain trucks at busy times, e.g. at harvest time, now queue in a designated area north of the town of Portland, rather than at the port itself where there is little room to accommodate lines of trucks.

Table 3.4.1 Average road freight export grain volumes into Portland

| Product               | Origin                 | Destination | Distance  | Volume (tonnes) |
|-----------------------|------------------------|-------------|-----------|-----------------|
| Wheat, barley, canola | Western District farms | Portland    | 100-200km | 100,000         |
|                       | Wimmera farms          | Portland    | 200-300km | 200,000         |
| Rail freight          | Wimmera silos          | Portland    | 350km     | 300,000         |





### 3.5 LIVESTOCK



Cattle and sheep are transported regularly between farms, saleyards, abattoirs and export locations throughout the entire region. Saleyards are located in Hamilton, Warrnambool, Camperdown and Colac.

The region incorporates the heaviest densities of sheep meat and wool production properties in Victoria. Since the decline of wool production from 1990, most activity on these properties has been in the production of prime lambs, predominantly for slaughter in local abattoirs, with the largest

of these at Warrnambool. Regional lamb products are destined for the Australian domestic market, as well as export via the Port of Melbourne.

A small percentage of the flock is exported annually through Portland.

Wool production in Victoria amounts to 78,000 tonnes in total (2011), of which about 35 per cent is from properties in the south-western districts. Wool is transported from farm to processors in Hamilton, Geelong and Melbourne, and then transferred to Australian textile mills and exported via the Port of Melbourne.

Cattle in the region are mostly dairy breeds, and the major transport task is the haulage of dairy breeding cattle from farms and saleyards to Portland for export to Asia. This trade has been significant in recent years.

The Hamilton Regional Livestock Exchange (HRLE) is located on Portland Road on the southern side of Hamilton city. The total site area is approximately 11 hectares. In addition, a further 13.6 hectares north west of the saleyards, across Portland Road is currently utilised for irrigation of effluent and contaminated storm water. An adjacent 14 hectares is also council owned and is currently utilised for agistment purposes and potentially for irrigation.

The Hamilton Structure Plan 2010 has some very positive recommendations for the future of the HRLE precinct. This includes the provision of the proposed truck bypass along South Boundary Road, which will help alleviate the spillage of manure in areas of tight turning circles and stop-start driving. The stop-start motion is not conducive to the welfare status of the livestock. Also included is the projection of truck stop facilities, which would be welcome from the view point of driver safety and statutory requirements for rest periods support, and the rural activity zoning in close proximity. The grouping of commerce is likely to be utilised by saleyards patrons, thereby encouraging attendance and patronage at the saleyards.

However, the adjacent grazing land needs to be protected for the use of the saleyards. It should also be noted that the ability to lease the grazing rights of the sewerage farm (Wannon Water) is also an integral beneficial component, as the ability to assist purchases at the saleyards underpins the sheep processors demand at Hamilton. The structure plan will endeavour to protect the existence of this facility.

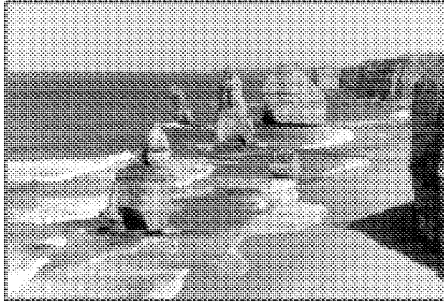
It is possible that saleyards in the region will be rationalised in the future, with some or all of the existing sites amalgamated. The final locations of regional saleyards will have significant impact on the livestock transport flows.

### 3.6 FERTILISER

Farmers often transport grain to Geelong and Portland and backload of fertiliser in semi-trailer tippers. There is currently no use of rail in Victoria for the transportation of fertiliser.

Key destinations for fertiliser include Berrybank, Hamilton, Portland, Wimmera and Geelong.

### 3.7 TOURISM



The Great Ocean Road provides access to a large area of outstanding natural beauty for a large numbers of tourists. The region is the most popular tourist destination in regional Victoria and visitor numbers are expected to grow at about 1.4 per cent per year – from 7.2 million visitors in 2010 to 9.6 million in 2030.<sup>8</sup>

The majority of trips are generated by domestic (Australian) visitors, including a large number of short-stay visitors from the Melbourne area. Visitors travel largely by car and coach, typically travelling most of the length of the Great Ocean Rd between Torquay and Port Campbell, then returning to Melbourne via a number of routes linking the road to the Princes Highway.

One potential to increase the yield from day-trip visitors is to extend their stay in the Region and link into hinterland attractions along the Great Southern Touring Route. This will increase the potential for conflict between car traffic and heavy vehicles on some roads.

The proposed Grampians Way Ring Road is a tourist route around the Grampians National Park that will promote increased visitation in the region, provide alternative travel routes and options, and is expected to be considered as a tourism product in its own right.



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<sup>8</sup> Source: VicRoads



## 4 EMERGING INDUSTRIES

### 4.1 WIND FARMS



In 2009, the Australian Government amended the existing Renewable Energy Target (RET) scheme to deliver on their commitment to 20 per cent of Australia's electricity supply coming from renewable sources by 2020.

To achieve this target, it is expected that wind energy will contribute a significant portion of the RET target.

Currently, within the South Western region it is estimated that the new energy industry will create an estimated \$12 billion of investment to the area. This equates to around 1,000,000 additional truck movements, or around 30 million tonnes of materials, and the transportation of 26,000 over dimensional loads.

Figure 4.1.1 (Page 28) illustrates the geographic area covered by wind farm production and the key destinations and freight movements associated with the transport of wind farm components, including towers and blades, and crushed rock for internal roads.

Victoria in 2011 had 12 wind farms either operating or under construction, of which six are in the South Western region. These six sites incorporate over 200 turbines, or 25 per cent of national capacity.

Victoria currently has around 400 megawatts of wind energy capacity in operation (2012); there are a further 3,600 megawatts of capacity in various stages of planning and construction. About half of this capacity is being developed in the South Western region, both along the coast and in an arc through the northern part of the region between Macarthur, Ballarat and Geelong. Victoria is set to become the greatest generator of wind power, and the South Western region will be home to the majority of the State's new projects.

Wind farm developments generate heavy freight movements over sustained periods, related to the movement of turbine components on to the site, as well as the construction of roadway networks within each farm. Turbine equipment is typically manufactured overseas, and arrives in the region via the Port of Portland.

Larger developments, such as the Macarthur wind farm, may require up to 100km of onsite roadways. These result in large volumes of crushed rock from quarries transported to the development site. Recent analysis by VicRoads estimates that each turbine generates 600 trucking movements (carrying crushed rock, concrete and other materials) during the construction phase. Depending on the location of the sources of this material, these freight movements can constitute a significant share of total freight usage of the State and Local road networks.



The Macarthur wind farm project, comprising of 140 turbines, required 90 km of internal access roads to be built. During the peak construction period, the average daily distance travelled by trucks from the various

quarries to the project site was around 60,000 kilometres, which equates to travelling around the world one and half times, per day. Certain arterial roads in the area experienced increased heavy vehicle volumes from 20-30 vehicles per day to up to 400-500 vehicles per day.

If the current wind farm sites being constructed utilise off-site quarrying, roads in the surrounding area will experience exponential growth of heavy vehicle traffic.

There are currently:

- approximately 300 turbines in operation
- an additional 675 approved wind farm turbines to be built
- at least 493 of turbines will be constructed within the next two years.

The demand for freight movements, associated with the alternative energy sector will be heavy over the next 5-10 years. This pressure could be alleviated if on-site quarrying was easily permitted, which can remove up to 90 per cent of all wind farm related freight. On-site quarrying is permissible, but currently results in VCAT hearings, incurring further time delays and additional costs.

These construction freight volumes over the next 10 years are categorised in the table below.

Table 4.1.1 Estimated annual freight volumes for wind energy projects in SW region 2010-2020

| Project                 | Origin            | Destination                                         | Distance | Volumes (tonnes) |
|-------------------------|-------------------|-----------------------------------------------------|----------|------------------|
| Wind turbine components | Portland          | Macarthur, Cape Bridgewater, Glenthompson, Mortlake | 20-200km | TBC              |
| Road-base               | Regional quarries | Macarthur, Cape Bridgewater, Glenthompson, Mortlake | 20-100km | TBC              |
| Concrete                | Regional quarries | Macarthur, Cape Bridgewater, Glenthompson, Mortlake | 20-100km | TBC              |
| Total                   |                   |                                                     |          | 1,500,000        |

## 4.2 GAS FIRED POWER STATIONS AND OTHER MAJOR PROJECTS

Gas from the Otway Basin is used to generate power at a new power station in Mortlake, and two other facilities are in planning stages at other locations in the Moyne Shire.

Freight demands for these projects are high intensity and have a significant impact on the road network during construction. However, these impacts are generally short term in nature, and last only one to two years.

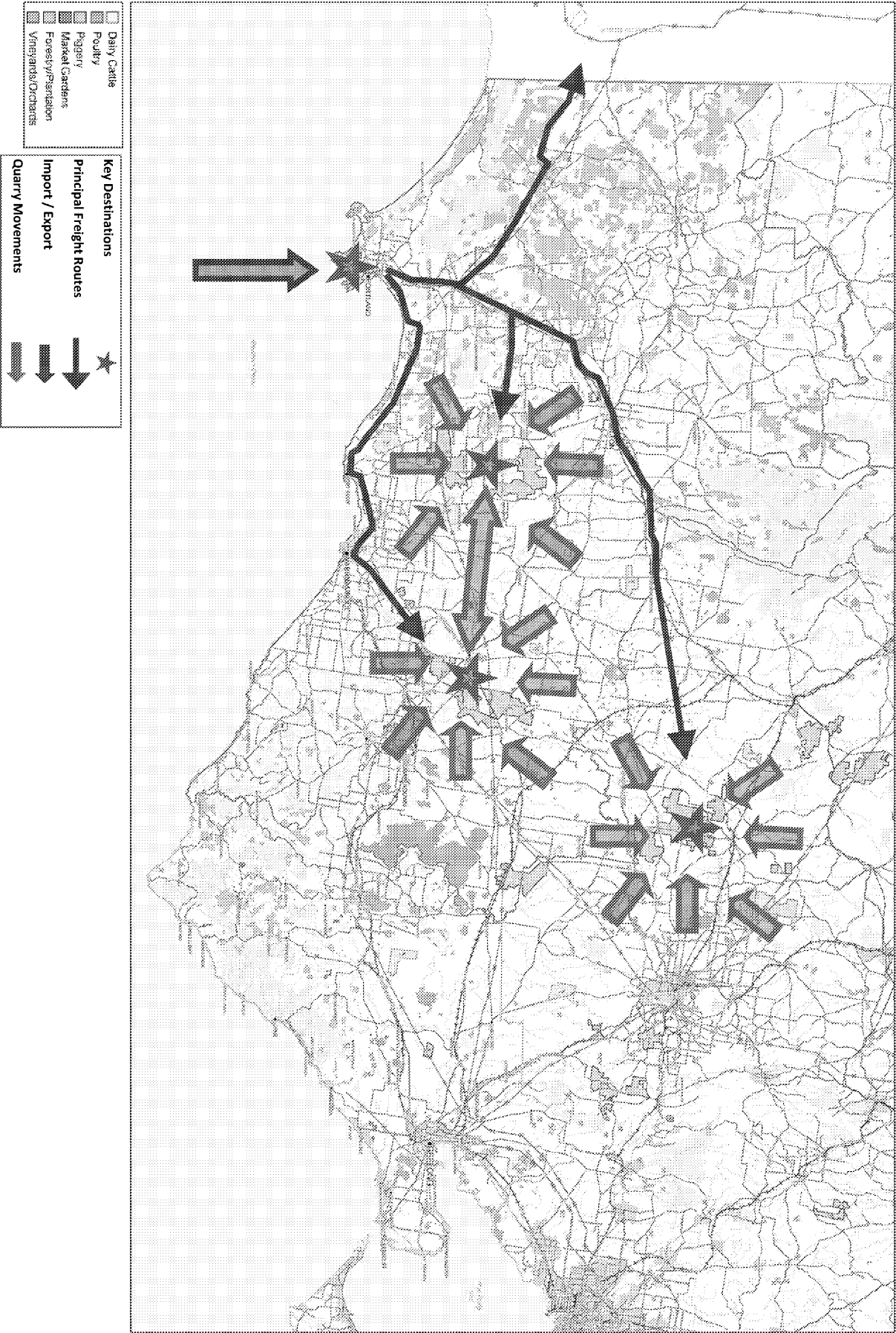


Figure 4.1.1 Alternative Energy Movements in the Great South Coast



## 5. KEY TRANSPORT INFRASTRUCTURE IN THE GREAT SOUTH COAST

The Great South Coast region has a large network of road and rail infrastructure, enabling access to services and facilities, as well as connections to the port of Portland, and inter-regional and inter-state connections.

The principal freight routes and primary arterial network consists of the following:

- Princes Highway West, running east-west, connecting Geelong and Mount Gambier via Colac, Warrnambool, Port Fairy and Portland
- Hamilton Highway, running east-west, connecting Geelong and Hamilton via Mortlake and Penshurst
- Glenelg Highway, running east-west, connecting Ballarat and Mount Gambier via Skipton, Hamilton and Casterton
- Henty Highway, running north-south, connecting Portland and Horsham via Hamilton
- Hopkins Highway, running north-south, connecting Mortlake and Warrnambool

The Princes Highway West and Henty Highway are both part of the Principal Freight Network. Sections of both of these highways have been earmarked as being suitable for High Productivity Freight Vehicles (HPFV's).

The region hosts two separate railway corridors -the Maroona-Portland standard gauge branch of the Australian Rail Track Corporation interstate corridor runs from Melbourne to Adelaide, and the broad gauge Warrnambool-Geelong-Melbourne branch provides passenger services and intermodal freight.

### 5.1 ROADS

The Great South Coast provides strong linkages to Melbourne (via G21), South Australia, and other regional areas such as Central Highlands, G21 and Wimmera Southern Mallee.

Table 5.1.1 shows the breakdown of traffic on both arterial and local roads in the Great South Coast region. It also shows the amount of commercial vehicles by each industry, as well as their predicted two-year increases.

Table 5.1.1

| Road/Route            | 2014/15<br>Daily Volume<br>(Average) | 2014/15<br>Daily Volume<br>(Peak) | 2014/15<br>Daily Volume<br>(Night) | 2014/15<br>Daily Volume<br>(Total) | 2014/15<br>Daily Volume<br>(Commercial) | 2014/15<br>Daily Volume<br>(Passenger) | 2014/15<br>Daily Volume<br>(Other) | 2014/15<br>Daily Volume<br>(Total) | 2014/15<br>Daily Volume<br>(Commercial) | 2014/15<br>Daily Volume<br>(Passenger) | 2014/15<br>Daily Volume<br>(Other) | 2014/15<br>Daily Volume<br>(Total) | 2014/15<br>Daily Volume<br>(Commercial) | 2014/15<br>Daily Volume<br>(Passenger) | 2014/15<br>Daily Volume<br>(Other) |
|-----------------------|--------------------------------------|-----------------------------------|------------------------------------|------------------------------------|-----------------------------------------|----------------------------------------|------------------------------------|------------------------------------|-----------------------------------------|----------------------------------------|------------------------------------|------------------------------------|-----------------------------------------|----------------------------------------|------------------------------------|
| <b>Glenelg</b>        |                                      |                                   |                                    |                                    |                                         |                                        |                                    |                                    |                                         |                                        |                                    |                                    |                                         |                                        |                                    |
| Portland – Nelson Rd  | 210                                  | 920                               | 15                                 | 22                                 |                                         |                                        |                                    | 150                                | 165                                     | 20                                     | 26                                 | 20                                 | 24                                      | 10                                     |                                    |
| Casterton Penola Rd   | 80                                   | 400                               | 8                                  | 10                                 |                                         |                                        |                                    | 60                                 | 80                                      | 8                                      | 12                                 | 4                                  | 6                                       | 8                                      |                                    |
| Myamyn – Macarthur Rd | 24                                   | 124                               | 3                                  | 5                                  |                                         |                                        |                                    | 16                                 | 20                                      | 2                                      | 3                                  | 2                                  | 3                                       | 2                                      |                                    |
| Portland Casterton Rd | 60                                   | 400                               | 6                                  | 10                                 |                                         |                                        |                                    | 35                                 | 40                                      | 2                                      | 3                                  | 2                                  | 3                                       | 4                                      |                                    |
| Casterton Edenhope Rd | 40                                   | 300                               | 6                                  | 10                                 |                                         |                                        |                                    | 20                                 | 24                                      | 5                                      | 7                                  | 3                                  | 5                                       | 4                                      |                                    |
| Ettick – Heywood Rd   | 200                                  | 600                               | 15                                 | 22                                 |                                         |                                        |                                    | 150                                | 165                                     | 5                                      | 7                                  | 3                                  | 5                                       | 4                                      |                                    |

| Route/Link                                        | 1 day (average)<br>1 cycle (minutes) | 1 day (average)<br>1 cycle (minutes) | 1 day (average)<br>1 cycle (minutes) | 1 day (average)<br>1 cycle (minutes) | 1 day (average)<br>1 cycle (minutes) | 1 day (average)<br>1 cycle (minutes) | 1 day (average)<br>1 cycle (minutes) | 1 day (average)<br>1 cycle (minutes) | 1 day (average)<br>1 cycle (minutes) | 1 day (average)<br>1 cycle (minutes) | 1 day (average)<br>1 cycle (minutes) | 1 day (average)<br>1 cycle (minutes) | 1 day (average)<br>1 cycle (minutes) | 1 day (average)<br>1 cycle (minutes) |
|---------------------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Dartmoor – Hamilton Rd                            | 40                                   | 300                                  | 4                                    | 6                                    |                                      |                                      |                                      | 20                                   | 24                                   | 5                                    | 7                                    | 3                                    | 5                                    | 4                                    |
| Woolsthorpe Heywood Rd                            | 30                                   | 200                                  | 15                                   | 18                                   | 0                                    | 800                                  | 10                                   | 35                                   | 2                                    | 4                                    | 2                                    | 5                                    | 1                                    |                                      |
| PHW                                               | 550                                  | 3000                                 | 330                                  | 375                                  | 0                                    | 700                                  | 140                                  | 160                                  | 16                                   | 20                                   | 19                                   | 22                                   | 45                                   |                                      |
| Hopkins                                           | 200                                  | 2000                                 | 105                                  | 130                                  | 0                                    | 20                                   | 10                                   | 20                                   | 15                                   | 19                                   | 16                                   | 19                                   | 54                                   |                                      |
| Hamilton                                          | 150                                  | 1500                                 | 40                                   | 47                                   | 0                                    | 300                                  | 28                                   | 38                                   | 38                                   | 45                                   | 30                                   | 36                                   | 14                                   |                                      |
| Henty                                             | 130                                  | 1100                                 | 25                                   | 31                                   | 0                                    | 120                                  | 80                                   | 140                                  | 30                                   | 50                                   | 20                                   | 22                                   |                                      |                                      |
| Glenelg                                           | 225                                  | 1500                                 | 22                                   | 25                                   | 0                                    | 120                                  | 140                                  | 200                                  | 30                                   | 50                                   | 20                                   | 22                                   |                                      |                                      |
| <b>Moyn</b>                                       |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |
| Hamilton - Port Fairy Road                        | 64                                   | 570                                  | 40                                   | 45                                   | 0                                    | 400                                  | 3                                    | 6                                    | 8                                    | 8                                    | 8                                    | 8                                    | 5                                    |                                      |
| Woolsthorpe – Heywood Road (eastern section)      | 44                                   | 400                                  | 22                                   | 25                                   | 0                                    | 400                                  | 10                                   | 40                                   | 2                                    | 8                                    | 6                                    | 7                                    | 4                                    |                                      |
| Penshurst – Warrnambool Rd                        | 81                                   | 900                                  | 40                                   | 45                                   | 0                                    | 500                                  | 20                                   | 60                                   | 8                                    | 8                                    | 8                                    | 9                                    | 5                                    |                                      |
| Penshurst - Dunkeld Road                          | 50                                   | 250                                  | 25                                   | 30                                   | 0                                    | 200                                  | 10                                   | 40                                   | 10                                   | 12                                   | 2                                    | 3                                    | 3                                    |                                      |
| Mortlake - Ararat Road                            | 72                                   | 600                                  | 35                                   | 40                                   | 0                                    | 300                                  | 10                                   | 18                                   | 15                                   | 20                                   | 8                                    | 10                                   | 4                                    |                                      |
| Mortlake – Terang Road                            | 110                                  | 580                                  | 80                                   | 90                                   | 0                                    | 300                                  | 10                                   | 20                                   | 8                                    | 8                                    | 5                                    | 6                                    | 7                                    |                                      |
| McKinnons Bridge                                  | 30                                   | 300                                  | 20                                   | 25                                   | 0                                    | 100                                  | 5                                    | 7                                    | 2                                    | 3                                    | 2                                    | 3                                    | 1                                    |                                      |
| Warrnambool – Caramut Road (south of Woolsthorpe) | 99                                   | 1100                                 | 50                                   | 55                                   | 0                                    | 200                                  | 10                                   | 20                                   | 25                                   | 40                                   | 6                                    | 7                                    | 8                                    |                                      |
| <b>Southern Grampians</b>                         |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |
| Penshurst – Warrnambool Rd                        | 81                                   | 900                                  | 60                                   | 68                                   | 0                                    | 400                                  | 10                                   | 35                                   | 4                                    | 6                                    | 4                                    | 9                                    | 3                                    |                                      |
| Penshurst Hamilton Rd                             | 24                                   | 200                                  | 10                                   | 12                                   | 0                                    | 600                                  | 6                                    | 12                                   | 1                                    | 2                                    | 5                                    | 6                                    | 2                                    |                                      |
| Dunkeld Cavendish Rd                              | 15                                   | 200                                  | 2                                    | 3                                    |                                      |                                      | 3                                    | 6                                    | 6                                    | 8                                    | 4                                    | 6                                    | 2                                    |                                      |
| Grampians Rd                                      | 35                                   | 350                                  | 3                                    | 5                                    |                                      |                                      | 6                                    | 12                                   | 12                                   | 16                                   | 8                                    | 12                                   | 4                                    |                                      |
| Penshurst Dunkeld Rd                              | 50                                   | 250                                  |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |
| Natimuk Hamilton Rd                               | 30                                   | 250                                  | 3                                    | 6                                    |                                      |                                      | 4                                    | 5                                    | 5                                    | 7                                    | 3                                    | 7                                    | 3                                    |                                      |
| Coleraine – Edenhope Rd                           | 40                                   | 300                                  | 8                                    | 12                                   |                                      |                                      | 6                                    | 8                                    | 7                                    | 10                                   | 5                                    | 8                                    | 5                                    |                                      |
| Hamilton                                          | 150                                  | 1500                                 | 40                                   | 47                                   | 0                                    | 300                                  | 28                                   | 38                                   | 38                                   | 45                                   | 30                                   | 36                                   | 14                                   |                                      |
| Henty                                             | 130                                  | 1100                                 | 25                                   | 31                                   | 0                                    | 120                                  | 80                                   | 140                                  | 30                                   | 50                                   | 20                                   | 22                                   |                                      |                                      |
| Glenelg                                           | 225                                  | 1500                                 | 22                                   | 25                                   | 0                                    | 120                                  | 140                                  | 200                                  | 30                                   | 50                                   | 20                                   | 22                                   |                                      |                                      |
| <b>Corangamite</b>                                |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |                                      |
| Timboon – Colac                                   | 135                                  | 750                                  | 88                                   | 95                                   | 0                                    | 0                                    | 20                                   | 40                                   | 2                                    | 4                                    | 16                                   | 21                                   |                                      |                                      |
| Colac Ballarat                                    | 110                                  | 1000                                 | 42                                   | 46                                   | 0                                    | 400                                  | 30                                   | 50                                   | 6                                    | 10                                   | 12                                   | 16                                   |                                      |                                      |
| Lismore Camperdown                                | 40                                   | 400                                  | 20                                   | 26                                   | 0                                    | 200                                  | 6                                    | 8                                    | 6                                    | 8                                    | 6                                    | 7                                    |                                      |                                      |
| Foxlow Rd                                         | 35                                   | 450                                  | 10                                   | 12                                   | 0                                    | 400                                  | 15                                   | 1                                    | 2                                    | 3                                    | 4                                    | 6                                    |                                      |                                      |
| Lismore Skipton                                   | 40                                   | 300                                  | 10                                   | 12                                   | 0                                    | 200                                  | 3                                    | 5                                    | 12                                   | 18                                   | 6                                    | 7                                    |                                      |                                      |
| PHW                                               | 850                                  | 8700                                 | 180                                  | 190                                  | 0                                    | 600                                  | 180                                  | 220                                  | 8                                    | 12                                   | 40                                   | 42                                   |                                      |                                      |
| Hamilton                                          | 150                                  | 1200                                 | 10                                   | 12                                   | 0                                    | 400                                  | 15                                   | 18                                   | 60                                   | 70                                   | 40                                   | 42                                   |                                      |                                      |
| Glenelg                                           | 320                                  | 5000                                 | 80                                   | 92                                   | 0                                    | 200                                  | 103                                  | 130                                  | 60                                   | 70                                   | 40                                   | 42                                   |                                      |                                      |

## 5.2 RAIL

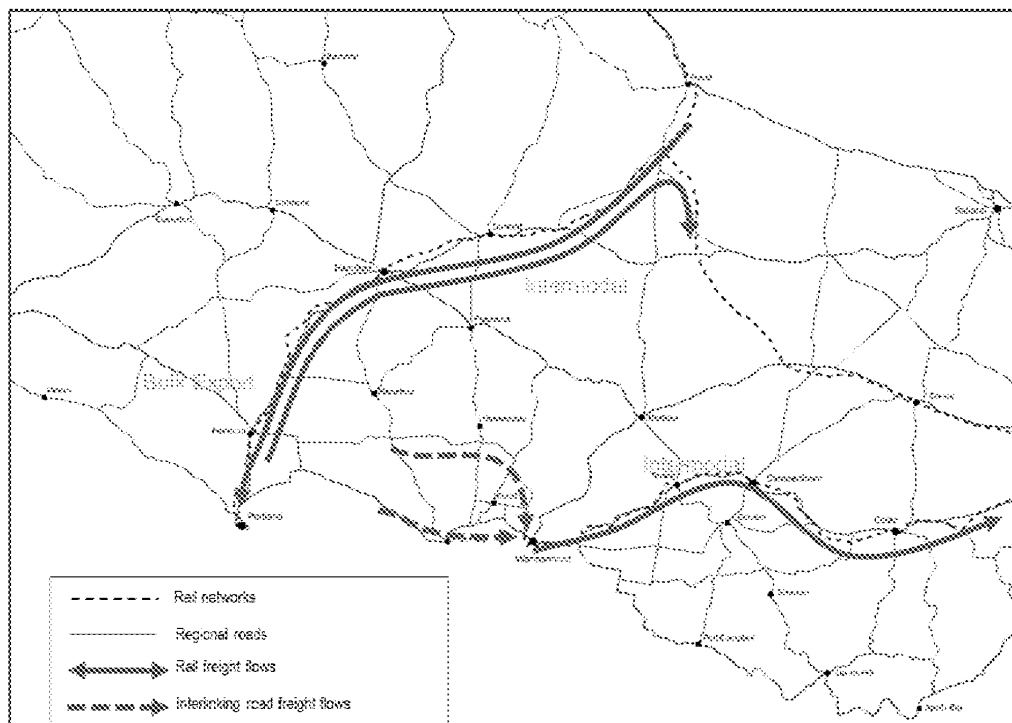
The region is served by two separate railway corridors, which pass through most of the major centres in the region.

The broad gauge West Coast rail line carries both freight and passenger services connecting to Melbourne, while the Portland line is linked to the national standard gauge freight network. Both these corridors provide useful services, but both are under-utilised relative to their overall capacity. Both offer the potential to take pressure off road networks and the cities and towns they pass through.

The Maroona-Portland rail branch runs between Melbourne and Adelaide, and connects to the other State capitals. The branch is essentially a grain export line linking cropping areas in the north-west of the State with the Port of Portland. It also carries some mineral sands concentrates from the Mallee into the Iluka Resources separation plant south of Hamilton. This corridor is standard gauge and offers some potential for local and long distance bulk import/export product as well as containerised haulage into domestic and export markets via capital cities and their ports. The rail corridor is maintained to fit for purpose standards by its owner Australian Rail Track Corporation (ARTC) and supports train speeds of up to 80km/hour and axle loads of 19 tonnes.

The Warrnambool-Geelong-Melbourne line, provides a passenger service for the main centres east from Warrnambool and intermodal freight service. It is a single line track, with limited passing opportunities. At present it caters for three return passenger trips and one return freight service into the Port of Melbourne. The line is owned by VicTrack and services managed by V/Line.

Figure 5.2.1



The west coast passenger line is a single track broad gauge railway which carries passenger services between Southern Cross (Melbourne) and Warrnambool, via Geelong, Colac, Camperdown and Terang. Connecting coaches cater for Portland and Hamilton passengers. A station also serves the Deakin University precinct to the east of Warrnambool.

All passenger services are provided by V/Line.

Passenger services are experiencing growth (2 per cent per year) and annual train patronage rose to 478,000 in 2011. The passenger service schedule provides adequate frequency and convenience for travel between the south-western centres and Melbourne. Currently three services are operated daily in each direction, with an additional afternoon service from Geelong operated by road coach (as is one of the three Sunday services).

However, service improvement on the line is constrained by the lack of passing opportunities on the single track section between Geelong and Warrnambool. The services are provided using diesel locomotives hauling legacy rolling stock, which is generally over 30 years old. This is in contrast to the self-propelled Velocity railcars now in use on corridors that were upgraded as part of the Regional Fast Rail project track upgrades in 2006.

The regional tourism industry currently does not actively market rail travel to international or domestic travellers, due largely to the poor quality of rolling stock.

Freight services are comprised of a single general freight service from the WestVic Intermodal Terminal, in the western Warrnambool industrial area. This service currently consists of a 20 wagon train, with capacity for 40 TEU containers, and operates 5 days per week direct to the Port of Melbourne. The service primarily caters for local exporters of dairy and meat products, and moves 10,000 TEU each year (at least 150,000 tonnes of product). This equates to about 90 million gross tonne-kilometres per year kept off regional highways (primarily the Princes Highway) and away from the towns it serves.

The rail service provides an alternative route to port for regional exporters, and potentially for suppliers into domestic markets in Melbourne. Effective competition between modes is of benefit to local producers and the regional economy in general.

At present the Warrnambool rail corridor is not being used to its full utility. It could comfortably handle a second daily freight service, and extra volume would be handled at the Warrnambool Intermodal Terminal.

Some improvements to rail and terminal infrastructure have recently been committed by the Victorian Government, in partnership with the terminal operator.

A \$1.7 million improved truck access arrangement at the terminal was funded by Commonwealth, State and Local Government and the terminal operator in 2012. A new \$10 million crossing loop measuring 1.2km is also being built at Warncoort, between Colac and Birregurra, to improve the capacity of the line for both freight and passenger services, by allowing trains to pass one another. The Victorian Government also underwrites freight services with an ongoing financial support package.

To capitalise on these improvements, the operator is targeting export freight tasks from producers and manufacturers to the north and west of Warrnambool. Terminal efficiency and viability, however, depends on a viable rail operator and cost-effective, reliable terminal arrangements at the Port of Melbourne.

The Port of Melbourne has several terminal locations catering for regional export train services. These include sidings adjacent to both the Patrick and DP World container terminals at Swanson Dock, and several other terminals in the Port and the neighbouring Dynon rail precinct. All of these terminals, however, are hampered by the need for double handling via transfer of container from train to the wharf by a short road transport move. This service is provided either by the relevant stevedoring company or third party logistics company associated with each terminal location. The cost of this move, along with similar costs at the originating Warrnambool end of the journey, makes the economics of the rail service marginal.

The Swanson-Dynon area terminals are busy with daily trains arriving from up to eight Victorian regional centres, and terminal congestion has impacts on the ability of the rail services to meet their schedules – which leads to cancellations and delays that affect freight customers. This inhibits the confidence of the terminal operator to invest in the future of the service.

The current terminal operator is a major provider of truck transport services in regional Victoria, and can operate road services direct to the port if and when the rail service is unreliable.

The Portland line provides limited services at present, supporting the grain and mineral sands sectors.

Portland is a traditional grain port for Western Victorian wheat and barley, and volumes grown have diminished in recent years due to drought and over-capacity of grain terminal capacity in Victoria since the end of the drought. Mineral sands are an emerging rail-suitable material, and the line is now being used for the haulage of mineral concentrates from northern Victoria to Hamilton via loading at Hopetoun, in the Mallee region. The Victorian Government shared the cost of loading and unloading sidings with the freight user, Iluka Resources in 2011.

The line has the potential to capture additional volumes of export and domestic freight and reduce the impact of trucking on regional roads. The key to this potential is the upgrade of train loading and unloading arrangements at the Port of Portland and other locations on the standard gauge network. The mineral sands and forestry industries would both be able to use the rail corridor to generate cost savings on the delivery of materials to and from Portland. These improvements would also help make the haulage of cross-regional freight on rail more viable. Timber, mineral sands and aluminium smelter products would be attracted to the rail corridor.

The addition of extra freight volume on the Portland-Melbourne line would improve the returns available to rail provider ARTC and strengthen the long term viability of the Portland-Maroon section.



### **5.3 GATEWAYS**

#### **5.3.1 Marine Ports**

Local ports form part of Victoria's transport network. They facilitate the movement of people and goods across the land and water interface with the Victorian local ports and marine network. They provide facilities at strategic locations to enable commercial and economic activity, facilitating economic development in coastal locations.



The local ports and marine network also underpins tourism and recreation along the coast, and provides key nodes for travel destinations. They also contribute to local amenity and place-making, enhancing the liveability of Victoria, and enable landside activities such as promenading and fishing.

In addition to the provision of access to Victoria's marine environment, they currently deliver secondary functions in the provision of berths, moorings and marinas.

In 1995, the Government moved to privatise the commercial ports and the local ports program was established. At that time, there was no consideration of the strategic purpose of the local ports network, rather, local managers were appointed across three broad geographic areas: Gippsland, Port Phillip / Westernport Bay, and the South West Coast.

Facilities within the network contribute broadly to Victoria's tourism and recreation objectives, and enhance liveability and amenity at key coastal locations. These contributions, although of value to the Victorian community are not specifically local port functions.

The Department of Transport, Planning and Local Infrastructure has undertaken cost benefit modelling which shows that for the south west coast local ports, when non-transport landside benefits are analysed, the benefits provided across the south west coast local ports accrue to recreational users as well as commercial users of the facilities. The benefit ranges from 49 per cent at Port Campbell to 100 per cent at Lorne.

These non-transport policy objectives are best described as community service obligations and require on-going financial support as they are not able to generate revenue.

Local port managers also deliver services to ensure a range of essential safety and environmental management statutory and regulatory provisions are delivered.

In summary, the strategic purpose of local ports and marine services is to:

- Provide vital transport and supply chain services through access to Victoria's marine waters for the operation of commercial fishing and aquaculture, passenger charters, off-shore oil and gas exploration and recreational boating
- Delivery essential safety and environmental management services in accordance with statutory and regulatory provisions

- Contribute to place-making and community access to marine environment, improved amenity and liveability, including physical health and well-being, and facilitate employment and economic development
- Support social inclusion through the provision of accessible recreational waterfront activities such as promenading and recreational fishing.

The Port of Portland is a privately owned port, now jointly owned by two infrastructure funds, following a sale transaction earlier this year (2012). It competes for export and import business with neighbouring privately run ports in Adelaide and Geelong. Mineral sands volumes originating in north-western Victoria are subject to robust competition between export supply chains associated with each of these ports. It would be in the interests of regional Victoria, however, for Portland to become the port of choice for mineral sands exports, as this would facilitate the efficient use of rail and port infrastructure, including any investments requiring the support of the State and Federal Governments, such as further rail loading/unloading infrastructure.

The Port of Portland is currently reviewing its options for improvement to rail access. An area adjacent to the Port known as Canal Court accommodates the original freight sidings and is the most logical location for a terminal capable of handling mineral sands and containerised products, including aluminium products currently delivered by road to Melbourne for export and local use.

Table 5.3.1 Trade Statistics Port of Portland 2006-2011 ('000 tonnes)

| Commodity     | 2006  | 2007  | 2008  | 2009  | 2010  | 2011  |
|---------------|-------|-------|-------|-------|-------|-------|
| Forestry      | 1,350 | 1,295 | 1,407 | 1,180 | 1,307 | 1,692 |
| Alumina etc   | 1,081 | 1,140 | 1,085 | 1,088 | 948   | 940   |
| Mineral sands |       | 23    | 201   | 133   | 228   | 433   |
| Fertiliser    | 427   | 306   | 452   | 294   | 340   | 386   |
| Grain         | 482   | 179   | 10    | 0     | 26    | 449   |
| Livestock     | 61    | 58    | 70    | 57    | 77    | 80    |
| Other         | 111   | 22    | 28    | 140   | 53    | 2     |
| Total         | 3,513 | 3,024 | 3,253 | 2,891 | 2,979 | 3,982 |

Approximately 40 per cent of Victoria's wild commercial fish catch is landed at Portland, with a value of around \$30 million per annum.

The Port of Port Fairy is a working port used by commercial fishing and recreational boaters. Situated on the Moyne River, the port has 52 alongside berths. Some of the commercial operations using the Port of Port Fairy include abalone, southern rock lobster, shark, and squid fishing. The port also includes two slipways, refuelling facilities and operates a dredge at the entrance of the river.

The Port of Warrnambool is home to the second largest allocation and quota for southern rock lobster in Victoria. The port provides direct access to Bass Strait for commercial and recreational fishing, mooring for 12 vessels, and loading and unloading facilities from the upgraded lower landing.

The Port of Port Campbell has key assets of a jetty and jib crane, which is located within the Port Campbell Cove. Port Campbell jetty is the only means of access for a small number of commercial and recreational vehicles at Port Campbell.

The Port of Apollo Bay is home to vibrant local fishing industry, which generates an annual catch value of an estimated \$6.5 million. The operations of the harbour are reliant on a dredge which is required for maintaining vessel access through the entrance. The existing facilities within the harbour have been progressively replaced over the last 30 years, including replacement of 30 berths and 30 moorings, and a large 70 tonne slipway.

### 5.3.2 Air Ports

The Great South Coast region contains three local airports, based in Warrnambool, Portland and Hamilton, with an additional airport located in Horsham. Sharp Airlines currently run an operations base out of Hamilton Airport, with a maintenance base at Portland airport. The major use of these airports is for local and scenic flights, with limited freight. The expansion of dairy freight to China may result in freight movements from these locations, but is not planned for at this time.

The Hamilton Airport Master Plan provides a long term (20 year) planning framework for the sustainable use of the airport site, providing direction for its growth and expansion of regular passenger transport.

Avalon Airport is the second busiest of the four airports serving Melbourne (in passenger traffic) and is located 15 km north-east of Geelong and 50 km to the south-west of Melbourne.

The airport is designed to cater for jet aircraft and comprises a single runway. Avalon is used by Jetstar Airways and Sharp Airlines for scheduled domestic passenger services and as a heavy maintenance facility by Jetstar's parent company, Qantas. It is also the site of the Australian International Airshow. Previously, air traffic control was only provided at Avalon on request, but in 2008 it was announced that regular air traffic control facilities would be provided.

As part of the 2010 Victorian state election campaign, the Liberal National Coalition committed to build a railway line to the airport if they formed the government. To be built as a branch from the Geelong line and with an estimated total cost of \$250 million, the commitment was for \$50 million to cover planning, land acquisition and preliminary works for the single track line. The additional \$200 million will come from the Victorian Government and from the airport, with the Commonwealth Government to be asked to contribute a third of the cost. The airport management welcomed the announcement, which will also include an aviation fuel pipeline to the airport from the Shell Geelong refinery.<sup>9</sup>

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<sup>9</sup> Source: Avalon Airport Australia

## 6 TRANSPORT NETWORK GOALS, OBJECTIVES AND PRINCIPLES

The following goals, objectives and principles were chosen as they reflect the future of the Great South Coast, as well as linking back to the regional growth plan, the Victorian Freight and Logistics Plan, and the Transport Integration Act.

As 96 per cent of freight is transported via road in the Great South Coast, therefore rail and gateways are disregarded in this section.

### 6.1 GOALS

To maximise the contribution of the transportation sector to Victoria's productivity and liveability

### 6.2 OBJECTIVES

- Social Impact - improved community vitality and liveability, improved road safety
- Economic Impact - generate employment, facilitates economic growth, reinforces competitive advantage, grows economic diversity and alignment with funding
- Environmental Impact - enables improved land use and environmental sustainability
- Infrastructure Importance - increases infrastructure efficiency/ use and improved accessible transport
- Regional Impact - impact on region
- Link to Nodes - level of commitment and linkage to key nodes
- Level of Commitment - political support
- Level of Preparation - planning readiness

### 6.3 PRINCIPLES

- Plan for and deliver projects in growth areas
- Improve the efficiency and productivity of key industries
- Maintain a resilient and reliable road network
- Remove bottle necks in supply chain
- Progressive enhancement of key transport links
- All projects must be based on evidence and needs
- Maintain safety for all users of the transport network
- Enhance the productive potential and liveability of the Great South Coast
- Reduce costs to industries

#### 6.4 ROAD HEIRARCHY LOGIC REVIEW

This is a review of some methods utilised in other development plans in Victoria (& Australia) to score and prioritise infrastructure projects. The methods are applied to the regional transport strategy in respect of its key principles, diversity of projects and their current status within the Great South Coast. The aim is to compare and harmonise the different approaches in order to achieve a representative and applicable criteria to assess the Great South Coast roads and projects for inclusion in the Regional Transport Strategy.

The Regional Development Australia (Gippsland) method assesses and prioritises regional projects in three dimensions via an aggregated weighting system: Impact, Regional and Implementation; the Impact criterion is based on the collective outcomes associated with the established priorities of the growth plan. Applied to the Great South Coast Regional Transport Strategy (GSCRTS), established priorities translate to the Growth Plan principles. They are listed below against the collective outcomes, which in turn reflect in the associated Impact Criteria (1-8).

| Proposed RGP assessment criterion  | Description                                                                                         |
|------------------------------------|-----------------------------------------------------------------------------------------------------|
| Social impact                      | Contribution to education, health and wellbeing, community development and equity                   |
| Economic impact                    | Contribution to employment and development of innovative/diverse/knowledge-based economic sectors   |
| Environmental impact               | Contribution to the protection, restoration and enhancement of the environment                      |
| Infrastructure importance          | Critical nature of infrastructure and ability to build on existing infrastructure                   |
| Link to GSC Freight Nodes          | Status of road is linked to such nodes                                                              |
| Level of support / funds committed | Level to which project has received tacit support from government/other and/or funding is committed |
| Level of planning                  | Level to which project has been planned, designed or undergone business case assessment             |
| Economic viability                 | Viability of project as assessed through business case/socio-economic assessment                    |

Each criterion is scored from 0 to 10, with 10 representing a very high impact. The impact criteria are assigned a relative weighting reflecting their relative importance in respect of achieving the desired regional outcomes.

| <i>Strategic Impact Criteria</i>                           | <i>Weight</i> | <i>Proposed GSCRTS criteria</i>  | <i>Weight</i> |
|------------------------------------------------------------|---------------|----------------------------------|---------------|
| Generates employment                                       | 10            | Economic impact                  | 40            |
| Facilitates economic growth                                | 20            |                                  |               |
| Reinforces competitive advantage                           | 5             |                                  |               |
| Grows economic diversity                                   | 5             |                                  |               |
| Enables improved land use & env. sustain                   | 25            | Environmental impact             | 25            |
| Improved community vitality & liveability, improved safety | 20            | Social impact                    | 20            |
| Increases infrastructure efficiency & use                  | 10            | Infrastructure importance        | 15            |
| Improved accessible transport                              | 5             |                                  |               |
| <i>Regional Impact Criteria</i>                            | <i>Weight</i> |                                  |               |
| Breadth of impact                                          | 80            | Regional impact*                 | 100           |
| Impact on Regional Reputation                              | 20            |                                  |               |
| <i>Implementation Criteria</i>                             | <i>Weight</i> |                                  |               |
| Level of committed funding                                 | 30            | Link to GSC Freight Nodes        | 40            |
| Political support                                          | 20            | Level of support/funds committed | 40            |
| Planning readiness                                         | 20            | Level of planning                | 20            |
| Alignment with funding program(s)                          | 20            | Economic viability               | 0             |



6.5 ROAD HIERARCHY LOGIC MATRIX

| Roads of Strategic Importance      | Functional Impact Criteria |                        |                              |                                 | Regional Impact Criteria | Performance Criteria                |                               |                                         | Totals |
|------------------------------------|----------------------------|------------------------|------------------------------|---------------------------------|--------------------------|-------------------------------------|-------------------------------|-----------------------------------------|--------|
|                                    | State Impact<br>x20        | Eventing Impact<br>x40 | Development<br>Impact<br>x15 | Infrastructure<br>Impact<br>x15 |                          | Link to City<br>Region Score<br>x40 | Level of<br>Commitment<br>x10 | Level of<br>Provision /<br>Scope<br>x20 |        |
| Princes Highway West               | 120                        | 400                    | 125                          | 150                             | 1000                     | 400                                 | 400                           | 100                                     | 2695   |
| Henry Highway                      | 80                         | 360                    | 100                          | 150                             | 1000                     | 360                                 | 240                           | 80                                      | 2370   |
| Glenn Highway                      | 80                         | 280                    | 100                          | 150                             | 900                      | 360                                 | 400                           | 80                                      | 2350   |
| Hamilton Highway                   | 100                        | 360                    | 100                          | 150                             | 900                      | 360                                 | 200                           | 80                                      | 2250   |
| Hopkins Highway                    | 80                         | 320                    | 100                          | 150                             | 900                      | 360                                 | 200                           | 80                                      | 2190   |
| Great Ocean Road                   | 120                        | 360                    | 150                          | 105                             | 900                      | 120                                 | 320                           | 100                                     | 2375   |
| Henry Highway - Port of Portland   | 100                        | 360                    | 50                           | 128                             | 700                      | 400                                 | 320                           | 120                                     | 2170   |
| Foxlow Road                        | 80                         | 320                    | 50                           | 135                             | 700                      | 120                                 | 400                           | 80                                      | 1885   |
| Condah-Heripu Road                 | 40                         | 320                    | 50                           | 150                             | 800                      | 120                                 | 240                           | 100                                     | 1820   |
| Woolsthorpe-Heywood Road           | 100                        | 320                    | 50                           | 135                             | 700                      | 120                                 | 280                           | 90                                      | 1785   |
| Portland-Nelson Road               | 40                         | 360                    | 50                           | 135                             | 700                      | 120                                 | 200                           | 80                                      | 1685   |
| Colac-Ballarat Road                | 60                         | 200                    | 50                           | 150                             | 800                      | 120                                 | 200                           | 90                                      | 1660   |
| Cobden - Stonyford Road            | 60                         | 360                    | 50                           | 120                             | 600                      | 120                                 | 200                           | 80                                      | 1590   |
| Hamilton-Bartmoor Road             | 40                         | 280                    | 50                           | 120                             | 700                      | 120                                 | 200                           | 80                                      | 1590   |
| Mortlake-Terang Road               | 40                         | 280                    | 50                           | 120                             | 700                      | 120                                 | 200                           | 90                                      | 1590   |
| Timboon-Colac Road                 | 40                         | 280                    | 50                           | 120                             | 700                      | 120                                 | 200                           | 90                                      | 1590   |
| Warrnambool-Cobden Road            | 60                         | 240                    | 50                           | 120                             | 700                      | 120                                 | 200                           | 80                                      | 1570   |
| Colac-Lavers Hill Road             | 40                         | 240                    | 75                           | 105                             | 600                      | 120                                 | 200                           | 80                                      | 1460   |
| Camperdown - Cobden Road           | 40                         | 240                    | 50                           | 120                             | 600                      | 120                                 | 200                           | 80                                      | 1450   |
| Cobden-Port Campbell Road          | 40                         | 240                    | 50                           | 120                             | 600                      | 120                                 | 200                           | 80                                      | 1435   |
| Coleraine-Edenhope Road            | 40                         | 240                    | 50                           | 105                             | 600                      | 120                                 | 200                           | 80                                      | 1435   |
| Hamilton-Port Fairy Road           | 40                         | 240                    | 50                           | 105                             | 600                      | 120                                 | 200                           | 80                                      | 1435   |
| Warrnambool-Caramut Road (W'Boo)   | 100                        | 280                    | 50                           | 60                              | 500                      | 120                                 | 200                           | 80                                      | 1390   |
| Bridge Road                        | 100                        | 280                    | 50                           | 135                             | 400                      | 120                                 | 200                           | 80                                      | 1365   |
| Penshurst-Warrnambool Road         | 60                         | 240                    | 50                           | 105                             | 500                      | 120                                 | 200                           | 80                                      | 1355   |
| Myamyn-Macarthurs Road             | 40                         | 240                    | 50                           | 105                             | 500                      | 120                                 | 200                           | 80                                      | 1335   |
| Penshurst-Macarthurs Road          | 40                         | 240                    | 50                           | 105                             | 500                      | 120                                 | 200                           | 80                                      | 1335   |
| Portland-Casterton Road            | 40                         | 240                    | 50                           | 105                             | 500                      | 120                                 | 200                           | 80                                      | 1335   |
| Spencers Road                      | 40                         | 200                    | 50                           | 90                              | 400                      | 120                                 | 200                           | 80                                      | 1180   |
| Warrnambool-Caramut Road (Caramut) | 20                         | 140                    | 50                           | 60                              | 500                      | 80                                  | 200                           | 80                                      | 1130   |



## ROAD NETWORK CONDITION AND MAINTENANCE

The economy of the region relies heavily upon the transport network. 96 per cent of all freight is carried on the road network<sup>10</sup>, therefore it is imperative that it is funded and maintained to enhance international competitiveness of industry and safety of road users. Growth in the region is based on economic growth, which needs to be supported by a resilient and efficient transport network which provides an adequate level of services to its users.

Ensuring efficient freight access for current commodities, such as agricultural produce, timber products and minerals sands, as well as future commodities, such as renewable energy components, is a critical factor in maintaining the Great South Coast's economic position.

The Department of Transport, Planning and Local Infrastructure projections for 2020 indicate that the Great South Coast will haul one third of the states regional road corridor tonnages, this will be largest proportion of any region in the state. Freight and logistics will play a major part in supporting these industries, and securing the economic prosperity of the region and Victoria.

The arterial road network in the GSC region faces most significant challenges in Victoria, in response to distressed pavement, cracked pavement, and rutting depth. These measures of road condition have an impact on efficiency of freight transport.

The Victorian Government recognises that greater maintenance is required to address the condition of Victoria's roads and on 1 May 2013, announced a \$170 million road maintenance package. This package is in addition to VicRoads' base funding for road maintenance and builds on the \$45 million committed in October last year to 'Repair and Restore' Victorian roads.






The \$170 million initiative provides \$90 million over 3 years to renew deteriorated roads by strengthening the pavements, and \$80 million over 2 years for resurfacing works to make roads more resilient to wet weather. This multi- year package is a big improvement on the previous system that allocated funds on an annual basis. Making this significant commitment over the course of three years will lead to better decisions about the timing and type of maintenance to be carried out and will also help us achieve better value for money from our maintenance contracts.

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<sup>10</sup> Source: Department of Transport, Planning and Local Infrastructure

## 8. PRINCIPAL STRATEGIC ROUTES

The key destinations in the region have been graphically represented on the Figure 8.1 (Page 44), along with the principal freight routes, primary and secondary arterials, and local roads. The purpose of this map is to highlight the importance of the principal and primary routes to the region, while assisting in assessing the routes required for key industry freight.

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Key Destination Nodes – The key population and employment centres for the region, with key links to freight destinations. Focus should be placed on major development to designated growth areas, while supporting business districts. As these key destination nodes attract new high order services, facilities and industries, growth will produce economic and social benefits for the region. |
|  | Principal Freight Routes - Designed to provide intra-regional freight movements. Should be arterial roads of high standard, ideally should avoid main street environments of townships where possible. May need to accommodate B-doubles, over-dimension loads and potentially HPFV's. Freight movement should be given priority.                                                                  |
|  | Primary Arterial Routes – Designed to supplement the principal freight routes, should be arterial roads of high standard.                                                                                                                                                                                                                                                                          |
|  | Secondary Arterial Routes - Designed to delivery traffic from local collector roads to primary arterials and principal freight routes.                                                                                                                                                                                                                                                             |
|  | Local Roads – Primarily used to gain access to properties.                                                                                                                                                                                                                                                                                                                                         |

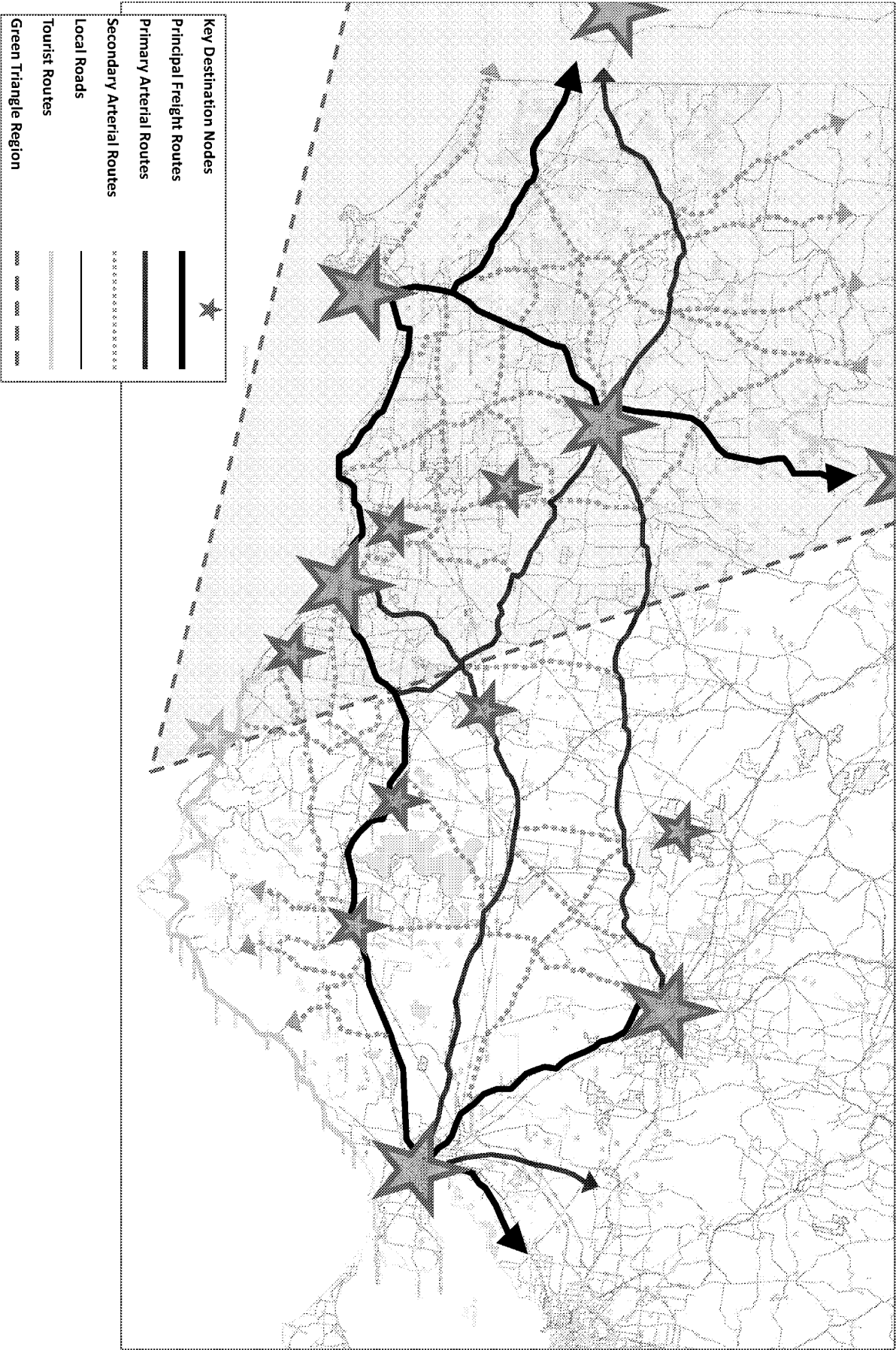


Figure 8.1 Key Freight Nodes and Principal Strategic Routes

## 8.1 SHIRE PRIORITIES AND PROJECTS

The following is a snapshot of key freight route priorities and projects to be developed for each shire included in the Great South Coast region.

The key freight routes show all the nominated roads that pass through the shire, along with their strategic rating that can be found in the road hierarchy logic matrix.

The objectives to be developed have been chosen by each shire, in conjunction with the Department Of Transport and VicRoads, as well as objectives that have been identified in documents such as the Green Triangle Freight Action Plan. Time frames and rankings have been developed and agreed upon in consultation with the relevant shires and their respective priorities.

### Road Condition Service Rating

The Road Condition Service Rating is taken from the VicRoads Road Priority and Risk Matrices, developed in 2012 for maintenance purposes, providing the ranking of the road for the shire, allowing for discrepancies across the state. These matrices uses factors including traffic volumes, speed zones, percentage of commercial vehicles, and the preservation of assets to determine a road condition service rating.

### Time Frames

| Short Term | Medium Term | Long Term |
|------------|-------------|-----------|
| 0-5 years  | 5-15 years  | 15+ years |

### Smart Roads

*SmartRoads* is an approach that manages competing interests for limited road space by giving priority use of the road to different transport modes at particular times of the day. All road users will continue to have access to all roads. However, certain routes will be managed to work better for cars while others will be managed for public transport, cyclists and pedestrians. *SmartRoads* ensures that decisions about the operation of the road network support land use and transport planning and better consider the effects on the surrounding community, key activity centres and the environment.

### Victorian Integrated Traffic Model

The *Victorian Integrated Traffic Model* (VITM) is expected to predict the impact on the existing and future road network of projected population growth and developments over the next 30 years. This work will enable the need and sequencing of future projects and other upgrades to the existing road network not yet identified.

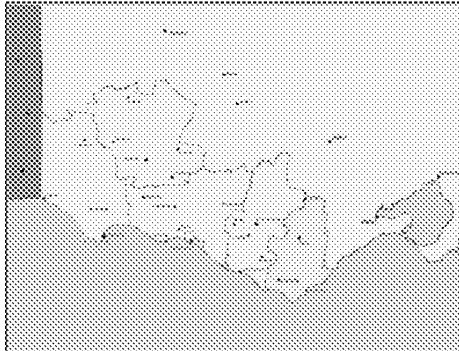
Once the VITM has been undertaken, any new outcomes that have been identified will be added to the outcome listing for each shire/council as shown.

### Road Safety Initiatives

Work that may be undertaken as part of road safety initiatives include: widening of narrow pavements, sealing shoulders, implementing low cost safety measures such as tactile edge lines, signage, and review of speed limits, rest areas and access management.



#### COLAC OTWAY SHIRE



Located in Victoria's south west, the Colac Otway Shire is diverse, with volcanic lakes, craters and plains in the north, the hinterland forests of the Otway Ranges and the Great Ocean Road coastline. Colac City is situated beside Lake Colac, on the Princes Highway, and has a current population of 22,100.

The Colac region supports a network of over 1200 businesses and well over 800 farms. The main industries are dairy, beef, sheep, crops, specified pastures, horticulture and organic farming; timber, manufacturing and service, construction, retail and wholesale. Tourism, centering on the Great Ocean Road and the coastline, is becoming increasingly important.

Provides direct connects to Warrnambool and Geelong, and has important connections with key nodes such as agricultural, dairy and tourism industries with inland routes to the Great Ocean Road.

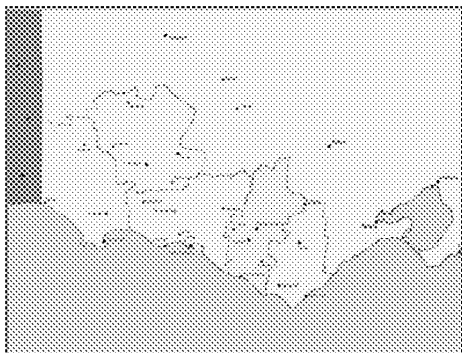
#### KEY FREIGHT ROUTES TO IMPROVE OR MAINTAIN TO PROVIDE HIGH LEVELS OF SERVICE

| Road                     | Strategic Rating | Road Condition Service Rating | Ranking |
|--------------------------|------------------|-------------------------------|---------|
| Hamilton Highway         | 2250             | 5                             | 11250   |
| Princes Highway West     | 2695             | 4                             | 10780   |
| Colac – Ballarat Road    | 1660             | 5                             | 8300    |
| Great Ocean Road         | 2175             | 3                             | 6525    |
| Timboon-Colac Road       | 1590             | 4                             | 6360    |
| Colac – Lavers Hill Road | 1460             | 3                             | 4380    |

#### OUTCOMES TO BE DEVELOPED

| Road / Location                      | Outcomes              | Time Frame  | Priority Ranking |
|--------------------------------------|-----------------------|-------------|------------------|
| Princes Highway West (East of Colac) | Duplication           | Short Term  | 1                |
| Arterial Roads                       | HPFV Planning         | Short Term  | 2                |
| Colac                                | Smart Roads Planning  | Short Term  | 3                |
| Colac                                | Bypass Route Planning | Short Term  | 4                |
| Princes Highway West                 | Safety Improvements   | Short Term  | 5                |
| Princes Highway West                 | Overtaking Lanes      | Short Term  | 6                |
| Princes Highway West                 | Capacity Improvements | Medium Term | 1                |
| Hamilton Highway                     | Overtaking Lanes      | Medium Term | 2                |
| Princes Highway West (West of Colac) | Duplication           | Long Term   | 1                |
| Colac                                | Bypass Route          | Long Term   | 2                |
| Arterial Roads                       | Introduction of HPFV  | Long Term   | 3                |

#### CORANGAMITE SHIRE



Corangamite Shire is located in Victoria's south west. The Shire extends from the 12 Apostles on the coast near Port Campbell and Princetown to Skipton in the north. The eastern boundary is Lake Corangamite and the western border is near Garvoc. The shire's economic base is provided through agriculture and some value-adding manufacturing. Corangamite contains wool growing and cropping areas in the north, while the south has one of the most intensive dairying areas in the State. Several milk processing industries are located within

Corangamite.

The current population for Corangamite Shire is 17,500.

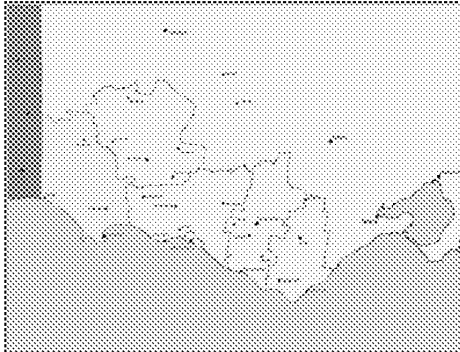
#### KEY FREIGHT ROUTES TO IMPROVE OR MAINTAIN TO PROVIDE HIGH LEVELS OF SERVICE

| Road                        | Strategic Rating | Road Condition<br>Service Rating | Ranking |
|-----------------------------|------------------|----------------------------------|---------|
| Hamilton Highway            | 2250             | 5                                | 11250   |
| Princes Highway West        | 2695             | 4                                | 10780   |
| Foxhow Road                 | 1885             | 4                                | 7540    |
| Great Ocean Road            | 2175             | 3                                | 6525    |
| Mortlake – Terang Road      | 1590             | 4                                | 6360    |
| Cobden – Stoneyford Road    | 1590             | 3                                | 4770    |
| Warrnambool-Cobden Road     | 1570             | 3                                | 4710    |
| Cobden – Port Campbell Road | 1450             | 3                                | 4350    |
| Camperdown – Cobden Road    | 1450             | 3                                | 4350    |

#### OUTCOMES TO BE DEVELOPED

| Road / Township      | Outcomes              | Time Frame  | Priority Ranking |
|----------------------|-----------------------|-------------|------------------|
| Arterial Roads       | HPFV Planning         | Short Term  | 1                |
| Princes Highway West | Rest Areas            | Short Term  | 2                |
| Princes Highway West | Overtaking Lanes      | Short Term  | 3                |
| Princes Highway West | Safety Improvements   | Short Term  | 4                |
| Princes Highway West | Capacity Improvements | Medium Term | 1                |
| Hamilton Highway     | Overtaking Lanes      | Medium Term | 2                |
| Princes Highway West | Duplication           | Long Term   | 1                |
| Arterial Roads       | Introduction of HPFV  | Long Term   | 2                |

#### GLENELG SHIRE



Located around a deep-water port, Portland is the major centre in the shire and home to one of only two aluminium smelters in Victoria. The shire's economy is based around service industries, timber production, grazing and manufacturing. Glenelg Shire's current population is 21,240.

The Port of Portland, in conjunction with the Port of Geelong, are critical components of freight infrastructure in the Great South Coast region, and are supported by the road and rail infrastructure,

providing a gateway to global markets. A deep water port, it handles increasing volumes of commodity exports, and is a potential entry point for tourism in the future. Freight movements occur internally within the region to the Port of Portland, as well as inter-regional and inter-state linkages.

The timber supply chain in south western Victoria currently consists of road based transport of timber logs from the timber plantations of south west Victoria. The main route used by the timber and truck industry to transport logs from the plantation to the Myamyn Wood Chip Mill, operated by South West Fiber (SWF), is the Condah Hotspur Upper Road (CHUR). The woodchip product is then transported via road to the Port of Portland for export via the Henty Highway.

The CHUR has been identified as a major wood flow arterial supply road due to its linking of major plantation resources at its western end with the SWF plant at its eastern end. The condition of the CHUR, along with the volume of timber trucks travelling along the road daily, greatly reduces the amenity of residents and other users, such as school buses. Given the high volume, low margin nature of the timber industry, re-routing of trucks around CHUR would adversely impact the viability of businesses in the supply chain, such as transport companies and processors.

The 17km local road is estimated cost approximately \$5 million to upgrade and has been the subject of two unsuccessful bids by Glenelg Shire Council to the Commonwealth Government Regional Development Australia Fund (RDAF).

#### KEY FREIGHT ROUTES TO IMPROVE OR MAINTAIN TO PROVIDE HIGH LEVELS OF SERVICE

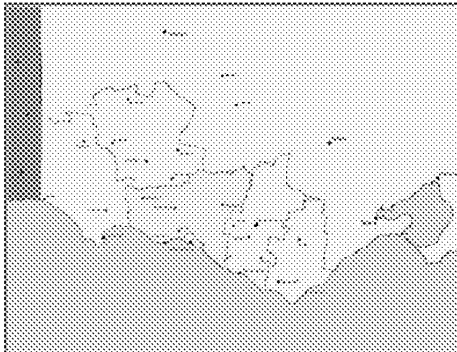
| Road                       | Strategic Route | Road Condition<br>Service Rating | Length |
|----------------------------|-----------------|----------------------------------|--------|
| Princes Highway West       | 2695            | 4                                | 10780  |
| Henty Highway              | 2370            | 4                                | 9480   |
| Woolsthorpe – Heywood Road | 1785            | 5                                | 8925   |
| Condah – Hotspur Road      | 1820            | 4                                | 7280   |
| Portland – Casterton Road  | 1335            | 4                                | 5340   |
| Portland – Nelson Road     | 1685            | 3                                | 5055   |
| Dartmoor – Hamilton Road   | 1590            | 3                                | 4770   |
| Myamyn – Macarthur Road    | 1335            | 3                                | 4005   |



#### OUTCOMES TO BE DEVELOPED

| Location / Road / Road ID | Strategic Outcome     | Time Frame  | Priority / Ranking |
|---------------------------|-----------------------|-------------|--------------------|
| Portland                  | Smart Roads Planning  | Short Term  | 1                  |
| Arterial Roads            | HPFV Planning         | Short Term  | 2                  |
| Henty Highway             | Ring Road Upgrade     | Short Term  | 3                  |
| Arterial Roads            | Rest Areas            | Short Term  | 4                  |
| Princes Highway West      | Overtaking Lanes      | Short Term  | 5                  |
| Henty Highway             | Overtaking Lanes      | Short Term  | 6                  |
| Princes Highway West      | Safety Improvements   | Short Term  | 7                  |
|                           |                       |             |                    |
| Princes Highway West      | Capacity Improvements | Medium Term | 1                  |
| Henty Highway             | Capacity Improvements | Medium Term | 2                  |
|                           |                       |             |                    |
| Princes Highway West      | Duplication           | Long Term   | 1                  |
| Henty Highway             | Duplication           | Long Term   | 2                  |

#### MOYNE SHIRE



Moyne Shire supports a population of 17,800. The shire is predominantly rural based, with a focus on grazing, dairying and grain production. Wool and lamb production are the most significant sources of income for the shire. Some residents commute to Warrnambool to work and shop. The main industries include agriculture, dairy product manufacturing, and tourism.

Provides direct connects to Portland, Hamilton, Colac, Geelong has important connections with key nodes such as agricultural, dairy and tourism industries and is renewable energy hub (wind farm) of the Great South Coast.

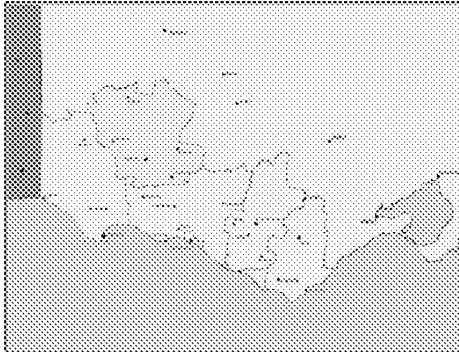
#### KEY FREIGHT ROUTES TO IMPROVE OR MAINTAIN TO PROVIDE HIGH LEVELS OF SERVICE

| Road                         | Strategic Rating | Road Condition<br>Service Rating | Ranking |
|------------------------------|------------------|----------------------------------|---------|
| Princes Highway West         | 2695             | 5                                | 13475   |
| Hamilton Highway             | 2250             | 4                                | 9000    |
| Woolsthorpe – Heywood Road   | 1785             | 5                                | 8925    |
| Hopkins Highway              | 2190             | 3                                | 6570    |
| Great Ocean Road             | 2175             | 3                                | 6525    |
| Spencers Road                | 1180             | 5                                | 5900    |
| Hamilton – Port Fairy Road   | 1435             | 4                                | 5740    |
| Penshurst – Warrnambool Road | 1355             | 4                                | 5420    |
| Warrnambool – Cobden Road    | 1570             | 3                                | 4710    |
| Warrnambool – Caramut Road   | 1130             | 5                                | 3390    |

#### OUTCOMES TO BE DEVELOPED

| Asset / Relationship     | Outcome                       | Time Frame  | Priority Ranking |
|--------------------------|-------------------------------|-------------|------------------|
| Arterial Roads           | HPFV Planning                 | Short Term  | 1                |
| Princes Highway West     | Rest Areas                    | Short Term  | 2                |
| Princes Highway West     | Overtaking Lanes              | Short Term  | 3                |
| Princes Highway West     | Safety Improvements           | Short Term  | 4                |
| Hopkins Highway          | Upgrades                      | Short Term  | 5                |
| Heywood-Woolsthorpe Road | Upgrades                      | Short Term  | 6                |
| Hamilton Highway         | Upgrades                      | Short Term  | 7                |
| Princes Highway West     | Capacity Improvements         | Medium Term | 1                |
| Koroit                   | Heavy Vehicle Alternate Route | Medium Term | 2                |
| Princes Highway West     | Duplication                   | Long Term   | 1                |
| Port Fairy               | Bypass                        | Long Term   | 2                |

#### SOUTHERN GRAMPIANS SHIRE



Agriculture and sheep grazing are the dominant industries in the Southern Grampians Shire. The region is a major wool growing area, producing 15 per cent of Australia's wool clip. Hamilton, the major centre in the shire, is also an important centre for education and health.

Southern Grampians Shire has a current population of 17,900.

A current proposal being governed by Southern Grampians Shire is the development of the Hamilton Structure Plan, which includes projects such as the removal of fixed alignment and the adoption of a three-lane treatment in Cox Street, a review of the alternative truck route strategy, evaluation of future growth areas in the city, access management strategies and a review of existing and future transport needs, including freight, rail and bus.

#### KEY FREIGHT ROUTES TO IMPROVE OR MAINTAIN TO PROVIDE HIGH LEVELS OF SERVICE

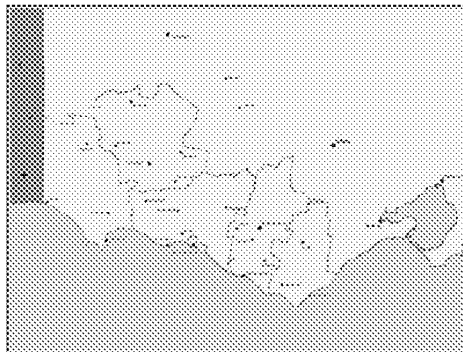
| Road                         | Strategic Rating | Road Condition Service Rating | Ranking |
|------------------------------|------------------|-------------------------------|---------|
| Hamilton Highway             | 2250             | 5                             | 11250   |
| Henty Highway                | 2370             | 4                             | 9480    |
| Penshurst – Macarthur Road   | 1335             | 5                             | 6675    |
| Coleraine-Edenhope Road      | 1435             | 4                             | 5740    |
| Hamilton – Dartmoor Road     | 1590             | 3                             | 4770    |
| Glenelg Highway              | 2180             | 2                             | 4360    |
| Hamilton – Port Fairy Road   | 1435             | 3                             | 4305    |
| Penshurst – Warrnambool Road | 1355             | 3                             | 4065    |

#### OUTCOMES TO BE DEVELOPED

| Road / Township      | Outcomes                         | Time Frame  | Priority Ranking |
|----------------------|----------------------------------|-------------|------------------|
| Hamilton             | Smart Roads Planning             | Short Term  | 1                |
| Arterial Roads       | HPFV Planning                    | Short Term  | 2                |
| Henty Highway        | Overtaking Lanes                 | Short Term  | 3                |
| Princes Highway West | Safety Improvements              | Short Term  | 4                |
| Henty Highway        | Rest Areas                       | Medium Term | 1                |
| Hamilton             | Heavy Vehicle Bypass (Stage 1)   | Medium Term | 2                |
| Cox Street           | Capacity Improvements            | Medium Term | 3                |
| Hamilton Highway     | Rest Areas                       | Medium Term | 4                |
| Hamilton             | Heavy Vehicle Bypass (Stage 2+3) | Long Term   | 1                |
| Arterial Roads       | Introduction of HPFV             | Long Term   | 2                |



#### WARRNAMBOOL CITY COUNCIL



Warrnambool is Victoria's largest coastal city outside of Port Phillip Bay, and is the fastest growing economy and population centre in the Great South Coast.

As well as a developing tourist industry, Warrnambool is the focus for a range of activities that provide an employment base for the city's population of 32,000, and a population of 25,000 in the adjoining sub-region.

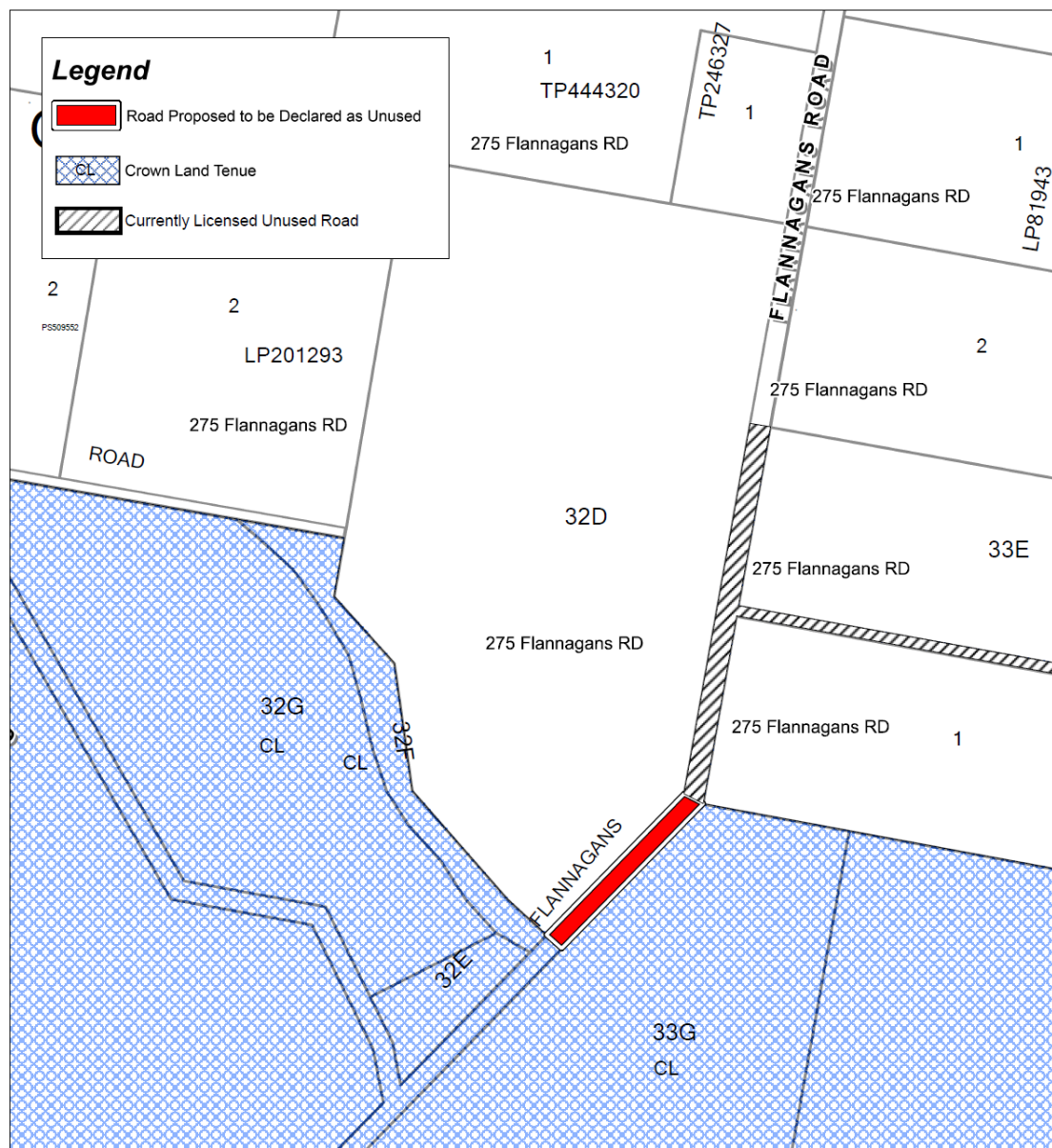
The recent growth in Warrnambool has resulted in capacity issues on arterial and local roads, and additional planning and studies are required to support the development of infrastructure to increase capacity, reduce bottle necks and address maintenance issues.

#### KEY FREIGHT ROUTES TO IMPROVE OR MAINTAIN TO PROVIDE HIGH LEVELS OF SERVICE

| Road                       | Strategic Rating | Road Condition<br>Service Rating | Ranking |
|----------------------------|------------------|----------------------------------|---------|
| Princes Highway West       | 2695             | 4                                | 10780   |
| Warrnambool – Caramut Road | 1390             | 5                                | 6950    |
| Hopkins Highway            | 2190             | 2                                | 4380    |
| Bridge Road                | 1365             | 3                                | 4095    |

#### OUTCOMES TO BE DEVELOPED

| Road / Location                  | Outcome               | Time Frame  | Priority Ranking |
|----------------------------------|-----------------------|-------------|------------------|
| Warrnambool                      | Smart Roads           | Short Term  | 1                |
| Hopkins Highway                  | Upgrades              | Short Term  | 2                |
| W'Bool-Caramut Road              | Upgrades              | Short Term  | 3                |
| Princes Highway West             | Overtaking Lanes      | Short Term  | 4                |
| Bridge Road                      | Bridge Improvement    | Medium Term | 1                |
| Warrnambool                      | Heavy Vehicle Bypass  | Medium Term | 2                |
| Princes Highway West             | Rest Areas            | Medium Term | 4                |
| Princes Highway West             | Capacity Improvements | Medium Term | 5                |
| Intermodal Rail Freight Terminal | Upgrade               | Medium Term | 6                |
| Princes Highway West             | Duplication           | Long Term   | 1                |
| Bridge Road                      | Bypass                | Long Term   | 2                |



## LOCALITY PLAN

Declaration of Road as Unused  
South East of Crown Allotment 32D  
Parish of Irrewillipe  
Lot 1 on TP246327



Cadastral Information from Land Victoria,  
Department of Environment and Primary Industries.

### Disclaimer Note

Colac-Otway Shire Council (the Council) does not warrant or represent that the above information is free from errors or omissions. A person using the information should conduct independent enquiries to verify the accuracy of the information.

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**Date:** 07 / 10 / 2013





**VERSION 4.0**  
**Issue Date March 2013**

**Version 4.0 Adopted by IDM Board on the 30 November 2012**





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## Clause 1 Introduction

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### 1.1 Background

This Infrastructure Design Manual (**Manual**) was originally prepared by the Cities of Greater Bendigo and Greater Shepparton and the Shire of Campaspe. Their joint initiative was one which recognised the benefits of municipalities working together towards consistent requirements and standards for the design and development of **Infrastructure**.

Since the preparation of the **Manual** many other **Councils** have adopted the **Manual**.

The first version of the **Manual** came into use in October 2007 when it was placed online. The **Manual** has its own webpage and can be viewed and downloaded at [www.designmanual.com.au](http://www.designmanual.com.au).

### 1.2 Benefits of a Common Manual

- Sharing financial and human resources to produce a **Manual** which will satisfy the requirements of each of the participating municipalities.
- Developing more consistency amongst design requirements for **Consultants** and **Developers** working in the participating municipalities.
- Provides a better point of reference for all parties at the Victorian Civil Appeals Tribunal (VCAT).
- Sharing of ideas and practices helps the municipalities to adopt the best practice of each.
- To clearly document the participating **Council's** requirements for the design and development of **Infrastructure**.

### 1.3 Consultation

This **Manual** has been prepared following consultation and liaison with **Councils**, **Council** staff, **Consultants** and **Developers**. Each **Council** was responsible for its own consultation process. The consultative processes have ensured that the policies, procedures and guidelines in this **Manual** achieve as far as practical the three main aims of appropriate, affordable and equitable **Infrastructure** which serve the community and promote growth.

### 1.4 Objectives

This **Manual** is designed to be used within the boundaries of all the municipalities who have adopted this **Manual**. The primary objectives of the **Manual** are:

- To clearly document **Council's** requirements for the design and development of **Infrastructure** that is or will become municipal **Infrastructure**.
- To standardise development submissions as much as possible and thus to expedite **Council's** engineering approvals.
- To ensure that minimum design criteria are met in regard to the design and construction of **Infrastructure** within the municipalities regardless of whether it is constructed by **Council** or a **Developer**.

When there is a conflict with Standard Drawings or other **Council** policies the **Manual** will take precedence where the matter relates to **Infrastructure** standards.



## 1.5 Principles

There are a number of principles that have been used to formulate the provisions of the IDM. Where that has occurred the word principle is attached a superscript to the particular clause e.g. **Developments**<sup>PRINCIPLE</sup> that contain more than 200 lots in the **ODP** may be required to establish bicycle routes through the development<sup>PRINCIPLE</sup>. By hovering the mouse above the superscript principle the principle is displayed. Principles are also listed in Appendix K Notes on Engineering Principles.

## 1.6 Compliance

The **Councils** using this **Manual** will make every endeavour to follow the requirements of this **Manual** unless there are circumstances that exist that make it impractical or unreasonable to follow the requirements of this **Manual** e.g.

- Renewing an existing asset which does not comply with the standards specified in this **Manual**.
- Where the protection of native vegetation or the existing streetscape make it impractical to adopt the IDM standards
- Where the adoption of the IDM standards would result in detriment to the neighbourhood character of an area.
- **Infrastructure** in a heritage precinct or heritage significant area.
- Infill **Development** where the surrounding or abutting standards are those which the Council wants to maintain.

## 1.7 Innovation and Advances in Technology

**Councils** may give consideration to adopting and approving innovative solutions and using new technologies where it can be demonstrated to the satisfaction of the Council that the objectives of the relevant clauses of the IDM have been satisfied even though the specific technical provisions have not been met.

## 1.8 Councils That Have Adopted the Manual

The following have adopted the **Manual**:

- Greater Shepparton City Council signed 2 August 2007
- Greater Bendigo City Council signed 31 October 2007
- Campaspe Shire Council – signed 14 August 2007
- Moira Shire Council signed 18 June 2007
- Greater Geelong City Council signed 18 October 2007
- Gannawarra Shire signed TBA
- Rural City of Wangaratta signed 29 October 2007
- Mansfield Shire Council signed 27 March 2008.
- Strathbogie Shire Council signed on December 2009
- Murrindindi Shire Council signed 27/10/2010
- South Gippsland Shire Council joined 17 March 2010



- Benalla Rural City Council
- Wellington Shire Council 18 May 2010
- East Gippsland Shire TBA
- Corangamite Shire Council signed TBA
- Central Goldfields Shire Council 26 May 2011
- Baw Baw Shire signed 24 August 2011
- Ballarat City Council signed 1/7/2011
- Hepburn Shire Council signed 23/12/2010
- Moorabool Shire Council signed 7/12/ 2011.
- Warrnambool City Council signed TBA
- Mitchell Shire Council signed TBA
- Yarriambiack Shire Council TBA
- Southern Grampians Shire Council TBA
- Ararat Rural City Council signed 18 October 2012
- Glenelg Shire Council TBA
- Golden Plains Shire Council signed 9 February 2011
- City of Wodonga TBA
- Mitchell Shire Council TBA
- Towong Shire Council TBA
- Indigo Shire Council TBA

## 1.9 Revision

The **Manual** is a living document and may be revised and amended from time to time.

To ensure that everyone has access to the latest version of this **Manual** it will only be available electronically on the **Manual's** website at [www.designmanual.com.au](http://www.designmanual.com.au).

Suggestions on how this **Manual** can be improved can be forwarded by email to the Development Coordinator, City of Greater Shepparton, at [jonathan.griffin@shepparton.vic.gov.au](mailto:jonathan.griffin@shepparton.vic.gov.au).



Engineering queries relating to individual development submissions, status of approvals or further technical direction regarding **Infrastructure** design should be directed to the following people at the relevant municipalities:

- Design and Road Services Manager  
Shire of Campaspe
- Development Co-ordinator  
City of Greater Shepparton
- Infrastructure Development Engineer  
Strathbogie Shire Council
- Senior Subdivisions Engineer  
City of Greater Geelong
- Manager of Technical Services  
Rural City of Wangaratta
- Manager of Engineering  
South Gippsland Shire Council
- Coordinator Infrastructure Development  
Wellington Shire Council
- Manager Assets Planning  
Corangamite Shire Council
- Strategic Infrastructure Coordinator  
Baw Baw Shire
- Infrastructure Planning Engineer, Warrnambool City  
Council
- Asset Engineer, Yarriambiack Shire Council
- Design and Project Management Coordinator,  
Ararat Rural City Council.
- Works Manager, Golden Plains Shire Council.
- Development Engineer  
City of Greater Bendigo
- Project Manager Infrastructure Planning  
Shire of Moira
- Senior Civil Engineer  
Mansfield Shire Council
- Asset and Development Coordinator  
Murrindindi Shire Council
- Director Infrastructure Environment and Regulatory  
Services  
Gannawarra Shire Council
- Senior Development Engineer  
Benalla Rural City Council
- Development and Design Coordinator  
East Gippsland Shire
- General Manager Technical Services  
Central Goldfields Shire Council
- Coordinator Engineering Development, Ballarat City  
Council.
- Engineering Design Coordinator, Mitchell Shire  
Council.
- Manager Infrastructure, Southern Grampians Shire  
Council.
- Design and Development Engineer, Glenelg Shire  
Council.
- Senior Development Engineer, Wodonga City.





- Engineering Design Coordinator, Mitchell Shire Council.
- Manager of Assets, Towong Shire Council
- Senior Development Engineer, Moorabool Shire Council
- Manager Infrastructure Services, Indigo Shire Council

Contact can be made with the people listed above via the **Manual's** website at [www.designmanual.com.au](http://www.designmanual.com.au).

All submissions made in accordance with the above provisions will be considered by the IDM Technical Committee who will provide an annual report to the IDM Board of the recommended changes to be incorporated into the IDM.



## Clause 2 Definitions

|                                     |                                                                                                                                                                                                                                                        |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Acceptance of Works                 | As described in Clause 7.5.                                                                                                                                                                                                                            |
| AHD                                 | Australian Height Datum                                                                                                                                                                                                                                |
| Annual Exceedance Probability (AEP) | The probability of exceedance of a given discharge within a period of one year.                                                                                                                                                                        |
| Average Recurrence Interval (ARI)   | The average or expected value of the period between exceedance of a given event or discharge. This is usually calculated as the reciprocal of the <b>AEP</b> .                                                                                         |
| Carriageway                         | The distance between the inverts of kerbs for roads with kerb and channel and the distance between outer edges of shoulder for roads without kerb and channel.                                                                                         |
| Clear Zone                          | Are areas adjacent to traffic lanes which should be kept free from features that would be potentially hazardous to errant vehicles.                                                                                                                    |
| Consultant(s)                       | A person or company appointed by the developer to provide expert and technical services.                                                                                                                                                               |
| Construction Engineer               | Unless approved otherwise by the <b>Council</b> , all road and drainage construction supervision shall be undertaken by a qualified Civil Engineer, experienced in the field, who shall hereafter be referred to as the <b>Construction Engineer</b> . |
| Construction Supervision            | <b>Construction Supervision</b> is the responsibility of the <b>Developer</b> is carried out by the <b>Construction Engineer</b> or some other person as appointed by the <b>Developer</b> . It is not a <b>Council</b> responsibility.                |
| Council                             | The relevant municipal organisation within whose boundaries the <b>Infrastructure</b> is to be constructed.                                                                                                                                            |
| Council Engineer                    | An engineer appointed by <b>Council</b> to check and approve <b>Developer's</b> designs.                                                                                                                                                               |
| Council's Planning Department       | The department within each <b>Council</b> that is responsible for the processing and administration of planning permits.                                                                                                                               |
| Council's Engineering Department    | The department within each <b>Council</b> that is responsible for the review and approval of <b>Infrastructure</b> in relation to engineering standards. For the municipalities within this <b>Manual</b> the engineering departments are as follows:  |

| COUNCIL                         | DEPARTMENT                             |
|---------------------------------|----------------------------------------|
| Campaspe Shire                  | Engineering Design Services Department |
| Greater Shepparton City Council | Planning Department                    |
| Greater Bendigo City Council    | Planning and Development               |
| Moir Shire Council              | Infrastructure Planning                |
| City of Greater Geelong         | Engineering Services                   |
| Strathbogie Shire Council       | Engineering Department                 |



| COUNCIL                          | DEPARTMENT                                           |
|----------------------------------|------------------------------------------------------|
| Mansfield Shire Council          | Engineering Department                               |
| Murrindindi Shire Council        | Engineering Services                                 |
| Rural City of Wangaratta         | Technical Services                                   |
| Gannawarra Shire Council         | Infrastructure, Environment and Regulatory Services. |
| South Gippsland Shire Council    | Engineering Department                               |
| Benalla Rural City Council       | Infrastructure Services                              |
| Wellington Shire Council         | Built and Natural Environment                        |
| East Gippsland Shire Council     | Development Department                               |
| Corangamite Shire Council        | Assets Planning Unit                                 |
| Central Goldfields Shire Council | Engineering Services                                 |
| Baw Baw Shire Council            | Assets and Engineering Services                      |
| Ballarat City Council            | Infrastructure Development                           |
| Warrambool City Council          | Technical Services                                   |
| Mitchell Shire Council           | Engineering and Infrastructure                       |
| Yarriambiack Shire Council       | Technical Services                                   |
| Southern Grampians Shire Council | Infrastructure Department                            |
| Ararat Rural City Council        | Council Services                                     |
| Glenelg Shire Council            | Assets and Infrastructure                            |
| Golden Plains Shire Council      | Works Department                                     |
| Wodonga City Council             | Infrastructure and Sustainability                    |
| Mitchell Shire Council           | Engineering and Infrastructure                       |
| Towong Shire Council             | Technical Services                                   |
| Moorabool Shire Council          | Engineering Services                                 |
| Indigo Shire Council             | Infrastructure Services                              |

**Design Engineer or Designer**

Unless approved otherwise by the **Council**, all road and drainage designs shall be undertaken by a qualified Civil Engineer, experienced in the field, who shall hereafter be referred to as the **Design Engineer or Designer**.

**Developer(s)**

The person or company that owns the development.

**Developer's Representative**

The **Developer's Representative** is the **Construction Engineer**.

**Development**

is "the carrying out of building, engineering, mining or other operations in, over or under land or the making of any material change in the use of any building or other land".



|                       |                                                                                                                                                                                        |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Infrastructure</b> | Physical works including roads, paths, playground and recreation equipment, landscaping and drainage systems (including retardation and treatment) and ancillary assets such as signs. |
| <b>Manual</b>         | The Infrastructure Design Manual.                                                                                                                                                      |
| <b>MUSIC</b>          | The Model for Urban Stormwater Improvement Conceptualisation (MUSIC) is a software tool that simulates the behaviour of stormwater in catchments.                                      |
| <b>Road Verge</b>     | The distance between the invert of kerb and the near road reserve boundary.                                                                                                            |
| <b>TMAR</b>           | Traffic Management Assessment Report as described in Clause 9.2.1.                                                                                                                     |
| <b>TIAR</b>           | Traffic Impact Assessment Report as described in Clause 9.2.2.                                                                                                                         |
| <b>WSUD</b>           | The integration of urban water cycle management within planning and design is known as Water Sensitive Urban Design ( <b>WSUD</b> ).                                                   |



## Clause 3 Subdivisions and Planning Permit Applications

### 3.1 General

The **Councils'** planning schemes control the development and use of land, including subdivision of land, within the municipal boundaries. The *Planning and Environment Act 1987* provides the legislative basis for the planning scheme and its administration. The system of planning controls provides for the issue of planning permits, usually subject to conditions, as well as the endorsement of submitted plans where appropriate.

It is the responsibility of each **Council** to ensure that development and land use occurs in accordance with any issued planning consent, and to undertake enforcement of the planning provisions where contravention of the planning scheme takes place.

Any persons considering the development of land or change of land use should ensure that they are fully informed concerning the provisions of the relevant planning scheme. In particular, they should understand the circumstances where a planning permit is required, and the procedures to be followed in gaining the necessary planning consents.

The requirement to be fully informed about the Victorian Planning Provisions extends to applicants, **Consultants**, and to the general public, so that the rights and responsibilities of landowners and citizens are understood. All participants in the planning process are encouraged to consult with **Council** staff, particularly applicants for planning consent, before submitting planning permit applications and where appropriate referral authorities such as VicRoads.

With regard to unauthorised or uncompleted works that have been carried out in the past, **Developers, Consultants**, authorities and landowners are encouraged to discuss these matters with **Council** officers. As a general rule, **Council** will expect any existing works to be altered, removed or reconstructed in order to reflect current requirements.

### 3.2 Information to be Submitted

Applications requiring a planning permit must be submitted on standard forms that are available from the planning department of the relevant **Council**. The standard of documentation to be lodged with an application shall be as determined by the **Council's Planning Departments**, and detailed requirements should be sought directly from these departments.

**Developments** may involve the construction of engineering works, or may potentially impact upon existing **Council** assets such as roads and/or drainage systems. In these instances, the applicant should also include the following information, as a minimum, to enable engineering review to take place.

- Plans of existing site conditions showing:
  - Existing surface contours at the interval specified in Table 1 and clear identification of both natural and constructed drainage flowpaths.
  - Level information on adjacent sites, where the development proposal involves any lotfilling or construction of structures that may impact upon the overland flow of stormwater.
  - Existing vehicle crossings. Photos may be beneficial to determine the standard of existing features, such as vehicle crossings. If crossings have been constructed after November 1995, reference should be provided regarding the previous Consent for 'Occupation of a Road For Works', or similar **Council** approval.
  - Details of existing house or lot drainage such as pipe layouts, pipe sizes and discharge point.



- Impervious surfaces.
- Onsite wastewater management system arrangements.
- Existing carparking, footpaths and landscaping where present.
- Conceptual layout of the proposed development.
  - Proposed Public Open Space and linkages.
  - Impervious surfaces.
  - Footpath details.
  - Carparking details.
  - Landscaping, including proposed vegetation, irrigation and furniture.
  - Street lighting style details.
  - Vehicle wash-down areas for industrial and/or commercial uses.
  - Onsite wastewater management system details.
- A written response to Planning Scheme requirements for any subdivision of land or major development.
- Traffic generation, existing and proposed.
- Drainage Master Plan and computations.
- Proposed **WSUD** treatments and **MUSIC** analysis including report on **WSUD** design intent, confirming how compliance with **Council** specific requirements will be achieved. Copies of any site assessments, or similar investigation undertaken including but not limited to flora and fauna, cultural heritage, environmental and sanitisation.

Table 1 Contour Intervals

| Description                     | Average Slope of Allotment | Contour Interval                                                                                                                           |
|---------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Sites > or = 1000m <sup>2</sup> | 0-1%                       | 100mm                                                                                                                                      |
|                                 | 1-2%                       | 200mm                                                                                                                                      |
|                                 | 2%-5%                      | 300mm                                                                                                                                      |
|                                 | 5% plus                    | 500mm                                                                                                                                      |
| Sites <1000m <sup>2</sup>       |                            | Minimum number of spot levels required is one on each corner of the allotment and centroid together with arrows showing direction of flow. |



### 3.3 Engineering Referrals

Where further information is required before a formal engineering response can be given, the request for that information shall be made within the nominated timeframes and the 'clock stops'. The clock starts again when adequate information is received.

The timeframes for dealing with engineering referrals for planning applications are those specified in the *Planning and Environment Act*. **Councils** may have specific performance targets and contact should be made with **Councils** to determine what their response times are for the various types of engineering referrals.

A copy of the standard conditions for planning permits is included in **Appendix A: Standard Conditions for Planning Permits**.

### 3.4 Engineering Fees

When a development involves construction of engineering works, or may potentially impact upon the existing **Council** roads and drainage systems, a plan checking and supervision fee may apply. Unless otherwise approved in writing, this fee shall be in accordance with the *Subdivision Act* and shall be 3.25% of the value of the works to be taken over by **Council**.

If more than one construction inspection or **Acceptance of Works** inspection is required (refer Clause 7.5) because the **Council Engineer** has been called prematurely (i.e. before works are ready/complete) an extra fee of \$50.00 per inspection shall apply, unless varied by a previous written agreement.

### 3.5 Development Contributions

Development Contributions shall be generally controlled by the use of predevelopment agreements or other arrangements or Section 173 agreements, planning permit conditions and/or Development Contributions Plans. Development Contributions may be required for roadworks, drainage, Public Open Space, traffic management works, community development or other works that benefit the **Developer** and/or others.

Where adequate **Infrastructure** is not available e.g. drainage 'other arrangements' may need to be in place to allow for the provision or otherwise of this **Infrastructure**.

Where **Council's** have policies in relation to drainage levies and/or headworks charges, these policies should be accessed to obtain information as to the amount of any levy or charge applicable.

Any contribution from **Council** shall be made in accordance with **Council's** relevant policies, copies of which are available on **Council's** web-sites. Because such works will be 'Capital Works' or new assets, **Councils** must make provision within their approved budgets. Accordingly **Developers** must submit plans and documents detailing any request for a contribution prior to January each year. In all instances the allocation of **Council** funding cannot be guaranteed for any financial year. Supporting documents shall include plans, specifications and a detailed Engineer's Estimate. The estimate should detail the contribution of all benefiting parties and the date or trigger for the amount expected from **Council**.





## Clause 4 Outline Development Plans

### 4.1 Objectives

The objectives of the **Outline Development Plan (ODP)** are as follows:

- To ensure compliance with planning scheme requirements, particularly where overlays exist.
- To ensure that adequate information is provided at initial planning stages to allow the orderly review, assessment and approval of land development.
- To ensure that **Developments** provide effective and economical **Infrastructure** that service the area.
- To ensure that staged or multi-**Developer** projects are able to be delivered in a safe, efficient and effective manner.
- To ensure that **Infrastructure** is planned for the full potential of development and that unnecessary duplication or oversizing of **Infrastructure** is avoided.

### 4.2 General

An **ODP** will generally be required for any of the following **Developments**:

- Where the land is subject to a Development Plan Overlay (DPO) and/or Incorporated Plan Overlay (IPO).
- Multiple-staged subdivision development.
- **Developments** where more than one landowner is potentially involved.
- Single staged subdivisions with more than 10 allotments.
- Where directed by **Council**.

Details of overlays already incorporated into the **Councils'** planning schemes can be obtained via the Department of Sustainability and Environment (DSE) website, or by contacting the **Council's Planning Department**. Draft Development Plan Overlays may be under consideration by **Council**, and consultation with the planning department is essential.

The **ODP** shall generally be prepared by an experienced **Consultant** appointed by the **Developer**, or a group of **Developers**. **Council** assistance will be given where available, however the **ODP** shall be undertaken at the cost of the **Developer** or **Developers**.

**ODPs** should be submitted for review with a written response to the provisions in the Planning Scheme (for residential **Developments**), and guidelines contained within this **Manual**. Consideration should also be given to the 'Safer Design Guidelines for Victoria' published by DSE, and the draft VicRoads brochure 'Safer Urban Environments – Road Safety and Land Use Planning Guide' and any Healthy Urban Design Guidelines developed by **Councils**.

Unless agreed otherwise, any submission and review of an **ODP** shall require a meeting with **Council's** planning and engineering staff. Relevant service authorities and other referral authorities such as VicRoads and DSE should be invited to attend this meeting as required. The **Developer's Representative** shall be responsible for co-ordinating the meeting.



### 4.3 Requirements

Any **ODP** submitted for consideration by **Council** shall be prepared in accordance with the planning scheme requirements and should, as a minimum, include the following:

- Existing surface level contours to Australian Height Datum (**AHD**) as per the requirements of Table 1.
- Existing features, adjoining property features that may impact upon the engineering design including the type and standard of trees, historical aspects, topographical features, abnormal or significant features.
- Proposed surface level contours that will enable the development to be 'self-draining' during normal and minor system blockage conditions for up to a 1 in 100 year annual recurrence interval (**ARI**) event.
- A traffic engineering report designating street hierarchy, maximum predicted traffic volumes, traffic control, bus routes, overall road network and intersection concepts and other relevant information as may be requested.
- General layout of allotments, indicating approximate size, range, shape and orientation of allotments.
- Location and approximate size of Public Open Space.
- If there is an approved strategy or plan for a particular urban area the provision for Public Open Space shall be in accordance with the provision of that strategy. This may include, but not be limited to **Council's** cycling strategies, playground strategies or spatial network plans.
- Open space areas and facilities should be provided in locations that maximise accessibilities for all users, including people with poor mobility, such as older adults and people with a physical disability, and parents with prams and strollers.
- Local open space should not be located on major roads, however there should be good sight lines into an open area from neighbouring streets, house, schools or other buildings. Isolated pockets of land within a park (i.e. dead spaces) or those areas which cannot be overlooked should be avoided.
- Local parks and playgrounds should have active frontages on at least three sides to provide surveillance, and should avoid bordering rear yards.
- Parks shall comprise a minimum area of 0.75 Ha.
- Drainage and flooding provisions, including location and size of drainage reserves, and drainage retardation and treatment systems.
- **WSUD** philosophy.
- Interconnectivity of road, cycle, and pedestrian networks, internal and external to the subject area.
- Identification of social and community **Infrastructure** requirements, including the locations and type of facilities proposed.
- Identification of public transport requirements.
- Identification of CFA requirements in relation to water supplies and access.
- If applicable, the 1 in 100 year flood levels supplied by the relevant floodplain authority.



Engineering design requirements for an **ODP** proposal are as follows:

- Residential subdivision **Developments** must be designed to meet the provisions of the Clause 56 of the planning scheme, except where varied by this Manual.
- Drainage surface flow paths must have practical and satisfactory destinations. Surface flow paths should not be directed through property easements or re-directed into piped systems. Surface flow should be directed on road reserves or through **Council's** drainage reserve. Surface flow paths re-directed through piped systems will only be considered in exceptional situations. In this instance, these systems shall be designed for the peak flow resulting from a 1 in 100 year **ARI** storm event.
- Arterial, sub-arterial and trunk collector roads must have a design layout suitable for future connections, or be positioned relative to boundaries such that viable future extensions can be achieved.
- Cul-de-sacs shall be shown with court bowl ends. Hammerhead or 'T' heads are not permitted <sup>PRINCIPLE</sup>. Nooks and extended driveways can be utilised provided they are common property and there is a drainage pit provided at the boundary of the common property and the road reserve and garbage pads are provided on the road reserve.
- The road network must not give rise to traffic 'overload' in minor streets. Suitable shorter alternative routes may need to be provided. The layout should demonstrate good traffic circulation and distribution to higher-order streets. The objectives of Clause 56.03 of the planning scheme should be considered when designing and assessing road networks for residential subdivisions.
- The road and intersection design must create efficient clearance of traffic, particularly at school sites and other public facilities. The proposed road network should not overload or detrimentally affect existing or proposed residential streets and intersections.
- Adequate sight distance should be provided, especially where road alignment deflections occur at acute angles.
- Road layouts should provide natural traffic speed control, appropriate to the street type. The introduction of specific speed control devices should be considered only as a secondary option. Roundabouts may be implemented at intersections, however care must be taken to provide adequate sized roundabouts and therefore road reservation boundaries must be designed to accommodate the radius required and sightlines.
- Road layouts must be designed for all road users appropriate to the street type, including service vehicles, emergency vehicles, waste collection vehicles and street-sweepers. Bus routes need to be considered when developing road networks and be based on the Department of Infrastructure publication entitled 'Public Transport Guidelines for Land Use Development'.
- Road reserve widths must be adequate for the intended road type, and should comply with Clause 12.3.2. The **ODP** should include a typical cross-section of differing road types, detailing the intended function of the road, e.g. bike lanes, drainage, landscaping.
- Proposed street names shall conform to the Guidelines for Geographic Names Victoria and with any relevant **Council** policy.

In addition to the engineering information to be provided on the **ODP**, additional information will be required in support of the proposal. This may include, but not be limited to, the following:

- A Traffic Management Strategy addressing the impact and management of traffic relating to the development.



- A Drainage Management Strategy addressing the management of both quantity and quality stormwater. This includes stormwater arriving from upstream, passing through, and moving downstream from the site; Evidence of a written agreement, approval or clearance from the adjoining owners, if surface flow paths discharge to neighbouring properties.
- Approval from all relevant service authorities whose assets or land may be affected by surface or pipe flow discharge. In particular it should be noted that a separate permit (Works on Waterway) from the relevant Catchment Management Authority may be required if:
  - There is a direct connection to a waterway.
  - There is a bridge or culvert over a waterway.
  - Construction of floodways especially if piping of a waterway is proposed.
  - Water quality **Infrastructure** in proximity to a waterway.
  - Construction of a retardation basin.
  - Where construction or development may be impacted by mainstream or coastal inundation. Works on or near a designated waterway (refer to relevant CMA), including fill in a floodplain.
  - When required by the relevant Catchment Authority



## Clause 5 Design Requirements

### 5.1 Objectives

The objectives of these design requirements are as follows:

- To ensure expediency for **Developers** by providing clear guidelines regarding the engineering requirements of **Council**.
- To ensure that new and upgraded **Infrastructure** is of consistent standard across the municipalities.
- To ensure that the works are designed such that they will fulfil the purpose for which they are intended.
- To ensure that minimum design standards are achieved and that works meet **Councils'** legislative obligations.
- To ensure that community amenity will be improved through development.
- To ensure that environmental, public and employee risk during and after development is considered.
- To ensure that maintenance requirements are considered at the planning and design stages.
- To ensure all relevant statutory authorities/stakeholders have been consulted and their requirements have been considered in the design.

### 5.2 General

Comprehensive design criteria included in the Manual conveys engineering requirements for the internal or external delivery of design, construction and acceptance of roads and drainage **Infrastructure**, while considering local conditions and the requirements of the **Council**.

For **Developer's Representative** the Manual provides the basis for expedient approvals for works built by **Developers** for incorporation into the **Infrastructure** systems controlled by the **Council**. The engineering process for **Developments**, including subdivisions, is outlined as a flowchart included in **Appendix B: Engineering Approval Process for Developments**. **Council** does not guarantee any document accuracy or correctness, regardless of any review undertaken by **Council** and its responsible officers.

### 5.3 Checklists and Auditing

The detailed checklists appended to this **Manual** provide designers with documentation to demonstrate that the requirements of the **Council** have been satisfied. Designers are required to sign off the relevant checklists, to verify that the specified criteria have been met.

For **Developers**, these checklists form an integral part of each submission of documentation, and provide the basis for fast-tracking approvals. **Councils**, to check authenticity, will randomly undertake audits of submitted checklists. **Consultants** providing reliable checklists will be ranked accordingly and attract less auditing. Others may experience delays in the approval process due to increased rates of auditing.

Where **Developer's** submissions are accompanied by completed checklists, **Council's Engineering Department** will not spend time checking quality or minor documentation details, and will therefore be able to review documentation in a significantly shorter time.



Where **Developer's** submissions are not accompanied by completed checklists, or where auditing has shown that previous checklists have not been reliably completed, **Council's Engineering Department** will be required to review the submission in greater detail. This may include a check of design details and quality of documentation against the checklists. As a result, responses or approvals of submitted documents shall not be able to be fast-tracked.

#### 5.4 Developer's Representatives

It is not the responsibility of the **Council** to design, construct, or supervise the construction of roads and drainage **Infrastructure** for private land development. It is the responsibility of the **Developer** to engage suitably qualified and experienced personnel who will carry out these functions to the satisfaction of the **Council**.

The **Developer** shall ensure that these persons:

- Possess a professional indemnity insurance policy that covers design, construction and supervision and includes a provision for a maximum possible claim.
- Do not have a pecuniary interest with either the **Developer**, or Constructor, unless independent certification is provided.

Unless approved otherwise by the **Council**, all subdivision road and drainage designs shall be undertaken by a qualified civil engineer, experienced in the field, who shall hereafter be referred to as the **Design Engineer** or **Designer**.

Unless approved otherwise by the **Council**, all subdivision road and drainage **Construction Supervision** shall be undertaken by a qualified Civil Engineer, experienced in the field, who shall hereafter be referred to as the **Construction Engineer**.

While it is generally preferred that the **Design Engineer** and **Construction Engineer** be the same person, the **Developer** may have reason to choose not to utilize this arrangement. All parties shall be employed at the expense of the **Developer**.

For the purpose of this **Manual**, in all matters relating to the design and design approval of the development roads, drainage and landscaping works, the **Design Engineer** shall be deemed to be the **Developer's Representative**.

For the purpose of this **Manual**, in all matters relating to the construction and handover of the development roads, drainage and landscaping works, the **Construction Engineer** shall be deemed to be the **Developer's Representative**.

#### 5.5 Pre-Design Site Inspection

A pre-design site inspection is expected to be undertaken prior to any detailed design work commencing unless otherwise agreed.

For Designers undertaking works on behalf of **Council** or **Developers** it is recommended that a pre-design site inspection should be held with a representative from the **Council's Engineering Department** to discuss specific issues and requirements for the site and surrounds.

#### 5.6 Co-Ordination Of Works By Developers

It is the responsibility of the **Developer**, or their representative, to co-ordinate the works to be undertaken as part of the development. Works may include roads, drainage, water, sewerage, power, telecommunications, gas, landscaping, and other works as required by the planning permit. The design, documentation and installation of all services **Infrastructure** required to service the development shall be in accordance with the relevant authority's criteria, specifications and instructions.



Unless otherwise approved by the **Council's Engineering Department**, alignments of services in **Developments** shall be in accordance with the requirements of the 'Management of Road and Utility Infrastructure in Road Reserves, Code of Practice' printed Dec 2004, the 'Co-ordination of Streetworks Code of Practice, Victoria' reprinted 1995, and other relevant regulation or code established in relation to the *Road Management Act*.

Engineering plan approval for the construction of roads and drainage shall not be granted until a master services plan has been provided showing alignments and structures of all services. It is the responsibility of the **Developer** or their representative to provide sufficient information on the master services plan to clearly identify potential clashes of services, and clearly nominate the clearance between these services where they cross. Footpath alignments and kerb crossings should be shown on the master services plan, as should proposed landscaping features such as trees and irrigation systems.

## 5.7 Variation from Design Guidelines

Any proposal to deviate from the **Manual** guidelines at any stage of the works shall be made in writing with supporting reasons and must be approved in writing by the **Council's Engineering Department** prior to commencement of any work involving the proposed variation. The **Design Engineer** will be held responsible for the sufficiency of any such design variation.

It is the responsibility of the **Design Engineer** to review any planning permit conditions and determine whether any engineering approval for design variation requires an amendment to the Planning Permit conditions, and to arrange application to **Council's Planning Department** for planning permit amendment if required.

### Note

Variations approved for some subdivisions or **Developments** do not imply approval for other current or future proposals.





## 5.8 Documents to be Submitted

Engineering plans and documentation shall be submitted at three separate stages during the design process, in accordance with the following sections.

For **Council's** internal design staff the level of detail and specific requirements shall be agreed upon prior to the design commencing, but for roads and drainage shall generally be in accordance with the following sections.

### 5.8.1 Approval of Functional Layout Submission

Preliminary engineering plans are to be submitted to **Council's Engineering Department** for review. The submission must note key engineering assumptions specific to the proposed development. This submission can occur before or after an application for planning permit is made.

The approval of functional layout submissions shall be prepared on the basis of this **Manual** in accordance with general engineering principles, the planning permit conditions and all other information collated from the site. The **Design Engineer** shall initially provide adequate data on the proposed roads, drainage and parking for the development to enable approval of functional layout to be issued by the **Council**.

#### Road Design:

The submission shall include one hardcopy set (A3 plans) of road layout and parking plans showing:

- Layout of roads and allotments with nominated Carriageway widths (between invert of kerbs) and nominated road reserve widths.
- Layout of road hierarchy and estimated traffic volumes.
- Typical road reserve cross-sections.
- Conceptual layout of proposed intersections internal and external to the development.
- Carparking layout plan in accordance with the requirements of this **Manual** and the Planning Scheme with the **Manual** to take precedence where there is a conflict between the requirements of both documents.
- Vehicle turning movement plan (refer Clause 12.3.8).
- Details of any staging of the development and impact on the road network.

#### Drainage Design:

The submission shall include one hardcopy set (A3 plans) of the overall drainage strategy showing:

- Total catchment area, nominated sub-catchment areas and co-efficient of runoff for each sub-catchment.
- Layout of proposed drainage systems with approximate sizes of trunk drainage (not final pipe sizes).
- Natural surface contour lines to the **AHD**.
- 1 in 100 year **ARI** flood levels where applicable.
- Detailed design contour lines to **AHD**.



- Nominated overland flow path for 1 in 100 year **ARI** storm events.
- Nominated drainage discharge point and any treatment concepts.
- Existing drainage services and proposed connection points to both existing and future **Developments**.
- Details of any staging of the development and impact on the drainage network.
- Details of **WSUD** sizing and layout.

It should be noted that for small **Developments** many of these requirements may not be applicable.

It is expected that the approval of functional layout submission be accompanied by a brief report outlining key engineering issues and their proposed treatment. Connectivity to existing **Infrastructure** should be demonstrated, as should relevant social and community linkages.

If **Council** requires a traffic management strategy it should be submitted with the request for approval of functional layout (refer to Clause 9). The road safety audit team should be nominated to **Council's Engineering Department** at this time for their consideration (refer Clause 10).

The approval of functional layout submission should be accompanied by completed checklist as found in **Appendix C: Checklists and Forms for Developer's Representatives**.

By establishing **Council's** documented approval of functional layout at this detailed design stage, the **Designer** can proceed to detailed design with confidence that their adopted strategies are acceptable to **Council**. On receipt of approval of functional layout the **Design Engineer** may proceed with the detailed design.

#### 5.8.2 Detailed Design Submission

Once approval of functional layout has been received, design work should be carried through to a near-to-complete stage. This work should then be submitted to **Council's Engineering Department** for review of the design and documentation after coordinating with VicRoads where appropriate. It is intended that submission as detailed design shall negate the need to produce excessive numbers of copies should further amendment be needed. Detailed design approval may be granted subject to minor amendments. Should significant amendments be required, documents shall be required to be resubmitted for detailed design approval.

Detailed design documentation shall be prepared on the basis of this **Manual** in accordance with general engineering principles, the planning permit conditions and all other information collated from the site, service authorities and the like.

One (1) hardcopy set and one (1) electronic copy of draft plans and specifications are to be submitted to **Council** for comment, prior to lodging final design plans and specifications for approval. The hard copy set of plans is to be unbound and the copies of the specifications are to be bound. Completed checklists as found in **Appendix C: Checklists and Forms for Developer's Representatives** shall accompany this submission.

Documentation shall be prepared in accordance with **Appendix D: Information to be Shown on Plans**, and will include a master services plan. The master services plan shall show the overall layout of all services within the limit of works and shall include both existing and proposed services. The purpose of the plan is to enable clashes of services to be clearly identified and to demonstrate that appropriate clearances are achieved. Individual cables are not required for electrical, telecommunication and similar services, but may instead be shown as a single line representing the alignment of trenches. The location of street lights, sub stations, pump stations, etc shall be shown on the master services plan, as shall major landscaping features.

With the detailed design submission the **Design Engineer** shall also provide a copy of hydraulic calculations showing aboveground and underground flows in and out of the system for major and minor storm events (refer Clause 16).



Pavement design computations shall be provided with the request for detailed design approval, including soil Californian Bearing Ratio (CBR) results from laboratory analysis.

Quality Assurance sections of the specification shall as a minimum list witness points and hold points as nominated in **Appendix E: List of Council Inspections**. The **Council** may choose to be present for specific hold point that relate to roads and drainage construction and documentation should reflect this.

If **Council** requires a Road Safety Audit report it should be submitted with the request for detailed design approval.

After review by the **Council's Engineering Department** one set of plans and specification will be returned to the **Design Engineer**, with mark-ups or comments regarding any required amendments.

### 5.8.3 Final Design Submission

Once detailed design approval has been received, design work should be carried through to completion ensuring coordination with VicRoads has occurred where appropriate and then submitted to **Council's Engineering Department** for review of the final design documentation.

On completion of the final design plans and specifications, the **Design Engineer** shall provide two (2) hardcopies and one (1) electronic copy of these to the **Council's Engineering Department** with a covering letter certifying that these fully comply with the guidelines of this **Manual**, except for approved variations. An additional set of hardcopy plans shall be provided if landscaping is to be incorporated into the development. All hard copy sets of plans are to be unbound and all copies of the specification are to be bound.

An estimate of the road and drainage construction works shall be provided prior to the issue of the statement of compliance for the development, for the purpose of establishing payment for the prescribed checking fee.

It is not the responsibility of **Council** to guarantee thorough checking of all calculations and design details. It is the entire responsibility of the **Design Engineer** submitting the documents to ensure that designs and specifications comply with the **Manual**, relevant Australian standards and relevant local, state and federal government legislation.

Final design approval is conditional on the above basis and does not relieve the **Developer** from rectifying any errors and omissions that become evident during construction. Additionally the approval is current for two (2) years only from the date of that approval. If the engineering works have not substantially commenced within the two-year period, the Manager of **Council's Engineering Department** may require that revised engineering drawings and construction specification be submitted for approval.

Upon final design approval one (1) copy of stamped & signed plans and specifications shall be returned to the **Design Engineer**.

Final design approval should be received prior to construction commencement. Tendering of works prior to receipt of final design approval shall be undertaken solely at the **Developer's** risk.

The issue of a planning permit and approval of Final Design does not constitute consent to undertake works within existing road reserves under the management and responsibility of **Council** or VicRoads.



## Clause 6 Documentation

### 6.1 Objectives

The objectives of these documentation requirements are as follows:

- To provide consistency in the presentation of design information.
- To eliminate duplication of data entry into various record systems.
- To provide an 'as constructed' record of **Councils'** assets.

### 6.2 General Requirements

The engineering department of each **Council** will generally arrange or undertake the registration, storage and maintenance of engineering plans in hardcopy format.

In addition to this, all **Council's** operate electronic data management systems for all correspondence to and from the organisation, including plans. Letters, forms, certificates and minor reports (generally up to 20 pages) that are received are transferred to electronic format by its records department, however, major reports and all plans larger than A3 are required to be submitted in electronic and hardcopy format.

The engineering department of each **Council** requires the installation dates of any approved Major traffic Control Item to enable advice to be forwarded to VicRoads within 30 calendar days of enacting VicRoads delegation.

### 6.3 Plans

Plans shall be prepared as outlined in the following sections. Electronic submissions of plans will be such that any reproduction from the electronic files will achieve a hardcopy that is an exact duplicate of any hardcopy submission.

#### 6.3.1 Sheet Size

Plans shall be submitted on A1 or A3 sheets that comply with Australian Standard AS1100 Part 3.

#### 6.3.2 Scales

For general consultation prior to planning permit issue, plans may be submitted as A1 or A3 sheets.

ODPs shall generally be submitted on A1 sheets at scale of 1:1000.

When requesting approval of functional layout, plans shall be submitted on A3 sheets with the following scales:

|                    |                |
|--------------------|----------------|
| Lot Layout         | 1:1000         |
| Roads Plan         | 1:1000         |
| Intersection Plans | 1:200 or 1:250 |
| Drainage Plans     | 1:1000         |

When requesting detailed design approval or final design approval, or providing as constructed information, plans shall be submitted on A1 sheets with the following scales:



|                       |                                      |
|-----------------------|--------------------------------------|
| Layout Plans          | 1:500                                |
| Longitudinal Sections | Horiz 1:500 Vert 1:50                |
| Cross Sections        | Horiz 1 in 100 Vert 1:50 or 1 in 100 |
| Intersection Plans    | 1:200 or 1:100                       |
| Details               | 1:10 or 1:25                         |

When submitting whole farm plans for approval, plans shall be submitted on A2 or A1 sheets at a scale of 1:1500.

#### 6.3.3 Datum

All levels shall be to Australian Height Datum (AHD). Plans shall nominate a minimum of two (2) permanent survey marks (PSM's) and their respective numbers/identification, and any temporary benchmarks (TBM's) relevant to the works. Where it is not possible to nominate two survey marks by agreement **Council** may allow the use of only one survey mark.

For subdivisions the plans shall nominate all the permanent survey marks and their respective numbers/identification created to comply with the requirements of regulation 11 (3) of the Surveying (Cadastral Surveys) Regulations 2005.

The origin of all road chainage shall be nominated in the plans. Road chainages shall generally commence at clearly designated and identifiable locations.

#### 6.3.4 Standard Details

All construction details shall comply with the **Council's** standard drawings. Where special structures or modifications to standard drawings are required, details of such works shall be submitted with the detailed construction plans for detailed design approval.

#### 6.3.5 Drawing Numbers

Plans should generally reference planning permit numbers. This planning permit number will, as a minimum, be clearly shown on the cover sheet or face sheet of any drawing set and be contained within the title block of each drawing.

**Councils** shall provide plan numbers for any plans prepared for them if this is required. There is no requirement for plan numbers for subdivision and **Developments**.

### 6.4 Standard Drawings

The **Design Engineer** shall adopt details as shown on the **Council's** standard drawings where possible. While standard **Infrastructure** is considered highly desirable across the municipalities, the standard drawings shall only be used where the item/structure and application is considered standard. The standard drawings are not to be used in lieu of responsibly engineered and detailed structures. Where the standard drawings are not considered appropriate for the application, variations from the standard details shall be fully documented to the satisfaction of the **Council**. Cross-referencing standard drawings with variations made by note will only be accepted where those variations are considered minor and where directions are clear.

Standard drawings are available in **Appendix F: Standard Drawings**.

It is the responsibility of the **Design Engineer** to ensure that the standard drawing used is correct for the application and consultation with **Council's Engineering Department** may be necessary.



## 6.5 Specifications

Project specifications shall ensure that all works are undertaken to meet the requirements of the **Council**, and that there can be no outstanding liabilities when the projects are handed over at completion.

Specifications for contracted works shall include a quality section nominating minimum hold points and witness points, including as a minimum, those inspections nominated in **Appendix E: List of Council Inspections**.

Specification for assets must ensure that the design life as listed below can be achieved with industry standard maintenance:

- Concrete structures generally      80 years
- Bridges
  - Concrete      100 years
  - Steel          80 years
  - Timber        50 years
- Buildings/structures      50 years

Road pavement design life to be as per Clause 12.7 of this **Manual**.

## 6.6 Information to be Shown on Plans

The **Design Engineer** is responsible for ensuring that information on plans is shown in sufficient detail to enable works to be constructed in accordance with its design intent and to the satisfaction of the **Council**. Information shown on plans shall include, but is not necessarily limited to, those items listed in **Appendix D: Information to be Shown on Plans**.



## Clause 7 Construction Phase

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### 7.1 Objectives

The objectives of these construction requirements are as follows:

- To ensure that the works are constructed such that they fulfil the purpose for which they were intended.
- To ensure that long-term maintenance requirements are considered.
- To ensure that there is no detrimental effect on other existing assets in the locality.
- To ensure that the works are safe, both during and after construction.
- To ensure that environmental impacts are minimised both during and after construction.

### 7.2 Commencement of Construction for Developers

Construction must not commence until **Council** has granted Final Design approval. Any premature commencement of works shall be wholly at the **Developer's** risk.

The **Construction Engineer** shall forward notification to the **Council's Engineering Department** of commencement of construction by providing the following documents:

- 'Intention to Commence Construction' form.
- Construction Management Plan incorporating the following:
  - Construction Program.
  - Inspection and Test Plans.
  - Traffic Management Plans.
  - Environmental Management provisions including protection of stormwater quality and measures to prevent the spread of noxious weeds.
- Copy of Approved Consent for Works within Road Reserves.
- Copy of relevant insurance certificates.

The 'Intention to Commence Construction' form may be found in **Appendix C: Checklists and Forms for Developer's Representatives**.

### 7.3 Public Liability Insurances

Contractors engaged on development works within the municipalities shall take out Public Liability Insurance to the minimum value of \$10 million. The policy should specifically indemnify **Council** from all claims arising from the execution of the works.





## 7.4 Construction Supervision for Developers

As described in Clause **Error! Reference source not found.**, all subdivision road and drainage construction supervision shall be undertaken by the **Construction Engineer** appointed by the **Developer**. Neither the Manager of **Council's Engineering Department**, nor any member of that department, is responsible for carrying out the functions of the 'Superintendent' as defined in the General Conditions of Contract – AS 2124 or AS4000. The **Construction Engineer**, or some other person appointed by the **Developer**, is required to carry out this function. The function shall not be deemed to be completed until the **Developer** is released from the Defects Liability Period, and correspondence during the defects liability period shall be directed to the **Construction Engineer** or Superintendent as nominated by the **Developer**.

A 'Construction Supervision Memorandum of Understanding' must be signed by the **Developer** and the **Council**, prior to the commencement of works, for all **Developments** involving the construction of **Infrastructure** to be handed over to **Council**.

A nominated **Council** Officer shall inspect the works at critical milestones and may inspect at witness points to ensure that the works are constructed in accordance with **Council** requirements and the approved plan. The **Construction Engineer** shall be responsible for contacting the **Council's Engineering Department** to arrange for joint inspections at each hold point relating to road and drainage construction and for advising of witness points as detailed in **Appendix E: List of Council Inspections**, and shall be present at all joint inspections. It is not the role of **Council** to give a Contractor a direct instruction regarding the works, however as much guidance and assistance as possible will be given on site to assist the construction program.

Generally a minimum of 48 hours' notice should be given when requesting a Council Officer to attend a construction inspection or advising of a witness point, unless noted otherwise within this Manual.

## 7.5 Acceptance of Works for Developers

When the works are completed the **Developer's Representative** shall arrange for acceptance of the works by the **Council**. Acceptance will only occur when the information and procedures detailed herein have been complied with.

Further, the **Council** reserves the right not to accept the works if other construction activities e.g. lot filling, utilities installation or street lighting have not been completed.

The **Developer's Representative** shall arrange for a joint inspection of the works to be made, together with the **Council** Representative and the Contractor. The **Developer** should be invited to attend. The purpose of the visit shall be to identify any outstanding items or minor defects for recording, and to determine whether works are completed to the **Council's** satisfaction such that they may be accepted into **Council's** asset systems. **Council** requires one (1) weeks' notice for the **Acceptance of Works** inspection.

It is the responsibility of the **Developer's Representative** to determine that all works are completed in accordance with the approved plans, prior to calling for the joint inspection (refer to **Appendix C: Checklists and Forms for Developer's Representatives**). The whole of the site shall be completed in a tidy manner, including all required reinstatement of existing surfaces, erection of all signs and street lighting. Pump stations may be commissioned at this inspection, however operational and maintenance information should be provided at least one week prior to the date of inspection. Streets should be swept prior to the final inspection.

Subsequent to the **Acceptance of Works** inspection the **Developer's Representative** shall forward to the **Council**:

- Certification that the works have been completed in accordance with the documents previously approved by the **Council** (Checklist found in **Appendix C: Checklists and Forms for Developer's Representatives**).



- 'As Constructed' drawings in hardcopy format and in electronic format compatible with **Council's** Asset Management system and also in AutoCAD format.
- Operation and Maintenance (O&M) Manuals for pump stations.
- Asset Record Sheets for all assets classes including roads, drainage, lighting, street trees, playgrounds, irrigation systems, structures, landscaping etc.

Operations and Maintenance manuals are to be handed over to **Council** at commencement of the Defects Liability Period for any pump stations, retardation basins and wetlands. Training of **Council** staff may be required for specific **Infrastructure**. Such training of **Council** staff shall be undertaken at the cost of the **Developer**, and should be undertaken at, or prior to, the **Acceptance of Works** inspection.

Following the inspection, and after receipt of the above-mentioned documentation, the **Council** shall forward a letter to the **Developer's Representative** advising of **Council's Acceptance of Works**, thus indicating that physical works have been completed and are of sufficient standard that they may be incorporated into the **Council's** asset system. The Letter of Acceptance may include a list of minor defects that are to be corrected within one month of the inspection, or other period nominated within this letter.

**Council's Engineering Department** shall directly forward a copy of the Letter of Acceptance to the Planning Department.

Satisfactory site inspection and issue of a Letter of Acceptance is not to be taken as engineering approval for Statement of Compliance to be issued for the development. It is only one step in the Statement of Compliance process, as there may be other engineering conditions on the planning permit to be addressed.

## 7.6 As Constructed Information

Following the completion of civil works in a subdivision or development As Constructed information shall be prepared by a registered surveyor/qualified engineer. The 'As Constructed' plans shall be endorsed by the **Consultant's Representative** and the Contractor's Representative and forwarded to **Council's Engineering Department** prior to lodging a request for Statement of Compliance.

Plans shall be prepared in accordance with **Appendix D: Information to be Shown on Plans**.

For works constructed by **Council's** internal works departments, As Constructed Plans shall be prepared in accordance with **Appendix D: Information to be Shown on Plans** and signed off by the **Construction Engineer**.

## 7.7 Statement of Compliance

The **Developer's Representative** shall direct the request for issue of Statement of Compliance to the **Council's Planning Department**. The **Council's Planning Department** shall in turn direct a request for approval of issue of Statement of Compliance from the **Council's Engineering Department** (refer to **Appendix B: Engineering Approval Process for Developments**).

The signed Defects Liability Agreement should be lodged with, or prior to, the request for Statement of compliance (refer to Clause 8.3).

When engineering conditions on the planning permit are complied with **Council's Engineering Department** shall advise the **Council's Planning Department** that it has no objection to issue of Statement of Compliance.

**Council's Planning Department** shall seek, where appropriate, VicRoads and other referral authorities' confirmation of there being no objections to the issue of a statement of compliance.



## 7.8 Locating Underground Assets

Any person or organisation that owns underground assets including pipes and cables has a responsibility or duty of care to ensure that information about the location of these services is easily available for people intending to undertake excavation activities.

People who represent a company responsible for any excavation work also have a duty of care to locate underground services or assets that are in the vicinity of the dig site, and then find and expose them before excavating near or around them. The duty of care is:

- To protect workers and the public from serious injury due to the rupture of an underground asset such as a natural gas pipe, high voltage electricity cable, petroleum or industrial gas pipe. Any damage to these assets can cause very serious damage to structures and potential injury to many people.
- To minimise the potential for damage and loss of service due to damage or rupture of the same assets. Extensive networks can be closed down for long periods with serious consequences of disruption and incurring penalties. The repair and replacement costs can also be very expensive.

The preferred method of obtaining information about the location of underground assets is the Dial Before You Dig service.

It should be noted that not all services are covered by the Dial Before You Dig service and in particular some Council's underground drainage services are not covered. In such cases contact should be made with the Council for information concerning the location of their underground drainage assets.

Features of the Dial Before You Dig service are:

- It is often the only method used by people intending to carry out excavation works when searching for information about the location of underground pipes and cables at a proposed dig site.
- It is referred to in publications from WorkSafe Victoria and Energy Safe Victoria as best practice.
- The service aims to provide all excavators with the best possible access to plans and information direct from asset owners of underground services using a national enquiry service.
- Its overall purpose is to educate and promote the importance of safe digging practices to the excavation community and to develop its membership base to include all asset owners of underground services.
- A request for information can be made by logging on at the web site ([www.1100.com.au](http://www.1100.com.au)) or by phoning 1100. Customer details and the proposed area of the dig site will be sent to all asset owners registered with Dial before You Dig in that area and information will be sent back directly by the asset owner within two working days for excavation works. This may take up to 10 working days for planning and design requests.

Dial Before You Dig's Service Guidelines for Victoria outlines the responsibilities of all underground asset owners to register assets and provide information when requested, and also the responsibilities of people intending to undertake excavation work to obtain information about underground assets in the area and follow safe work practices. The guidelines can be obtained from:

(<http://www.1100.com.au/Aboutus/ServiceGuidelinesforVictoria.aspx>)



## Clause 8 Defects Liability Period for Developers

### 8.1 Objectives

The objectives of the Defects Liability Period are as follows:

- To ensure that assets which are to be handed over to **Council** have been constructed to **Council's** standard and are suitable for the purpose that they have been built.
- To ensure safety to the community and users is not compromised by delays in rectification to works resulting from defects.

### 8.2 General

A Defects Liability Period shall apply to all **Council Infrastructure** constructed by **Developers**, and shall relate to any fault, deficiency or inadequacy of the works from defective design, workmanship or materials.

During the Defects Liability Period the **Council** shall carry out operational maintenance in accordance with its normal practice, unless specified otherwise. The **Developer** shall be held responsible for all maintenance costs arising from design error, defective workmanship and/or defective materials.

### 8.3 Commencement of Defects Liability Period

The Defects Liability Period shall commence from the date of Practical Completion. Unless specified otherwise on the planning permit, the Defects Liability Period for all assets that are to be vested in **Council** shall be 12 months.

If a period of greater than 8 weeks has elapsed between the **Acceptance of Works** inspection and the issue of Statement of Compliance, then **Council** may request that a formal handover meeting be held prior to commencement of the Defects Liability Period to review and amend any outstanding minor defects and site-specific issues.

The **Developer** shall enter into an agreement with **Council** regarding defects responsibilities for maintenance and correction of defects (e.g. those items arising from defective workmanship or materials) during this period. The agreement shall be signed prior to issue of Statement of Compliance.

### 8.4 Guarantee of Work

Unless agreed otherwise in writing, the **Developer** shall post a Guarantee of Work with **Council** prior to the issue of Statement of Compliance. The guarantee may be in the form of bank guarantee, cheque or cash and may be used for rectification of any and all design and construction defects. Bank guarantees shall have no expiry date noted on the guarantee. Where a cheque is lodged, the guarantee shall only be considered received after the bank has cleared the cheque.

The guarantee shall be to the minimum value of 5% of the total cost of roads, drainage and hard landscaping, and the calculated amount shall be based on the priced Bill of Quantities. The guarantee shall be lodged with the **Council** for the term of the Defects Liability Period. If differing periods are nominated for different **Infrastructure**, the **Developer** may choose to lodge individual bank guarantees, or a single bank guarantee for the whole amount to be held.

The guarantee for soft landscaping shall be a percentage as agreed by the parties.

The guarantee shall be released at the termination of the Defects Liability Period, subject to the satisfactory completion of defect rectification works required by the Manager of the **Council's Engineering Department**.



The Guarantee of Works as described herein does not pertain to bonding of minor outstanding works or defects as may be approved by **Council** from time to time.

In the event that damage to infrastructure occurs during the defects period and the contractor can prove, to the satisfaction of Council, that this is not the result of defective workmanship Council will be responsible for the carrying out the repairs at its costs and recovering the cost from those who caused the damage.

## 8.5 Bonding of Outstanding Works

Bonding of outstanding works shall only be considered as a 'last resort' due to the problems experienced with the administration of bonds, the insufficiency of bonds to cover the works and the length of time taken for the works to be completed.

Where **Council** does approve the lodging of a bond the value of the bond shall be \$5,000 ex GST or 1.5 times the estimated cost of completing the works, whichever is the greater.

If the works are not completed within 12 months, unless otherwise agreed in writing, the **Council** may organise the works to be done and pay for those works from the bond including the cost of supervising the works and associated administration.

Where a bond is permitted to be lodged with **Council** it shall consist of:

- Cash, or
- An unlimited bank guarantee.

## 8.6 Defective Items

Defective items becoming apparent during the Defects Liability Period will be referred to the **Developer's Representative** for remedial action by the **Developer**. Failure by the **Developer** to comply with such instruction to rectify works shall result in forfeiture of the part or all of the guarantee, as required, for the **Council** to undertake remedial/maintenance works required by the order. Similarly if the required works are of an emergency nature, rectification works will be undertaken or arranged by the **Council** at the **Developer's** expense. The Letter of Release referred to in Clause 8.7 will not be issued until payment for such repairs has been received.

It must be noted that during the Defects Liability Period the **Developer** no longer has possession of site, and an 'Occupation of a Road for Works' permit or equivalent shall be required for any works undertaken in the road reserve.

## 8.7 Release from Defects Liability

Shortly before the end of the Defects Liability Period, the **Developer's Representative** shall arrange for a joint inspection of the works to be made, together with the **Council's** representative and the Contractor. The **Developer** should be invited to attend. The purpose of the visit shall be to determine if there are any defective items requiring rectification by the **Developer**. **Council** requires one week's notice for this inspection. Following this inspection, and after rectification of defective items, the **Council** shall forward the Letter of Release to the **Developer's Representative** to release the **Developer** from any further defects liability.



## Clause 9 Traffic Management Strategy

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### 9.1 Objectives

The objective of the Traffic Management Strategy within the **Development** and surrounds is to provide efficient traffic flow and a safe road environment for all users.

### 9.2 General

The **Developer** may be required to provide new roads as part of their development and/or upgrade existing roads. The **Design Engineer** shall identify the impact of the development upon the existing road network and the assessment of the impact. Mitigating works shall be provided to the satisfaction of the **Council**.

A suitably qualified and experienced Traffic Engineer shall prepare the Traffic Management Strategy. **Council** may request information regarding the proposed **Consultant's** experience prior to approving the Traffic Management Strategy.

A Traffic Management Strategy may comprise one or both of the following:

- **TMAR** that determines the road layout, road widths, functions and connectivity for all road users and/or
- **TIAR** to determine impact on external road network and identify appropriate mitigating works.

Some **Developments** that do not create new roads or intersections may still generate sufficient traffic volume or traffic movement to warrant a traffic management assessment e.g. supermarket. Such a development may also require a Traffic Impact Assessment.

Where a **TMAR** is required to be prepared as a condition of the Planning Permit, the submitted plans shall not receive endorsement until the traffic control requirements are approved in principle by the **Council's Engineering Department**.

The provisions of this section apply to development carried out by **Council**.

#### 9.2.1 Traffic Management Assessment Report

The need for the Traffic Management Assessment Report (TMAR) shall generally be determined at the time of issue of the planning permit, or before, and may be triggered by the following:

- Construction of a new road.
- Construction of a new intersection.
- Potential for further development (may need **ODP** to assess).
- Multiple **Developers** within a specific locality.
- Large industry or retail/commercial development.

#### 9.2.2 Traffic Impact Assessment Report

The need for the **TIAR** shall generally be determined at the time of issue of the planning permit, or before, and may be triggered by the following:

- Where **Developments** generate either:





- an overall increase in traffic volumes of 10% or greater, and/or
- An increase of 100 vehicles per day or greater.

Where VicRoads require a **TIAR** as well as the **Council** then the one report shall be prepared meeting the requirements of both organisations.

### 9.3 Requirements

Provision for buses shall be identified at the functional layout phase. Provision for bicycles and pedestrians shall be identified at the detailed design phase. All collector roads shall include bicycle paths/lanes, and/or shared paths, and shall generally be designed as bus routes. As per Planning Scheme guidelines, pedestrian and bicycle paths should generally be located along streets fronted by dwellings, however, alternative routes may be established through Public Open Space as long as it can be demonstrated that safety and security of path users, local residents and property are maintained. Routes should be planned to achieve linkages to other existing and proposed bus, bicycle and pedestrian routes and be based on the principles found in the Department of Infrastructures publication entitled 'Public Transport Guidelines for Land Use Development'.

**Developments** that contain more than 200 lots in the **ODP** may be required to establish bicycle routes through the development <sup>PRINCIPLE</sup>. Development proposals shall complement and enhance the principles of any **Council** Bike Strategy Plans.

Provision for emergency service vehicles, waste and recycling collection vehicles and street-sweepers shall be incorporated such that no vehicles shall need to reverse within the development <sup>PRINCIPLE</sup>. Staging of works shall not negate this requirement and temporary turning areas may need to be established between development stages including carriageway easements as necessary.

Issues to be addressed in the **TMAR** shall include, but not be limited to, the following:

- Estimated traffic volumes.
- Major traffic control items.
- Proposed road closures.
- Determination of road function and connectivity.
- Impact of staged development.
- Off street and on street parking.
- Pedestrian and cyclists movements within and outside the development.
- Egress and entry to the development.
- For large retail commercial and industrial **Developments** loading and unloading of deliveries.
- Traffic calming devices should accord with Clause 12.6 and may consider the following:
  - Roundabouts.
  - Traffic islands.





- Parallel slow points.
- Road humps.

Issues to be addressed in the **TIAR** shall include, but not be limited to, the following:

- Estimated traffic volumes.
- Proposed road closures.
- Impact of staged development.
- Pedestrian and cyclist movements.
- Egress and entry to the development.
- Recommendations for appropriate mitigating works.

**TMARs** and **TIARs** should clearly present any recommendations. Particular note is to be made where any recommendations are not to be delivered by the **Developer** and state the reasons for this. **Council** may then choose to consider these recommendations amongst its own Capital Works Program. The Traffic Management Strategy should also address Planning Scheme objectives and standards as outlined in Section 56.03 of the Planning Scheme.

Major Traffic Control Items may need written approval from **Council** or VicRoads prior to implementation. The **Designer** should determine these needs and ensure that these approvals are obtained in a timely manner such that they do not impact on the programmed works.

Traffic generation should be calculated in accordance with Clause 12.3.1 unless directed otherwise by the **Council's Engineering Department**.

Parking within the development shall be shown on a separate plan to the satisfaction of the **Council** at the time 'Approval of functional layout' is sought. **Developments** that create new roads (e.g. subdivisions) shall require submission of a parking plan demonstrating at least one practical space per two allotments to the satisfaction of the **Council** where parking provisions are achieved outside of any court bowls.

For larger industrial commercial and retail **Developments** the traffic management assessment shall consider traffic and pedestrian conflict points, location of loading zones and movement of forklifts and other vehicles for loading and unloading, ingress and egress from the site, provision of disabled parking, and parking requirements overall.



## Clause 10 Road Safety Audits

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### 10.1 Objectives

The objective of a road safety audit of development **Infrastructure** is to provide the safest outcome for a project/development.

### 10.2 General

Road safety should be considered throughout all phases of road upgrade or construction. For **Developments** within the municipality traffic safety shall be formally considered at both design and construction stages of road development. By conducting road safety audits at the design stage before a road is built provides the most cost-effective outcomes.

The provisions of this section apply to development carried out by **Council**.

### 10.3 Requirements

Road Safety Audits shall be required for all development designs that require a Traffic Management Strategy (refer to Clause 9) and shall be conducted at the detailed design stage.

Audits shall be conducted by a VicRoads Accredited Road Safety Auditor, other than the road **Designer**, and shall be carried out in accordance with Austroads Guide to Road Safety Part 6: Road Safety Audit and any VicRoads supplement to those guidelines.

Audit teams should involve two or more experienced or qualified people with at least one Senior Road Safety Auditor on the team. When selecting the audit team the **Design Engineer** shall be responsible for determining that the Senior Road Safety Auditor has suitable experience for the type for works proposed, or that such experience is incorporated into the audit team. **Council** should be advised of the nominated audit team at the time of request for approval of functional layout.

The **Design Engineer** shall be responsible for deciding on the action required in response to the audit report and its recommendations, however consultation with **Council** is encouraged if recommendations are complicated or require community involvement. A copy of the road safety audit report, with documented responses to recommendations, shall be provided to **Council** with the detailed design documentation.



## Clause 11 Drainage Strategy Plans

### 11.1 Objectives

The objective of the Drainage Strategy Plan is to identify and record the manner by which the quantity and quality of stormwater shall be managed for any catchment in which a development occurs or drainage **Infrastructure** works take place.

### 11.2 General

The design and management of stormwater runoff must be consistent with any relevant Stormwater Management Plan, details of which can be obtained from **Council's** engineering or planning departments. In addition to Stormwater Management Plans, **Councils** may have completed a number of additional drainage studies for catchments within their municipalities. Any relevant drainage reports shall be made available for reference – contact the **Council** for access to any relevant reports.

Where the drainage system has not been previously defined for a proposed subdivision in an **ODP**, **Developers** may be required to provide a separate Drainage Strategy Plan. The **Developer** must engage a fully qualified **Consultant** to prepare the Drainage Strategy Plan that shall address all runoff generated within the development or project area, as well as transmitting flows from upstream catchments through the project area. The Drainage Strategy Plan submission shall include catchment and sub-catchment plans, conceptual drainage systems including treatment, and the proposed location and method of stormwater discharge from the system.

The need for the Drainage Strategy Plan shall generally be determined at the time of issue of the planning permit, or before, and may be triggered by the following:

- Whenever an **ODP** is prepared.
- Whenever there is a request to have land rezoned under the planning scheme.
- Where **Developments** include the construction of the following:
  - A new retardation basin.
  - A new treatment facility; or
  - A new drainage outfall.
- There is potential for significant further development within the catchment.
- The catchment involves multiple **Developers** within a specific locality.
- Greater than 5 lots discharging to a common drainage system/basin.
- Large industry or commercial use.

Where a Drainage Strategy Plan is required to be prepared as a condition of the Planning Permit, the submitted plans shall not receive endorsement until the plan is approved in principle by the **Council's Engineering Department**.

### 11.3 Requirements

Where drainage strategy plans are required to be prepared for submission by the **Developer** the following shall apply:



- The catchment area shall be carefully analysed and determined and the resultant defined area submitted to the **Council's Engineering Department** for review.
- The **Designer** must base the calculated peak flow on the full potential development of both the project and upstream areas for normal flow situations as well as the overland flooding caused by pipe blockages, general flooding and high water levels.
- Where overland floodwaters or flood-storage is or will be altered or changed as part of a **Development**, compensatory works must be assessed and implemented.
- Where active floodways, floodplains and or flowpaths are present, no development will be approved without hydraulic modelling and analysis. The analysis must identify the extent, velocities and depth of overland flood flows on the development as well as similar impact on the catchment external to the development site. The **Developer** may be further required to submit a risk assessment report including details of proposed works to ensure that the potential for loss of life, risk to health and damage to property is minimised, and how the flood conveyance or storage will be accommodated.
- The alteration or change to any existing wetland shall only be considered after all other alternatives have been exhausted. The function of a floodplain is to convey and store flood waters and preserve the inherent values of Wetlands. Assessment using the relevant authority's drainage lines will be undertaken to ensure active and passive flows and seepage are preserved in any application.
- Proposed outfall conditions including quality objectives must be clearly documented for approval by **Council** and other authorities if applicable.
- The **Designer** should ensure that the number of retarding basins and pump stations are minimised to reduce **Council's** ongoing operating and maintenance costs.



## Clause 12 Design of Roads

### 12.1 Objectives

The objectives of the Design of Roads requirements are as follows:

- To develop a network and alignment that balances the existing and future requirements.
- To provide a serviceable pavement for the specified lifetime with minimal maintenance.
- To ensure that staged construction methods are planned to meet the immediate, medium term and ultimate pavement and drainage design requirements.
- To provide smooth, safe, trafficable horizontal and vertical alignments, adequate sight distance with consideration being given to road classification requirements, road users and utilities.

### 12.2 General

Road Design shall be based on sound engineering practice following the general principles of The Planning Scheme, the Austroads Guidelines and any VicRoads supplement to those guidelines, the Co-ordination of Streetworks Code of Practice and the VicRoads Road Design Guidelines, in addition to criteria outlined within this **Manual**.

Road design plans shall be prepared in accordance with **Appendix D: Information to be Shown on Plans**.

All the required physical works shall be installed as part of the development and shall be appropriate and in accordance with **Council** standards. Where the **Developer** is unable to provide the physical roads and accesses then **Council** may consider a contribution that is equivalent to the total actual cost of preparation of plans, specifications and the construction of the **Infrastructure**.

### 12.3 Urban Roads

The design and construction of roads and allotment accesses should meet or exceed the requirements of the VicRoads, The Planning Scheme, this **Manual** and any relevant Acts, Regulations and Australian Standards.

#### 12.3.1 Road Classification

The classification of residential streets within any development shall be generally in accordance the 'Urban Road / Street Characteristics Tables' found within Clause 12.3.2.

In response to the *Road Management Act*, **Councils** may have established an alternative road hierarchy to determine routine maintenance requirements, as well as establishing the overall management of its road network. The road classification referred to within this **Manual** relate specifically to the design and construction of new or upgraded roads.

Note that Access Lanes as defined in The Planning Scheme are not considered desirable by the **Councils** listed in Selection Table 1, and should not be provided within **Developments** unless specific approval is obtained from the **Council's Engineering Department** <sup>PRINCIPLE</sup>. Roads of width and function similar to Access Lanes may be approved as private roads or common property, however, specific treatment of fencing, paving etc may be required by **Council**. It is recommended that negotiation of this issue be addressed as early as possible in the planning process.



Selection Table 1 Access Lanes

| Access Lanes Are Not Considered Desirable In These Councils Unless Specific Approval Obtained |
|-----------------------------------------------------------------------------------------------|
| Campaspe Shire Council                                                                        |
| Greater Shepparton City Council                                                               |
| Greater Bendigo City Council.                                                                 |
| Mansfield Shire Council                                                                       |
| Strathbogie Shire Council                                                                     |
| City of Greater Geelong                                                                       |
| Murrindindi Shire Council                                                                     |
| Rural City of Wangaratta                                                                      |
| Gannawarra Shire Council                                                                      |
| South Gippsland Shire Council                                                                 |
| Benalla Rural City Council                                                                    |
| Wellington Shire Council                                                                      |
| Central Goldfields Shire                                                                      |
| Baw Baw Shire                                                                                 |
| Ballarat City Council                                                                         |
| Warrnambool City Council                                                                      |
| Mitchell Shire Council                                                                        |
| Yarriambiack Shire Council                                                                    |
| Southern Grampians Shire Council                                                              |
| Ararat Rural City Council                                                                     |
| Glenelg Shire Council                                                                         |
| Golden Plains Shire Council                                                                   |
| Mitchell Shire Council                                                                        |
| Towong Shire Council                                                                          |
| Moorabool Shire Council                                                                       |
| Indigo Shire Council                                                                          |

Ultimate traffic volumes for road classification and road design shall be based upon approved multipliers of existing traffic movements (measured), through traffic, and an estimate of traffic generated by proposed and future development. Estimated traffic volumes for undeveloped areas shall be based upon the following:

- Residential allotments 10 vehicle movements per day per lot.
- Commercial/Industrial To be determined on a case by case basis utilising the RTA NSW "Guide to Traffic Generating Developments 2002".



Where alternative traffic generations assumptions are used in the preparation of a Traffic Impact Study, details of alternatives shall be provided to **Council** for approval.

Where **Council** holds traffic count data on relevant roads, this information shall be made available to the **Design Engineer**. In some instances, the **Developer** may be asked to undertake additional traffic count data collection on affected roads to ascertain predevelopment traffic volumes and types. This will generally only be asked of the **Developer** when traffic count data is greater than three years old, or significant development has taken place since traffic count data was last collected. Where traffic volumes and type vary seasonally, the **Design Engineer** shall use data conservatively and clearly present assumptions with the request for approval of functional layout.

### 12.3.2 Road / Street Characteristics and Road Reserve Widths for Developers

The classification, function and general composition of roads and streets within any development are detailed in the 'Urban Road / Street Characteristics Tables below.

Road reserve widths must be sufficient to accommodate the road **Carriageway**, required services with approved clearances, pedestrian and bicycle access, parking, landscaping, drainage and bus routes. Should the development design incorporate **WSUD** principles the road reserve may need to be further increased.

Minimum road reserve widths in urban residential **Developments** shall be as detailed in Table 2 found within this **Manual**. <sup>PRINCIPLE</sup> Lesser width industrial road reserve may be permitted for short industrial cul-de-sacs however turning at the court bowl will not be compromised.

Footpath, bus, bicycle and pedestrian provisions are detailed elsewhere in the Manual. Minimum road reserve widths will not be allowed where they compromise the provision and standard of these road users.

Road reserve boundaries may be curved around court bowls, but where they are to be fenced as chords, these should not be less than 10 metres. Where a number of such chords occur adjacent to each other, they should, as far as possible, be practically equal.





Table 2 Urban Road / Street Characteristics

| Street Type                                                                     | Indicative Maximum Traffic Volume      | Carriageway Width      | Minimum Reserve Width<br>See Note 5 & 6 | Minimum Verge Width | Parking Provision within Carriageway | Pedestrian / Cycle Provision within Road Reserve<br>See Note 7 | Kerbing                                                                                            |
|---------------------------------------------------------------------------------|----------------------------------------|------------------------|-----------------------------------------|---------------------|--------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Access Lane<br>(second road frontage)                                           | 300 veh/day                            | 5.5m<br>See Note 6.    | As determined by turning movements      |                     | Yes one side                         | No footpath                                                    | Nil if concrete road with central drain or SM2 or modified SM2. See Note 3.                        |
| Access Place                                                                    | 300 veh/day max. (maximum length 100m) | 6.0m<br>See Note 6.    | 14.0m                                   | 3.5m<br>See Note 2. | Yes (one side)                       | Footpath both sides.<br>No separate cycle provision            | B2, SM2 or modified SM2. See Note 3.                                                               |
| Access Street                                                                   | 1000 veh/day max                       | 7.5m                   | 16.0m                                   | 3.5m<br>See Note 2. | Yes (both sides)                     | Footpath both sides.<br>No separate cycle provision            | B2, SM2 or modified SM2. See Note 3.                                                               |
| Collector/Connector Street<br>Level 1                                           | 3000 veh/day max                       | 11.0m                  | 24.0m                                   | 6.0m                | Yes (both sides)                     | Shared path both sides                                         | Barrier B2<br>Kerb outstands or splitters required at intersections and pedestrian crossing points |
| Collector/Connector Street<br>Level 2<br>(alternatively called trunk collector) | 6000 veh/day max                       | 2 x 7.0m + 5.0m median | 34.0m                                   | 6.0m                | Yes (both sides)                     | Footpath both sides.<br>Shared path both sides.                | Barrier B2                                                                                         |
| Residential Court Bowl                                                          | n/a                                    | 10.0m radius           | 28.0m                                   | 3.5m<br>See Note 2  | n/a                                  | Footpath both sides.<br>No separate cycle provision            | SM2 or modified SM2. See Note 3.                                                                   |
| Commercial Street                                                               | n/a                                    | 22.0m                  | 32.3m                                   | 5.0m                | Yes (both sides)                     | Footpath both sides.<br>Cycle provision where                  | Barrier B2                                                                                         |



| Street Type           | Indicative Maximum Traffic Volume | Carriageway Width      | Minimum Reserve Width<br>See Note 5 & 6 | Minimum Verge Width | Parking Provision within Carriageway | Pedestrian / Cycle Provision within Road Reserve<br>See Note 7 | Kerbing    |
|-----------------------|-----------------------------------|------------------------|-----------------------------------------|---------------------|--------------------------------------|----------------------------------------------------------------|------------|
|                       |                                   |                        |                                         |                     |                                      | directed                                                       |            |
| Industrial Street     | n/a                               | 12.5m See Note 1 below | 25.0m                                   | 6.0m See Note 4     | Yes (both sides)                     | Yes (both sides)                                               | Barrier B2 |
| Industrial Court Bowl | n/a                               | 15.0m radius           | 37.0m                                   | 3.5m See Note 2     | n/a                                  | Yes                                                            | Barrier B2 |

#### Note 1

Higher traffic volumes and intended use/s of carriageway may require greater **Carriageway** widths.

#### Note 2

It is the **Developers** responsibility to ensure that verge widths are sufficient to accommodate services that are required to be located within the verge.

#### Note 3

Selection Table 2 shows the kerb profiles used by municipalities:

**Selection Table 2 Kerb Profiles**

| B2                          | SM2                         | SM2 Modified                     |
|-----------------------------|-----------------------------|----------------------------------|
| City of Greater Geelong     | Murrindindi Shire Council   | City of Greater Shepparton       |
| Wellington Shire Council    | Benalla Rural City Council  | Shire of Campaspe                |
| Golden Plains Shire Council | Strathbogie Shire Council   | Moiria Shire                     |
|                             | Corangamite Shire Council   | Mansfield Shire Council          |
|                             | Ballarat City Council       | Rural City of Wangaratta         |
|                             | Warrambol City Council      | South Gippsland Shire Council    |
|                             | Yarriambiack Shire Council  | Wellington Shire Council         |
|                             | Ararat Rural City Council   | East Gippsland Shire Council     |
|                             | Glenelg Shire Council       | Central Goldfields Shire Council |
|                             | Golden Plains Shire Council | Baw Baw Shire                    |
|                             | Moorabool Shire Council     | Ballarat City Council            |
|                             |                             | City of Greater Bendigo          |
|                             |                             | Mitchell Shire Council           |
|                             |                             | Southern Grampians Shire Council |
|                             |                             | Golden Plains Shire Council      |
|                             |                             | Wodonga City Council             |



| B2 | SM2 | SM2 Modified           |
|----|-----|------------------------|
|    |     | Mitchell Shire Council |
|    |     | Towong Shire Council   |
|    |     | Indigo Shire Council   |

#### Note 4

Verge widths may be reduced to 3 metres in the following situations:

- Court bowls less than 100m in length.
- Where access gates are set back from the property boundary by 3 metres.

#### Note 5

The minimum width of the road reserve cannot be calculated by adding the minimum distances of the components within the road reserve.

#### Note 6

Designers and **Developers** need to ensure that the road reserve width adopted complies with the requirements of the following documents and Authority requirements:

- Department of Transport - Public Transport Guidelines.
- Various walkability and bicycle strategies.
- CFA may require the minimum **Carriageway** width to be 7.5m in certain areas unless parking is restricted to one side.

#### Note 7

Where a Council has a bicycle strategy/policy/plan that requires on-road bicycle lanes then the Council may agree to reduce the number of shared paths required from two to one in lieu of the provision of on-road bicycle lanes.

#### Important Notes

Cross sections of the various street types shown in Selection Table 2 can be found in Standard Drawings numbered SD600-620.

Where reference is made to the **Carriageway** within this **Manual** it shall be understood that the **Carriageway** is defined as the distance between the inverts of kerbs for roads with kerb and channel.

Where reference is made to the **Road Verge** for urban streets within this **Manual** it shall be understood that this is defined as the distance between the invert of kerb and the near road reserve boundary.

Selection Table 2 does NOT apply to roads within the Gannawarra Shire Council or City of Ballarat boundaries. Classifications and construction of new roads are to be in accordance with **Council's** Roads Management Plan and Road Asset Management Plan.



### 12.3.3 Widths and Treatments of Other Reserves

The widths and treatments of other reserves shall be determined utilising good urban design principles such as 'Safer Design Guidelines', 'Active by Design' and other relevant guidelines to reduce crime, improve public safety and enhance the local amenity.

Where pedestrian and/or bicycle access reserves are incorporated into **Developments** the minimum reserve width shall be 10 metres, but may be need to be of greater width for reserves deeper than one average allotment refer to Clause 24. A vehicle crossing layback and full concrete crossing to title boundary shall be provided to all pedestrian and bicycle reserves. Removable bollards shall be provided within the reserve 1 metre offset from each adjacent road reserve in sufficient numbers and spacing to prevent vehicular access. Where mountable kerb and channel is used the layback may be omitted, although the sealed crossing shall still be constructed from the back of kerb to the Title boundary.

A landscaping and lighting plan shall be provided to the satisfaction of **Council's Engineering Department** for all proposed reserves.

Where reserves are required specifically for provision of services other than those under **Council's** responsibility, those reserves shall be vested with the relevant authority.

### 12.3.4 Road Geometry

The geometric design of arterial roads shall be in accordance with VicRoads requirements. For roads that are the responsibility of **Council**, road geometry shall provide sufficient space such that emergency service vehicles, waste collection vehicles and street-cleaning vehicles may carry out their functions while travelling in a forward-only direction throughout the development. Cul-de-sacs shall be of bowl geometry. 'T' or 'Y' cul-de-sac heads are not permitted<sup>PRINCIPLE</sup>.

Staging of works shall not negate this requirement and temporary turning areas may need to be established between development stages including **Carriageway** easements as required. Where temporary turning areas are to be provided on private land and not in the road reserve a Section 173 agreement may need to be provided upon the subject land to provide turning area until such time as the road is extended and/or a permanent turning area is established.

Parking, bicycle and bus requirements may impact upon the minimum widths and adequacy for these functions shall be demonstrated at the approval of functional layout stage.

### 12.3.5 Sight Distances

Consideration shall be given to sight distances, particularly at street intersections and on crest vertical curves. Reference shall be made to the relevant Austroads Guide and any VicRoads supplement to those guidelines as follows:

- General road design Austroads Guide to Road Design Part 3: Geometric Design
- Intersections – Austroads Guide to Road Design Part 4A: Signalised and Unsignalised Intersections
- Roundabouts – Austroads Guide to Road Design Part 4B: Roundabouts

Landscaping plans shall be prepared with consideration to sight distance requirements, as shall any proposal for 'Estate Entrance Structures'.

Plans submitted for approval shall show all existing and proposed features in sufficient detail to demonstrate that appropriate sight distances are achieved.

### 12.3.6 Vertical Alignment and Vertical Curve Requirements

The maximum permissible grade on an arterial road shall be in accordance with Austroads Guide to Road Design Part 3: Geometric Design and any VicRoads supplement to those guidelines.



Road design grading shall be extended a minimum of 100 metres beyond the end of the street where such street is to be extended in the future. Where new roads meet existing roads the **Designer** shall check the grading for a distance of 50 metres to check that roads match well and that no abrupt change in grade occurs.

Vertical curves on subdivisional streets shall be designed to provide Stopping Sight Distances for the following speed values:

**Table 3 Stopping Sight Distances**

| Type of Street                | Target Street Speed<br>km/hr |
|-------------------------------|------------------------------|
| Access Place or Access Street | 30                           |
| Collector Street Level 1      | 50                           |
| Collector Street Level 2      | 70                           |

Vertical curves are to be provided at all changes of grade in road centreline greater than 1.0%, or changes in grade of kerb and channel greater than 0.5%. Vertical curves shall be of suitable lengths to provide design characteristics in accordance with speed values as detailed in Table 3. Vertical curves should not coincide with the horizontal curves wherever practical. Vertical curve design guidelines as set out in Austroads publication 'Guide to Road Design Part3: Geometric Design' and any VicRoads supplement to those guidelines shall apply to urban conditions in the relevant ranges.

### 12.3.7 Limiting Longitudinal Gradients

Road grades shall fall within the limits shown in Table 4 where kerb and channel is used.

**Table 4 Limiting Longitudinal Gradients**

| Type of Grade                  | Grade                                                             |
|--------------------------------|-------------------------------------------------------------------|
| Desirable <b>minimum</b> grade | 0.5 % (1 in 200)                                                  |
| Absolute <b>minimum</b> grade  | 0.33 % (1 in 300)                                                 |
| Desirable <b>maximum</b> grade | 10 % (1 in 10)                                                    |
| Absolute <b>maximum</b> grade  | 20% (1 in 5) or greater with specific<br><b>Council</b> approval. |

On curves the kerb and channel grades are to be calculated along the outer kerb for minimum grade and along the inner kerb when grades approach maximum limits.

In special circumstances, in extremely flat locations a grade of 0.25% (1 in 400) may be considered. The lengths of these flatter grades should be limited.

At intersections, each kerb is to be graded individually around the return and designed to match the kerb grade of the adjoining street and to follow as closely as possible the vertical curve produced on the pavement by designing to match the through street.

### 12.3.8 Vehicle Turning Movements

Vehicle turning movements are to be examined for design vehicles and check vehicles using the Austroads Design Vehicle and Turning Path Templates, 2006. Road space should be provided such that the design vehicle is able to



negotiate a left turn from the left lane without crossing adjacent lanes <sup>PRINCIPLE</sup> and without the need to reverse to complete the turning movement. Check vehicles may impinge upon adjacent lanes as they represent infrequent vehicles accessing local streets, such as articulated vehicles delivering building materials in new estates or furniture carrying vehicles.

The intersection design shall be such that 600mm clearance for above ground structures is applied to the total swept path of the design vehicle, and not just to the wheel path. Vehicle accesses and driveways are NOT to be used for turning movements <sup>PRINCIPLE</sup>. All roadway, right-of-ways and vehicle crossings are to be designed to accommodate a standard vehicle (car).

Turning movement plans shall be provided to **Council** with the approval of functional layout submission and shall show turning movements as nominated below.

**Table 5 Turning Movement Plans**

| Intersecting Road Types                                                                                                          | Design Vehicle                                        | Checking Vehicle                                     |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------|
| Access Streets / Access Street or<br>Access Streets / Access Place<br>(residential and commercial for<br>access to loading bays) | Service Vehicle <sup>(b)</sup><br>(8.8m)<br>Radius 9m | Single Unit Truck/Bus<br>(12.5m)<br>Radius 9m        |
| Access Streets / Access Street or<br>Access Streets / Access Place<br>(industrial) <sup>(a)</sup>                                | Single articulated<br>(19m)<br>Radius 9m              | Extended single articulated<br>(25m)<br>Radius 12.5m |
| Collector Street / Access Street or<br>Collector Street / Access Place<br>(residential)                                          | Service Vehicle <sup>(b)</sup><br>(8.8m)<br>Radius 9m | Single Unit Truck / Bus<br>(12.5m)<br>Radius 9m      |
| Collector Street / Collector Street<br>(residential)                                                                             | Single Unit Truck / Bus<br>(12.5m)<br>Radius 12.5m    | Single articulated<br>(19m)<br>Radius 12.5m          |
| Collector Street / Collector Street<br>(industrial)                                                                              | Single articulated<br>(19m)<br>Radius 12.5m           | Extended single articulated<br>(25m)<br>Radius 15m   |

(a) use these for intersections with industrial land use for local/collector intersections.

(b) service vehicle dimensions and turning should be based on fire appliance rather than a waste vehicle.

### 12.3.9 Cross Section Profiles

Cross-sections shall accord with road **Carriageway** and road reserve widths nominated elsewhere within this **Manual**. Typical cross-sections should be included in the documentation and should nominate:

- Type of kerb and channel.
- Pavement construction including material type and depth.
- Surface details.
- Subsoil drainage, if required.
- Typical footpath offsets.



- Typical service corridors.
- Typical landscaping corridors.
- Crossfalls.

The normal crossfall on bituminous pavements should be 3%. Should design speeds require super-elevation of horizontal curves, design of crossfall should be based on the current Austroads design policy for urban roads.

Should crossfalls of greater than 6% at intersections or horizontal curves be proposed, approval should be sought from the Engineering Design Services department.

The relative change in grade of kerb line and centreline is not to exceed 0.5%.

Central spoon drains in the road pavement are undesirable and will only be permitted for road pavements that will be incorporated as Common Property. This does not apply to fully concreted pavements with crossfall to the centre of the road with centrally grated pits.

Footpath crossfalls shall be 1:50 desirable and 1:40 maximum, unless approved otherwise on a site-specific basis.

Footpath alignments shall be 300mm offset maximum from the property boundary in existing development and 50mm minimum from the property boundary in new **Developments**, unless approved otherwise on a site-specific basis.

Verge crossfalls between footpath and back of kerb shall be 1:15 desirable maximum and 1:10 absolute maximum, and shall extend into properties at the same grade for a nominal distance of 500 mm. Should steeper verges be proposed, the **Designer** shall demonstrate that car access can be provided to effected allotments.

Wherever new kerb and channel or footpath is to be constructed adjacent to existing roadways and/or wherever excessive crossfalls occur on either the road pavement or nature strip, all vehicle crossings to allotments shall be checked using standard car templates to ensure that car access can be provided.

Batter slopes shall be as is appropriate for the predominant use of the locality, but in areas within the **Clear Zone** maximum batter slopes are as follows:

- Desirable: 1 in 6; Maximum 1 in 4.
- Residential area driveway slopes 1 in 10 maximum.

Whenever it is impractical to provide batters flatter than the maximum slopes specified, **Developers** shall provide special treatment such as retaining walls within the property and in areas prone to erosion consideration shall be given to erosion control measures.

Road designs shall be such, unless demonstrated to be impractical, so as to avoid filling on the low side street alignment.

#### 12.3.10 Kerb and Channel

All urban streets shall be constructed with a sealed pavement and provided with kerb and channel unless alternative treatment is integral to a **WSUD** application.

Kerb and channel shall be such that adequate and safe access to each allotment is available to vehicles, bicycles and pedestrians, and that drainage needs are fulfilled. Kerb and channel types shall be constructed in accordance with **Council's** Standard Drawings as found in **Appendix F: Standard Drawings**, and with the following:





- Modified semi-mountable kerb and channel may be used for urban residential **Developments**. Where barrier kerb and channel is used, laybacks and vehicle crossovers may be provided at the time of development.
- Transition between differing types of kerb and channel shall be either (i) immediately after a kerb crossing, or (ii) over a 3 metre length after a Side Entry Pit (SEP) where pit has standard/barrier lintel and pit is located at tangent point of kerb return.
- Semi-mountable kerb shall be used adjacent to medians and traffic islands.
- Subsoil drainage shall be required at all roundabouts and medians unless fully hard surface infill.
- Subsoil drainage shall be provided below all kerb and channel laid within the boundaries of the **Councils** listed in Selection Table 3 unless the following conditions apply:
  - Subgrade is rock or sand.
  - No underground drainage is available to connect the subsoil drainage to.
  - The geographical location does not require it (need to contact each **Council** to determine if this applies).

**Selection Table 3 Subsoil Drainage**

| Subsoil Drainage Required Below Kerb and Channel |
|--------------------------------------------------|
| Moiria Shire                                     |
| Strathbogie Shire Council                        |
| Murrindindi Shire Council                        |
| Rural City of Wangaratta                         |
| South Gippsland Shire Council                    |
| Benalla Rural City Council                       |
| Wellington Shire Council                         |
| East Gippsland Shire Council                     |
| Corangamite Shire Council                        |
| Baw Baw Shire Council                            |
| Warrambool City Council                          |
| Mitchell Shire                                   |
| Ballarat City Council                            |
| Yarriambiack Shire Council                       |
| Southern Grampians Shire Council                 |
| Glenelg Shire Council                            |
| Golden Plains Shire Council                      |
| Wodonga City Council                             |
| Mitchell Shire Council                           |
| Towong Shire Council                             |



| Subsoil Drainage Required Below Kerb<br>and Channel |
|-----------------------------------------------------|
| Moorabool Shire Council                             |
| Indigo Shire Council                                |

Where non-standard kerb profiles are to be matched, consultation with **Council's Engineering Department** will be required to determine the most appropriate kerb to be used.

**Developments** in areas with heritage characteristics may require heritage style kerb and channel construction. In particular, some heritage areas of Echuca and Rushworth may require timber kerb. Heritage style kerb and channel shall comply with **Council's** Standard Drawings unless approved otherwise.

Where it is considered impractical to construct an isolated section of kerb and channel, **Council** may instead accept a contribution-in-lieu, based on an estimate of the full works prepared by the **Council's Engineering Department**.

Kerb crossings shall be constructed at approved locations and shall comply with **Council's** Standard Drawings as found in **Appendix F: Standard Drawings**.

Kerb crossings near intersections shall be located far enough from the intersection such that each ramp is fully constructed to height of back of kerb, as per standard drawings.

Control joints shall be constructed as per **Council's** Standard Drawings, refer **Appendix F: Standard Drawings**.



## 12.4 Rural Roads

The following requirements generally apply to new roads and upgrading of existing roads affected by rural, rural living and low density residential **Developments**.

### 12.4.1 General

The design and construction of roads and allotment accesses should meet or exceed the requirements of Austroads, this **Manual** and any relevant Acts, Regulations and Australian Standards.

New and upgraded roads in Rural Living and Low-Density **Developments** shall be to full road construction standards. Any contribution by **Council** toward the cost of the road construction shall be in accordance with the relevant **Councils'** policy.

Traffic generated as a result of a Rural Development, Rural Living or Low Density Residential Development must in all instances be encouraged to use the route as identified for access in the submitted documents. **Council** may require the design and upgrade of off-site intersections and reinforcement signage.

Where works are being proposed within an existing road reserve an 'Occupation for a Road for Works' permit must be obtained from **Council** prior to commencement of works.

### 12.4.2 Road Reserves

Road reserve widths must be sufficient to accommodate the road **Carriageway**, required services with approved clearances, pedestrian and bicycle access where appropriate, parking, drainage and bus routes where development is significant. Should the development design incorporate **WSUD** principles the road reserve may need to be further increased.

Minimum road reserve widths in rural living and low density **Developments** shall be 20 metres, however additional reserve width is encouraged to facilitate landscaping and pedestrian/bicycle facilities.

Splays at intersections shall be in accordance with Clause 12.5.5 of this **Manual**.

Table 6 Rural Road Characteristics

| Road Type                                           | Indicative Maximum Traffic Volume        | Minimum Reserve Width                              | Minimum Seal Width                                           | Minimum Shoulder Width                | Kerbing (see also Clause 12.4.9)     |
|-----------------------------------------------------|------------------------------------------|----------------------------------------------------|--------------------------------------------------------------|---------------------------------------|--------------------------------------|
| Rural Living Access Road                            | 1000 veh/day max. (maximum length 1000m) | 20.0m                                              | 6.2m                                                         | 1.5m                                  | nil                                  |
| Rural Living Collector Road                         | 6000 veh/day max.                        | 25.0m                                              | 6.2m<br>7.0m for Councils listed below in Selection Table 4. | 1.5m                                  | nil                                  |
| Rural Living or Low Density Residential Court Bowls | n/a                                      | 32.0m                                              | 9.5m <sup>1</sup><br>10.5m <sup>2</sup>                      | 1.5m <sup>1</sup><br>0.0 <sup>2</sup> | n/a <sup>1</sup><br>SM2 <sup>2</sup> |
| Low Density Residential Access Road                 | 1000 veh/day max. (maximum length 1000m) | 20.0m                                              | 6.2m                                                         | 1.5m                                  | n/a                                  |
| Low Density                                         | 6000 veh/day max.                        | 6.2m and 7m Councils (see Selection Table 5 below) |                                                              |                                       |                                      |



| Road Type                        | Indicative Maximum Traffic Volume  | Minimum Reserve Width                             | Minimum Seal Width                    | Minimum Shoulder Width | Kerbing (see also Clause 12.4.9) |
|----------------------------------|------------------------------------|---------------------------------------------------|---------------------------------------|------------------------|----------------------------------|
| Residential Collector Road       |                                    | 20.0m                                             | See Selection Table 5 below           | 1.5m                   | n/a                              |
| Rural Access and Rural Collector | 0-50 vpd<br>51-150 vpd<br>151vpd + | Standard A Councils (see Selection Table 6 below) |                                       |                        |                                  |
|                                  |                                    | 20.0m                                             | 4.0m gravel<br>4.0m seal<br>6.2m seal | 1.5m                   | n/a                              |
|                                  | 0-50 vpd<br>50vpd plus             | Standard B Councils (see Selection Table 6 below) |                                       |                        |                                  |
|                                  |                                    | 20.0m                                             | 6.0m seal<br>6.0m seal                | Nil<br>1.5m            | n/a                              |

Cross sections for the above road types can be viewed in Standard Drawings numbered SD600 to 625.

IMPORTANT – Table 6 must be read in conjunction with the following notes

Note 1

These seal widths apply within the boundaries of Group A Councils, where waste collection vehicles are allowed to travel on the unsealed shoulders of the court bowl, on the condition that the shoulders are constructed with full depth pavement.

Note 2

These seal widths and kerbs apply within the boundaries of Group B Councils where court bowls include kerbing.

Note 3

Table 6 does NOT apply to roads within the Ararat Rural City Council and Gannawarra Shire Council boundaries. Classifications and construction of new roads are to be in accordance with **Council's** Roads Management Plan and Road Asset Management Plan.

**Selection Table 4 For Rural Living Collector Roads**

| 7.0m Wide Seal          |
|-------------------------|
| Baw Baw Shire Council   |
| Warmambool City Council |
| Wodonga City Council    |

**Selection Table 5 For Low Density Residential Collector Roads**

| 6.2m Wide Seal                  | 7.0m Wide Seal                |
|---------------------------------|-------------------------------|
| Greater Shepparton City Council | South Gippsland Shire Council |
| Campaspe Shire Council          | Greater Bendigo City Council  |
| Moir Shire                      | Ballarat City Council         |



| 6.2m Wide Seal                   | 7.0m Wide Seal             |
|----------------------------------|----------------------------|
| Mansfield Shire Council          | Warrnambool City Council   |
| City of Greater Geelong          | Yarriambiack Shire Council |
| Murrindindi Shire Council        | Glenelg Shire Council      |
| Rural City of Wangaratta         | Wodonga City Council       |
| Benalla Rural City Council       | Mitchell Shire Council     |
| Wellington Shire Council         |                            |
| East Gippsland Shire Council     |                            |
| Strathbogie Shire Council        |                            |
| Corangamite Shire Council        |                            |
| Central Goldfields Shire         |                            |
| Southern Grampians Shire Council |                            |
| Golden Plains Shire Council      |                            |
| Towong Shire Council             |                            |
| Moorabool Shire Council          |                            |
| Indigo Shire Council             |                            |

Selection Table 6 For Rural Access

| Standard A Councils             | Standard B Councils          |
|---------------------------------|------------------------------|
| Campaspe Shire                  | Wellington Shire Council     |
| Greater Shepparton City Council | East Gippsland Shire Council |
| Moira Shire Council             | Baw Baw Shire Council        |
| City of Greater Geelong         | Warrnambool City Council     |
| Strathbogie Shire Council       | Mitchell Shire Council       |
| Mansfield Shire Council         | Wodonga City Council         |
| Murrindindi Shire Council       | Mitchell Shire Council       |
| Rural City of Wangaratta        |                              |
| Gannawarra Shire Council        |                              |
| South Gippsland Shire Council   |                              |
| Benalla Rural City Council      |                              |
| Greater Bendigo City Council    |                              |
| Corangamite Shire Council       |                              |
| Central Goldfields Shire        |                              |
| Ballarat City Council           |                              |
| Yarriambiack Shire Council      |                              |



| Standard A Councils              | Standard B Councils |
|----------------------------------|---------------------|
| Southern Grampians Shire Council |                     |
| Ararat Rural City Council        |                     |
| Glenelg Shire Council            |                     |
| Golden Plains Shire Council      |                     |
| Towong Shire Council             |                     |
| Moorabool Shire Council          |                     |
| Indigo Shire Council             |                     |

#### 12.4.3 Road Geometry, Horizontal and Vertical Alignments

The geometric design of rural roads, including horizontal and vertical alignments, is to be based on Austroads publication 'Guide to Road Design Part 3: Geometric Design' and any VicRoads supplement to those guidelines, unless otherwise noted within this **Manual**.

Widths shall be in accordance with Clause 12.4.7. Further to this, road geometry in rural living **Developments** shall provide sufficient space such that emergency service vehicles and waste collection vehicles may carry out their functions while travelling in a forward-only direction throughout the development. Significant Rural Living and Low-Density Residential **Developments** may require provision for school buses. Roads shall be designed such that these vehicles shall not need to reverse.

Staging of works shall not negate the requirement for forward only turning and temporary turning areas may need to be established between development stages including **Carriageway** easements as required. This may therefore require temporary table drains around these turning areas.

Road design grading shall be extended a minimum of 100 metres beyond the end of the street where such street is to be extended in the future. Where new roads meet existing roads the **Designer** shall check the grading for a distance of 100 metres to check that roads match well and that no abrupt change in grade occurs.

#### 12.4.4 Sight Distances

Adequate horizontal and vertical sight distance should be provided for the design speed in accordance with Austroads publication 'Guide to Road Design Part 3: Geometric Design' and any VicRoads supplement to those guidelines. The design speed to be used for a particular road shall be the legal road speed limit for that road.

Landscaping plans shall be prepared with consideration to sight distance requirements, as shall any proposal for 'Estate Entrance Structures'. Plans submitted for approval shall show all existing and proposed features in sufficient detail to demonstrate that appropriate sight distances are achieved.

#### 12.4.5 Vertical Curve Requirements

Vertical curve design shall generally comply with Austroads publication 'Guide to Road Design Part 3: Geometric Design' and any VicRoads supplement to those guidelines. Vertical curves on rural roads shall be designed to provide Stopping Sight Distances for the design speed for the particular road. Vertical curves should coincide with the horizontal curves wherever practical.

#### 12.4.6 Limiting Longitudinal Gradients

Rural type roads without kerb and channel may have a minimum longitudinal grade of 0.2%, unless otherwise agreed in writing, subject to the table drains being independently graded at a minimum of 0.5%. Maximum longitudinal grade for



rural roads shall be 15%, unless otherwise agreed, and shall be restricted to a distance of 150 metres maximum. The maximum longitudinal grade for rural roads adjacent to intersections shall be 10%.

#### 12.4.7 Cross Section Profiles

There shall be two lanes of traffic on Rural Living and Low Density **Developments**.

Cross section design should not be terminated at the property boundaries but should be extended sufficiently to determine cut and fill requirements and to show such on plans.

The normal crossfall on bituminous pavements should be 3%. Should design speeds require super-elevation of horizontal curves, design of crossfall should be based on the current Austroads Guide to Road Design Part 3: Geometric Design and any VicRoads supplement to those guidelines.

Should crossfalls of greater than 6% at intersections or horizontal curves be proposed, approval should be sought from **Council's Engineering Department**.

Batter slopes shall be as is appropriate for the predominant use of the locality and shall be designed with consideration to **Clear Zones** as defined in Austroads Guide to Road Safety Part 6: Roadside Design, Safety Barriers and any VicRoads supplement to those guidelines. In areas within the **Clear Zone** batter slopes can be as follows:

- Desirable: 1 in 6, Maximum 1 in 4
- Residential area driveway slopes: 1 in 10 maximum

Whenever it is impractical to provide batters flatter than the maximum slopes specified, **Developers** shall provide special treatment such as retaining walls within the property and in areas prone to erosion consideration shall be given to erosion control measures.

#### 12.4.8 Vehicle Turning Movements

The **Design Engineer** shall be responsible for identifying all possible turning movements and make allowance for these in the development design. Turning movements shall be shown on plans and provided at the **Council's** request.

#### 12.4.9 Kerb and Channel at Cut Embankments

Where steep sections of road are in cut (embankments), consideration should be given to the placement of kerb and channel to prevent the scouring of roadside drains.

### 12.5 Intersection Design

#### 12.5.1 General

Intersections are to be designed and constructed such that they function in a safe, convenient and appropriate manner for the type of street and development, and shall be designed in accordance with Austroads publication 'Guide to Road Design Part 4A: Non-Signalised and Signalised Intersections and Austroads Guide to Road Design Part 4B: Roundabouts' and any VicRoads supplement to those guidelines.

Intersections with state rural or urban roads or national highways are to be designed, approved and constructed in accordance with VicRoads requirements.





The road network shall be designed such that at least 90% of dwellings shall be within 400 metres safe walking distance from an existing or proposed bus or tram route and from existing or proposed Public Open Space facilities. Pedestrian path mapping should be provided to support to the proposed road network layout.

'T'-junctions should be adopted in preference to four-way intersections. Where 4-way intersections, or cross intersections, are to be constructed, traffic control treatment may be required.

Where staggered 'T'-junctions are to be provided in rural areas the intersecting roads should be located a minimum distance of 2 X stopping distance of the travel speed along the through-road (1.5 second reaction time). Where staggered 'T'-junctions are proposed for rural cross-intersections, these arrangements should preferably be of the 'right to left' type.

Staggered T's require VicRoads or VicRoads delegated **Council** approval.

Where intersections are in a configuration deemed likely to cause traffic problems, the **Developer** may be required to construct traffic islands, or such traffic facilities to provide traffic control and safety. Roads should junction at between 70 and -110 degrees.

#### 12.5.2 Level of Treatment

The appropriate level of treatment at intersections shall depend on the characteristics of existing and proposed connecting roads. Consideration shall be given to Austroads publication 'Guide to Road Design Part 4A: Non-Signalised and Signalised Intersections' and any VicRoads supplement to those guidelines when determining the level of treatment at intersections.

If roundabouts are incorporated into intersections, roundabout shall be designed in accordance with the current edition of Austroads publication 'Guide to Road Design Part 4B: Roundabouts' and any VicRoads supplement to those guidelines.

Roundabouts are Major Traffic Control Items requiring VicRoads approval. On municipal roads, VicRoads has delegated such approval to **Councils** under a number of conditions, one such condition relates to reporting back to VicRoads.

#### 12.5.3 Special Considerations

For intersections where the proportion of over-dimension or large combination vehicles is higher than the normal percentage in the traffic stream the intersection requirements may be more significant. The Traffic Management Strategy should address this issue and make recommendation regarding these intersections (see Clause 9).

#### 12.5.4 Intersection Spacing

The spacing of intersections should generally comply with the requirements of The Planning Scheme, unless otherwise agreed with **Council's Engineering Department**.

Intersection spacing on State Arterials requires VicRoads approval. Access to State Arterials will be in accordance with Access Management Policies that may apply. **Developers** are encouraged to discuss access to State Arterials early in the Town Planning application process.

Intersections shall be designed and located to provide a safe environment for all street users, with clear indication of right-of-way priority for pedestrians, cyclists and vehicles.

#### 12.5.5 Splays

Splays of suitable dimensions shall be provided at all corners of all intersections.



At intersections involving at least one collector road (or higher classification) the minimum splay at the intersecting roads shall be 5 x 5 metre. Otherwise, at intersecting roads of lesser classification the minimum splay to be provided shall be 3 x 3 metre.

Notwithstanding the above minima, larger splays may be required where engineering assessment indicates a need commensurate with traffic safety and the provision of service corridors and trunk drainage

#### **12.5.6 Kerb Returns**

At intersections, the minimum kerb return or edge of seal radius shall be as follows:

- Residential areas     7.5 m
- Industrial / Rural areas     12.0 m

Further to this, kerb radii shall be designed based upon turning movement requirements as detailed in Clause 12.3.8.



## 12.6 Traffic Calming

Calming devices such as thresholds, slow points, road humps, chicanes and splitter islands should be designed in accordance with the requirements of the Austroads publication 'Guide to Traffic Engineering Management Part 8: Local Area Traffic Management' and any VicRoads supplement to those guidelines.

It should be noted that some traffic calming devices, for example road humps, are Major Traffic Control Items requiring special approval. It is the Designers responsibility to obtain the necessary approvals. Designers should refer to Table 2.1 of the VicRoads Traffic Engineering Manual Volume 1.

Traffic calming devices are to be approved by **Council's Engineering Department**. The following issues need to be addressed as a minimum:

- Streetscape
  - Reduce the linearity of the street by segmentation.
  - Avoid continuous long straight lines (e.g. kerb lines).
  - Enhance existing landscape character.
  - Maximise continuity between existing and new landscape areas.
- Location of Devices/Changes
  - Devices other than at intersections should be located to be consistent with streetscape requirements.
  - Existing street lighting, drainage pits, driveways, and services may decide the exact location of devices.
  - Slowing devices are optimally located at spacings of 100-150m *PRINCIPLE*.
- Design Vehicles
  - Emergency vehicles must be able to reach all residences and properties.
  - Local streets with a 'feeding' function between arterial roads and minor local streets might be designed for an Austroads Design Single Unit Truck/Bus.
  - Where bus routes are involved, buses should be able to pass without mounting kerbs and with minimised discomfort to passengers.
  - In newly developing areas where street systems are being developed in line with LATM principles, building construction traffic must be provided for.
- Control of Vehicle Speeds
  - Maximum vehicle speeds can only be reduced by deviation of the travelled path. Pavement narrowings have only minor effects on average speeds, and usually little or no effect on maximum speeds.
  - Speed reduction can be achieved using devices that shift vehicle paths laterally (slow points, roundabouts, corners) or vertically (humps, platform intersections, platforms pedestrian/school/bicycle crossings).



- Speed reduction can be helped by creating a visual environment conducive to lower speeds. This can be achieved by 'segmenting' streets into relatively short lengths (less than 300m) using appropriate devices, streetscapes, or street alignment to create short sight lines.
- Visibility Requirements (sight distance)
  - Adequate critical sight distances should be provided such that evasive action may be taken by either party in a potential conflict situation. Sight distances should relate to likely operating speeds.
  - Sight distances to be considered include those of and for pedestrians and cyclists, as well as for others.
  - Night time visibility of street features must be adequate. Speed control devices particularly should be located near existing street lighting if practicable and all street features/furniture should be delineated for night time operation. Additional street lighting shall be provided by the **Developer** at proposed new speed control devices located away from existing street lighting.
- Critical Dimensions
  - Many devices will be designed for the normal use by cars, but with provision (such as mountable kerbs) for large vehicles. Some typical dimensions include:
    - Pavement narrowings:
      - Single lane 3.50 metres between kerb inverts
      - 3.75 metres between obstructions
      - two lane 5.50 metres minimum between kerb inverts
    - Bicycle lanes (including adjacent pavement narrowings) are to be 1.2 metres absolute minimum (1.0 metres in special circumstances in accordance with Austroads publication 'Guide to Road Design Part 3: Geometric Design (section 4.8)' and any VicRoads supplement to those guidelines).
    - Plateau or performance areas are to be 75 mm to 150 mm height maximum, with 1 in 15 ramp slope.
    - Width of clear sight path through slowing devices are to be 1.0 metres maximum i.e. the width of the portion of **Carriageway** which does not have its line of sight through the device blocked by streetscape materials, usually vegetation).
    - Dimensions of mountable areas required for the passage of large vehicles to be determined by appropriate turning templates.

## 12.7 Pavement Design

The minimum depth of flexible or rigid pavement for the proposed pavement and proposed pavement materials shall be determined by design, with the pavement design submitted to **Council's Engineering Department** for consideration. When requested by the **Council**, samples and/or results of geotechnical testing and the source of the pavement material shall be provided. Where a rigid pavement comprising deep lift asphalt and/or stabilisation is proposed a design must be submitted.



### 12.7.1 Sub-Grade Analyses

Pavement design shall be based on the results of sub-grade analysis, including testing for soaked Californian Bearing Ratio (CBR), carried out by a NATA registered testing laboratory. Sub-grade soil samples shall be taken at maximum intervals of 200 metres, in the bowls of all courts, at all intersections and at all obvious locations where existing sub-grade material changes suddenly. Core samples shall be bored to a minimum depth of 600 mm below final road sub-grade level. The soil sample used for laboratory testing shall be taken from the core at sub-grade level. Full details of sub-grade test results and core samples shall be submitted to **Council** with the detailed design plans. Wherever soft sub-grade is encountered the depth to the next solid layer shall be determined by probe.

### 12.7.2 Flexible Road Pavements

Flexible road pavement designs shall be in accordance with 'Austroads Guide to Pavement Technology, 2010'. Pavement design shall be carried out using equivalent standard axle loadings based on an average traffic generation rate of 10 vehicles per day per residential lot and a 20 year design life for residential and commercial roads. Pavement design for industrial roads shall be based on an average traffic generation rate of 45 vehicles per day per industrial lot and a 40 year design life. For rural roads and low density **Developments**, it may be appropriate to use Austroads publication 'Pavements Design for Light Traffic' published 2006.

### 12.7.3 Concrete Street Pavements

Concrete street pavement shall be based on 'Austroads Guide to Pavement Technology 2010' Guide to Structural Design of Road Pavements' revised 2006, to a minimum 20 year life span.

### 12.7.4 Interlocking Pavers

Due to safety, operational and maintenance issues interlocking block street pavement shall not be generally approved. However in situations where approval is given the pavers shall be laid on a mortar bed on a drained reinforced pavement designed in accordance with the document referred to in Clause 12.7.3, to a minimum 20 year life span.

### 12.7.5 Minimum Pavement Thickness

Notwithstanding any of the above requirements, the pavement thickness shall not be less than the amount specified in Selection Table 7 for roads in which kerb and channel is to be constructed, 200mm for unkerbed roads, and 150mm for car parks. The sub base layer shall extend a minimum of 100mm past the rear face of any kerb and/or guttering. Note these minimums do not apply to roads serving industrial or commercial areas.

**Selection Table 7 Minimum Pavement Depth**

| Minimum Pavement Depth = 250mm  | Minimum Pavement Depth = 300mm   |
|---------------------------------|----------------------------------|
| Campaspe Shire                  | South Gippsland Shire Council    |
| Greater Shepparton City Council | Wellington Shire Council         |
| Greater Bendigo City Council    | East Gippsland Shire Council     |
| Moiria Shire Council            | Rural City of Wangaratta         |
| City of Greater Geelong         | Corangamite Shire Council        |
| Strathbogie Shire Council       | Central Goldfields Shire Council |
| Mansfield Shire Council         | Baw Baw Shire Council            |
| Murrindindi Shire Council       | Ballarat City Council            |
| Gannawarra Shire Council        | Warmambool City Council          |
| Benalla Rural City Council      | Mitchell Shire Council           |



| Minimum Pavement Depth = 250mm | Minimum Pavement Depth = 300mm   |
|--------------------------------|----------------------------------|
| Ararat Rural City Council      | Yarriambiack Shire Council       |
| Towong Shire Council           | Southern Grampians Shire Council |
| Indigo Shire Council           | Glenelg Shire Council            |
|                                | Golden Plains Shire Council      |
|                                | Wodonga City Council             |
|                                | Mitchell Shire Council           |
|                                | Moorabool Shire Council          |

#### 12.7.6 Minimum Shoulder Thickness

For unkerbed roads, the base layer shall extend at least to the nominated width of the shoulder, and shall be a minimum thickness of 150mm, except in rural court bowls where the full pavement thickness may be required to extend to the full width of the shoulder (See Clause 12.4.3).

#### 12.7.7 Compaction Requirements

Depending on traffic volumes and actual pavement design, compaction will be in accordance with VicRoads standard Specifications for Roadworks and Bridgeworks (Clause 304.07). A Dynamic Cone Penetrometer may be used to verify compaction of trimmed and prepared subgrade material. Compaction testing of base and sub-base material must be carried out by a NATA approved laboratory or by calibrated nuclear densometer test to the relevant Australian Standard. Tests should be taken at  $\frac{2}{3}$  depth of the pavement where possible. Copies of all geotechnical results are to be submitted to Council.

Compaction testing and proof-rolling shall be undertaken on the same day.

#### 12.7.8 Sub-Grade

The subgrade shall be compacted to 98% standard compaction with all building sites compacted to 95% standard compaction, or in accordance with the Construction Specification and/or AS 3798.

#### 12.7.9 Sub-Base

The typical flexible pavement sub-base shall be compacted in accordance with Scale C in VicRoads Table 304.071 using fine crushed rock.

The number of tests to be undertaken shall as specified in Table 7.

Compaction testing of the sub base is only required in areas of fill.

#### 12.7.10 Base

The typical flexible pavement base shall be compacted to the average mean 98% minimum modified dry density (MMDD) with test locations to be approximately one (1) metre offset from the kerb or edge of seal and measured at  $\frac{2}{3}$ <sup>rd</sup> the depth of the layer.

The number of tests to be undertaken shall as specified in Table 7.



Table 7 Location and Number of Compaction Tests

| Location      | All Roads                |
|---------------|--------------------------|
| Court bowls   | 3 No                     |
| Intersections | 2 No                     |
| Straights     | 1 per 500 m <sup>2</sup> |

Tests shall be taken on alternate sides of the road and be evenly spaced.

#### 12.7.11 Proof-Rolling

Proof rolling of the sub-base and base shall be undertaken at the expense of the contractor, in accordance with AS 3798 and in accordance with the requirements of Section 173 and Section 204.12 of the VicRoads specifications. The subgrade shall not deflect more than 2 mm vertically within 300 mm of the test roller in isolated locations. If deflection of the subgrade is found in more than 20% of the project area then the total area shall be reworked. There must be no visible deformation or cracking of the pavement during a sub-base or base proof roll. Areas that fail a proof roll test are the responsibility of the contractor to rectify. Adequate notice must be given to **Council's** representatives for attendance of proof-rolling inspections, refer to Clause 7.4. If the proof-rolling test fails due to excessive moisture etc. then another **Council** inspection is required and appropriate notice should be given.

#### 12.7.12 Soft Areas in Pavements

Where unsuitable material exists or develops during construction, it must be rectified to the satisfaction of the **Council**. Possible treatment methods include cement and/or lime stabilisation, replacement of the underlying material with pavement, the use of geotextiles and/or the lowering of sub-surface drainage to below the level of the area to be rectified. Rectified pavements must achieve the required levels of compaction as specified above.

'As Constructed' drawings or quality documentation must show the extent of all reworked soft areas and any form of treatment taken.

#### 12.7.13 Pavement Wearing Course

Pavements must, at the expense of the contractor, be proof rolled and density tested, immediately prior to priming. The frequency of density tests shall be in accordance with AS 3798 and AS 1289 Geotechnical Testing or as otherwise specified by the **Council**.

Pavements must be trimmed to shape, swept and have a surface consistency suitable for priming. Adequate protection shall be provided for signs, concrete edgings, and traffic control devices to prevent over-spray during priming or tack coating.

The preferred road surface for all urban residential roads shall be a minimum of 30mm Type N Asphaltic Concrete seal. The surface of the final wearing course shall be between 5-10 mm above the concrete edging and detailed on the construction plans for each edging type. The wearing course shall be flush with the lip of the kerb and channel at all footpath kerb crossings (to eliminate any trip hazard).

All new and upgraded roads, including widened roads, that are located in or adjacent to commercial or industrial **Developments** shall be sealed with a Type H Asphaltic Concrete of suitable thickness for the expected traffic loading, with the minimum thickness to be 40mm.





A two-coat bitumen seal may be considered as an alternative in some residential **Developments**, such as those located in heritage areas, subject to the approval of **Council**. New and upgraded roads constructed in areas with heritage characteristics may require specific colours of gravel to be used. Liaison with **Council's** engineering and planning departments will be required in these instances.

Where a dispute arises concerning the finished surface texture or construction methods, wearing course core samples and compaction testing may be required. The **Developer's Consultant** shall, prior to construction, specify the hotmix design or attention to the design mix including aggregate size and any additives e.g. colour additives.

All new and upgraded roads, including widened roads, which are located in or adjacent to rural, rural living and low density **Developments**, the minimum required wearing surface shall be a two coat seal. The first coat shall generally be a 10 mm nominal size aggregate, followed by a final coat of 7 mm aggregate. Where there are significant turning movements of heavy vehicles, the first coat may be required to be of 14 mm aggregate, followed by a final coat of 7 mm aggregate.

Where roadways under this section may in **Council's** opinion be subject to turning movements that will cause stone loss from a 'Prime and Seal', **Developers** may be required to provide either an asphalt wearing course or asphalt overlay.

## 12.8 Traffic Control Devices

The **Design Engineer** shall determine any necessary traffic control devices in accordance with Austroads Guide to Traffic Management Part 8: Local Area Traffic Management and any VicRoads supplement to those guidelines and VicRoads Traffic Engineering Manuals Volumes 1 & 2. The supply and installation of traffic control devices shall comply with AS1742 Parts 1-15 'Manual of Uniform Traffic Control Devices'.

It should be noted that Major Traffic Control Items require special approval. It is the **Designer's** responsibility to obtain the necessary approvals. Designers should refer to Table 2.1 of the VicRoads Traffic Engineering Manual Volume 1.

### 12.8.1 Signposting and Pavement Marking

Signposting and pavement marking should generally be provided to roads, intersections, traffic control devices, cycleways and car parks in accordance with AS1742 Parts 1 – 15 and the VicRoads Traffic Engineering Manual Volumes 1 and 2. Street name plates are to be the standard type throughout the relevant **Council**, unless otherwise approved in writing.

Styles for signposting shall be guided by any Style Guide developed by **Council**.

### 12.8.2 Guardfence

Where there is a warrant (e.g. an identified hazard in the **Clear Zone**) guard fence is to be installed in accordance with the VicRoads specification, where shown on the approved engineering plan or as directed by manager of **Council's Engineering Department**.

## 12.9 Vehicular Access

Vehicular access to each and every allotment within a subdivision development shall be provided at the time of development. Vehicle crossings however are not required to be constructed at the time of development where mountable or semi mountable kerb and channel is used, as these may be constructed during later building works when the final location is known. The exception to this are the **Councils** listed in Selection Table 8 where vehicle crossings are to be constructed and the **Councils** where vehicle crossings are not required for any kerb profile.



Selection Table 8 Vehicle Crossings

| Vehicle crossings are to be provided for all kerb profiles | Vehicle crossings are not required for any kerb profile. |
|------------------------------------------------------------|----------------------------------------------------------|
| Greater Shepparton City Council                            | Wellington Shire Council                                 |
| Mansfield Shire Council                                    | East Gippsland Shire Council.                            |
| Murrindindi Shire Council                                  | Baw Baw Shire Council                                    |
| Benalla Rural City Council                                 | Ballarat City Council*                                   |
| Strathbogie Shire Council                                  | City of Greater Bendigo                                  |
| Corangamite Shire Council                                  | Glenelg Shire Council                                    |
| Central Goldfields Shire Council                           | Wodonga City Council                                     |
| Warrambool City Council                                    |                                                          |
| Mitchell Shire Council                                     |                                                          |
| Yarriambiack Shire Council                                 |                                                          |
| Golden Plains Shire Council                                |                                                          |
| Mitchell Shire Council                                     |                                                          |

\*Note City of Ballarat will enforce if a developer nominates vehicle crossings as part of their development.

Where **Developments** include construction of barrier kerb and channel, a vehicle crossing and layback section in the kerb and channel shall be provided to each allotment frontage at the time of development.

Vehicle crossings shall be constructed in accordance with the Standard Drawings.

### 12.9.1 Urban Vehicle Crossings

This section applies to urban areas regardless of whether there is kerb and channel.

Driveways and direct vehicle access to trunk collector streets should be designed to allow forward entry and exit from properties.

The maximum number of vehicle crossings to residential properties is two (2) crossings. Crossings shall be constructed in accordance with the requirements of Standard Drawing Numbers 235 and 240.

The maximum number of crossings, where any crossing exceeds 3.5 metres width, shall be one (1) crossing with the maximum width of that crossing to be 6.0 metres. Crossings to adjacent properties shall be either fully combined, and of maximum width of 6.0 metres, or else have a minimum separation of 9 metres.

Vehicle crossings to residential corner allotments are to be located a minimum of 6 metres from the intersection of road reserves and 2 metres clear of pedestrian kerb crossings.

All crossings shall be constructed with an all-weather surface for that section of crossing contained within the road reserve. That portion of the crossing that passes through the footpath zone shall conform to the requirements of Australian Standard AS1428.1 2009 'Design for Access and Mobility'. A surface that matches the texture and colour of the adjacent footpaths is preferred, however alternative surfaces may be approved conditional upon compliance with Australian Standard AS1428.1 2009 'Design for Access and Mobility'. Patterns that result in surface irregularities of greater than 5mm are prohibited. Coloured edge strips shall only be permitted adjacent and parallel to the alignment of footpaths. No feature edge strips shall cross the path of travel along the footpath.



Footpaths of 75mm thickness are acceptable only where the lots are developed already and the risk of site construction damage is negligible. Where greenfield sites and future housing is still to be done, then the depth of the footpath shall be 125mm throughout.

In accordance with the requirements of Clause 12.3.9, where grades through vehicle crossings exceeding 1:10 the **Design Engineer** shall demonstrate using standard car templates that car access can be provided to effected allotments.

### 12.9.2 Rural Vehicle Crossings

Roads should be located and designed such that vehicular access can be readily obtained at every allotment of a subdivision. Where the natural surface slopes steeply to or from the road, the access to each lot should be given special consideration. The locating of an access is to be avoided if effect to the vertical alignment of the road will occur.

All rural vehicle access crossings shall include a culvert unless the location of the access is at an obvious high point. The minimum width of culvert shall be 4.88 metres (refer to **Appendix D: Information to be Shown on Plans**). All culverts shall have an endwall at each end of the pipe. Trafficable endwalls shall be used wherever the culvert/endwall is located within the **Clear Zone** (refer to Standard Drawings).

The minimum pipe size varies according to the slope of the terrain. In flat terrain the minimum pipe size is Ø375mm in rural and rural living zones, and pipes shall be laid such that the pipe invert is 150mm lower than the invert of the table drain. In steeper terrain the minimum pipe size is Ø300mm where the steeper grades reduce the risk of silting and blockage.

The minimum pipe size is Ø300mm in low density residential zones where table drain batters are flat enough to allow mowing. In these instances pipes shall be laid such that the pipe invert matches the table drain invert.

Concrete swale crossings can be used where the depth of the table drain is generally less than 350mm deep and the depth x velocity <0.35. Grades and change of grades are to be demonstrated to the satisfaction of the engineering department.

At existing entrances with either a Ø300mm or Ø375mm culvert, new endwalls may be added to the existing culvert as long as the existing pipes are in good condition, are laid at the correct level, and are demonstrated to have sufficient hydraulic capacity.

Culverts shall be designed with the following hydraulic capacity:

- 1 in 5 year **ARI** capacity before property culvert overtops.
- 1 in 50 year **ARI** capacity results in overtopping of maximum depth of 300mm.
- No water shall encroach on edge of shoulder on sealed roads, or edge of gravel on gravel roads.

**Council** shall generally require rural vehicle crossings to be upgraded to meet current standards whenever rural land is subdivided, unless the location of the access is at an obvious high point. Where a planning permit relates to boundary realignment only, there will generally be no engineering requirement for upgrade to accesses, unless the proposed realignment would see a significant change in the use of such access.

## 12.10 Requirement For Dust Suppression Works

Dust suppression works may be required where a proposed new house or an existing dwelling is likely to experience significant detrimental impacts arising from the dust generated by traffic travelling along a gravel road created from either:



- Additional traffic resulting from a proposed development e.g. traffic generated from a new piggery or a new subdivision; or
- Existing traffic.

The requirement for dust suppression works will vary from **Council** to **Council** due to variation in road making materials used and the annual rainfall expected. Those **Councils** that do require dust suppression works are listed in Columns 1 and 3 in Selection Table 9. Contact should be made with those **Councils** to determine their specific requirements.

Selection Table 9 Dust Suppression

| Dust Suppression Works Required | Councils – Council Funds Dust Suppression Works | Councils – Where Dust Suppression Works are Determined on a Case by Case Basis |
|---------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------|
| Campaspe Shire                  | Greater Shepparton City Council                 | Greater Bendigo City Council                                                   |
| Moirra Shire Council            |                                                 | Benalla Rural City Council                                                     |
|                                 |                                                 | Rural City of Wangaratta                                                       |
|                                 |                                                 | Murrindindi Shire Council                                                      |
|                                 |                                                 | Corangamite Shire Council                                                      |
|                                 |                                                 | Strathbogie Shire Council                                                      |
|                                 |                                                 | Central Goldfields Shire Council                                               |
|                                 |                                                 | Baw Baw Shire Council                                                          |
|                                 |                                                 | Wellington Shire Council                                                       |
|                                 |                                                 | Ballarat City Council                                                          |
|                                 |                                                 | Warrnambool City Council                                                       |
|                                 |                                                 | Mitchell Shire Council                                                         |
|                                 |                                                 | Yarriambiack Shire Council                                                     |
|                                 |                                                 | Southern Grampians Shire Council                                               |
|                                 |                                                 | Ararat Rural City Council                                                      |
|                                 |                                                 | Glenelg Shire Council                                                          |
|                                 |                                                 | Golden Plains Shire Council                                                    |
|                                 |                                                 | Wodonga City Council                                                           |
|                                 |                                                 | Mitchell Shire Council                                                         |
|                                 |                                                 | Towong Shire Council                                                           |
|                                 |                                                 | Moorabool Shire Council                                                        |
|                                 |                                                 | Indigo Shire Council                                                           |



## Clause 13 Mobility and Access Provisions

### 13.1 Objectives

The objectives of mobility and access provisions are as follows:

- To promote walking and cycling to daily activities.
- To promote universal access within the community.
- To promote community health and wellbeing associated with increased physical activity.

### 13.2 General

The **Developer** shall provide continuous footpaths for all property frontages and sideages in urban residential and commercial **Developments** <sup>PRINCIPLE</sup> in accordance with Table 2 found in Clause 12.3.2. **Developers** may also be required to establish connective links to existing footpaths where demand is directly related to the development. Connective links shall generally be required of commercial **Developments** to off-site carparking related to the development.

### 13.3 Requirements

The following requirements apply to footpaths and pedestrian accesses:

- Footpaths shall be constructed at the time of development in accordance with **Appendix E: List of Council Inspections and Inspection Checklists**.
- Footpath alignments shall be 300mm offset maximum from property boundaries in existing areas and 50mm maximum from property boundaries in new **Developments**.
- The minimum footpath width to be 1.5m in residential areas and 2.0 metres in commercial areas.
- The desirable maximum crossfall on footpaths is 1 in 50 and the absolute maximum crossfall is 1 in 40, including kerb crossings. Kerb crossings shall be provided in accordance with Australian Standard AS/NZS1428.4, 2009 'Design for Access and Mobility – Means to Assist the Orientation of People with Vision Impairment – Tactile Ground Surface Indicators' at locations identified in consultation with the **Council's Engineering Department**.
- Footpaths shall be constructed of either concrete or asphalt, and shall conform to Australian Standards AS/NZS1428.4, 2009 'Design for Access and Mobility – Means to Assist the Orientation of People with Vision Impairment – Tactile **Ground Surface Indicators**' for surface finish.

Tactile Ground Surface Indicators (TGSIs) shall be provided in accordance with Australian Standard AS/NZS1428.4, 2009 'Design for Access and Mobility – Means to Assist the Orientation of People with Vision Impairment – Tactile Ground Surface Indicators' ; Vic Roads Traffic Engineering Manual Volume 1 – Section 4.9 and **Appendix B: Engineering Approval Process for Developments**. **Councils** listed in 0 only require TGSIs to be installed in the central commercial area of urban centres.



Selection Table 10 Tactile Ground Surface Indicators

| TGSI's Requirements For Central Commercial Areas of Urban Areas Only |
|----------------------------------------------------------------------|
| Greater Shepparton City Council                                      |
| Mansfield Shire Council                                              |
| South Gippsland Shire Council                                        |
| Benalla Rural City Council                                           |
| Wellington Shire Council                                             |
| East Gippsland Shire Council                                         |
| Yarriambiack Shire Council                                           |
| Golden Plains Shire Council                                          |
| Towong Shire Council                                                 |
| Indigo Shire Council                                                 |

- Footpaths shall slope away from the property boundary, and be elevated above the adjacent nature strip. In general, reverse fall on nature strips is undesirable and shall only be approved where no other practical alternative is available.
- Details of service pits to be located within the footpath or pedestrian areas are to be provided to **Council** for approval with the request for approval of the detailed design.
- Patterned finished to footpaths or pedestrian accesses shall require specific approval of the **Council's Engineering Department**.
- Minimum width for shared paths to be 2.5m and designed and constructed in accordance with the Austroads publication 'Guide to Road Design Part 6A: Pedestrian and Cyclist Paths, 2010' and any VicRoads supplement to those guidelines. Where a shared path crosses a pedestrian bridge a minimum lateral clearance of 0.5m on both sides of the shared path shall be provided where the speed of cyclists is less than 20km/hr. Where higher bicycle speeds are likely a minimum lateral clearance of 1m on both sides of the shared path shall be provided.
- Footpaths shall not abut kerbs, unless approved in writing by **Council's Engineering Department** <sup>PRINCIPLE</sup>. Where indented parking is proposed in the street a minimum distance of 1.0 metre clearance shall be provided from footpaths and bicycle paths.



## Clause 14 Carparking

### 14.1 Objectives

To ensure that carparking is provided of sufficient number and standard that services residents, visitors, staff, customers, service vehicles and other users.

### 14.2 General

The number of parking spaces to be provided for any development shall be in accordance with the **Council's** Planning Scheme or in accordance with an approved Traffic Impact Assessment Report. All required physical works shall be generally constructed as part of the development and shall be in accordance with approved plans and specifications to the satisfaction of **Council's Engineering Department**. The design shall ensure that parked vehicles do not obstruct the passage of vehicles, do not create traffic hazards or undue pedestrian hazards and do not detract from the streetscape amenity.

If the **Developer** is unable to provide the required on-site carparking spaces for residents, staff and visitors, and **Council** has not identified and not addressed an existing or future need in the vicinity of the development, then the Development may be refused. In some instances the development may be permitted to proceed on the basis that alternative carparking can be provided that meets the following requirements detailed in Clause 14.3.

If the **Council** has a Parking Strategy that identifies existing or proposed parking within 100 metres of the proposed development, the **Developer** may be required to contribute to the actual costs for the provision of off-site vehicle spaces, and enter into a Section 173 Agreement with **Council** to detail such.

### 14.3 Requirements

The following parking requirements apply to all **Developments**:

- The parking requirements for normal levels of activity associated with any land use should be accommodated on-site and should be located and of dimensions that allow convenient and safe access and usage.
- All parking, both on and off site, shall be finished with an all-weather seal and line marked. Gravel surfaces shall only be permitted with written permission of the Manager of **Council's Engineering Department**.
- The layout and access arrangements for all on-street and off-street parking areas should conform to Austroads publication 'Guide to Traffic Management: Part 11 Parking' or Australian Standard AS2890.1 – 2004 Off Street Parking, AS2890.2 – 2002 Off Street Commercial Vehicle Parking, AS2890.3 Bicycle Parking Facilities, Australian Standard AS2890.5 -1993.On Street Parking and AS2890.6 Off Street Parking for People with Disabilities.
- The number of on-site parking and off-site parking spaces for non-residential land uses shall conform to parking standards as specified on the planning permit where applicable, or in accordance with **Council's** relevant Parking Strategies.
- Lighting is to be provided to the satisfaction of **Council's Engineering Department**.
- Loading/unloading requirements should consider forklift/ pedestrian conflicts and other movements on the site.





In addition to the above, the following parking requirements apply to all residential subdivisions **Developments**:

- The availability of parking should be adequate to minimise the possibility of driveway access being obstructed by cars parked on the opposite side of the street.
- Where a particular dwelling may generate a high demand for parking, the **Developer** may provide adequate additional parking within the road reserve for visitors, service vehicles and any excess resident parking. Such parking is to be convenient to dwellings.
- All verge spaces and indented parking shall be constructed of concrete, interlocking pavers, bitumen or asphalt with crushed rock pavement base, and are designed to withstand the loads and manoeuvring stresses of vehicles expected to use those spaces.
- The measures proposed to ensure the dedicated resident parking and casual visitor access is limited to people proposing to use the Development.

In addition to the general requirements, the following parking requirements apply to all on-site parking:

- The pavement **Designer** shall make specific allowance for traffic load concentrations within carpark areas (e.g. entrances/exits).
- All loading/unloading zones are to be constructed of concrete pavement or concrete segmental pavers to resist damage from diesel and fuel spills. Paving should be mottled to mask spills.

Where parking is to be provided by contribution to **Council** in accordance with an identified Parking Strategy, the following requirements shall apply:

- The parking shall be located within 100 metres of the development site.
- Dedicated permanent staff parking spaces can be provided within 500m of the site at the **Developer's** cost.
- There is a direct pedestrian linkage with the Development, or one shall be provided by the **Developer**.
- Disabled parking spaces are provided in accordance with the requirements of the *Disability and Discrimination Act* and relevant Australian Standards.
- Lighting is provided to the satisfaction of **Council's Engineering Department**.
- The carpark design includes retention of significant existing vegetation, proposed landscaping, the selection of colours and materials for any structures on the site.
- The status of the proposed carpark is agreed in writing by **Council's Engineering Department** e.g. common property, **Council** reserve, approved indented road reserve parking spaces etc.
- Agreement is reached regarding public indemnity for the carpark.
- Access and availability to Public Transport systems shall be considered.
- The proposal shall accommodate existing or future location of non-residential uses such as schools, commercial and industrial premises and local shops in, or likely to be developed in the area.
- The effect of on-street parking works is to slow vehicle speeds and enhance the pedestrian environment.



## Clause 15 Earthworks and Lotfilling

### 15.1 Objectives

The objectives of the earthworks and lotfilling requirements are as follows:

- To ensure that development does not cause or aggravate flooding of other properties by filling land or undertaking other flood diversion works.
- To ensure that buildings are located on a natural surface above the 1% flood level or on approved filled ground, so as to comply with the constraints of Regulation 6.2 of the Building Regulations 1994 and the *Health Act*.
- To ensure earthworks and lotfilling activities do not result in the spread of noxious weeds, as specified in Section 70A and 71 of the *Catchment and Land Protection Act 1994*.
- To ensure that the recommendations of the Catchment Management Authorities or other relevant agencies or organisations are complied with.
- To ensure that earthworks and lotfilling works does not result in erosion dust, mud or debris leaving the site.
- To maintain privacy and security of adjacent landowners.

### 15.2 General

Typical earthworks may include lotfilling or the construction of a dams, open drainage systems, levies, access tracks, flood protection devices overland flow paths and vegetation removal.

Approval of engineering plans by **Council's Engineering Department** relates to the suitability of earthworks to achieve road and drainage systems to the satisfaction of **Council**. Engineering approval does not negate the need for planning approval of such earthworks.

The **Developer** shall ensure that a planning permit is obtained where required, for any earthworks. Where works are to be staged it is recommended that consideration be given to the entire site and not individual stages. This will eliminate the need for multiple planning permits. Existing depressions shall not be filled unless the consent of the Relevant Authority is given in writing, and any required permits obtained.

### 15.3 Requirements

The following earthworks and lot filling requirements apply to all **Developments**:

- All work shall be undertaken in accordance with AS 3798-2007 Guidelines on Earthworks for Commercial and Residential **Developments**.
- Earthworks within an area of land liable to flooding must not adversely impact on the Floodplain characteristics. Existing depressions shall not be filled either temporarily or permanently unless the consent of the Relevant Authority is given in writing and any relevant permits obtained.
- All works constructed within a floodway shall have all spoil removed to an area that is above the 1% flood level.
- All new urban subdivision allotments shall be graded, cut or filled, such that a minimum grade of 1:200 is achieved along the low side of the allotment toward the drainage outlet.



- The finished surface level of buildings shall be a minimum of 300mm above the 100 year **ARI** flood level.
- The finished surface of lotfilling shall be equal to or above the 100 year **ARI** flood level subject to the requirements of the relevant Catchment Management Authority or responsible authority.
- The extent and depth of all proposed lotfilling shall be denoted on the construction plans. Where depths of fill on allotments exceeds 300 mm, those areas are to be clearly differentiated from fill of depth less than 300 mm.
- Full records shall be kept of all areas filled. This information shall be recorded on the 'as constructed' plans.
- Where the depth of fill is greater than 300 mm lotfilling must be compacted to the requirements of Table 204.131 Compaction Requirements Scale C of VicRoads Specification and trimmed and shaped to match existing site levels, except in areas nominated for soft landscaping.
- A minimum of one compaction test per allotment shall be conducted at a distance of greater than 6 metres from the road reserve boundary. Lotfilling testing shall be included in the Contractor's Inspection and Test Plans submitted for **Council's** consideration.
- The requirements for the backfilling of drainage trenches are specified in the Standard Drawing.
- Details of the safety and integrity of any structure shall be provided to the **Council** where earthworks abut structures.
- The desirable maximum depth of fill allowable against fencing is 200mm and requires a plinth at the bottom of the fencing.
- Retaining walls shall be provided when the depth of fill exceeds 200mm or maximum batter slopes are exceeded.
- No water is to be directed to flow into adjoining properties.
- Ideally no fill should be imported onto any development site. Where fill is imported onto any development then written records must be provided to indicate the source of the fill and to provide evidence that the soil is not contaminated as per the DSE practice note for potentially contaminated land.
- All reasonable precautions must be taken to prevent the spread of noxious weeds from or to the worksite. (refer also Clause 22.7).
- Dust mud and debris shall be prevented from leaving any development site during and after construction (refer also Clause 22.3).
- All areas that are to involve earthworks shall have the topsoil stripped, stockpiled and reinstated. Before completing the site works the depth of topsoil replicating predevelopment depths shall be placed and rehabilitated over all areas where there have been earth works.
- Consideration must be given to biological or chemical contaminated sites e.g. anthrax and former dip sites. **Council**, EPA or other Relevant Authorities may require analysis of any effected sites and in some circumstances an Environmental Impact Statement.



## Clause 16 Urban Drainage

### 16.1 Objectives

The general objectives of urban drainage are:

- To collect and control all stormwater generated within the subdivision or development.
- To collect and control all stormwater entering a subdivision from the water shed outside the subdivision.
- To provide an effective outlet for all collected stormwater, from the subdivision or development to a natural watercourse, relevant authority drain or approved outfall.
- To achieve these objectives without detrimentally affecting the environment generally, surface and subsurface water quality, groundwater infiltration characteristics, the adjoining landowners and other landowners in the vicinity of the drainage outlet and watercourses either upstream or downstream of the subdivision.

### 16.2 General

Drainage design shall be in accordance with the provisions of 'Australian Rainfall and Runoff – Flood Analysis and Design' – 2001.

Drainage designers should also refer to 'Water Sensitive Urban Design Engineering Procedures' published by Melbourne Water, 'Urban Stormwater Best Practice Environmental Management Guidelines', published by the CSIRO 1999 and Australian Standard AS3500.3 Stormwater drainage.

Drainage design shall give consideration to the entire drainage catchment, not just the area included in the subdivision or development. **Design Engineers** shall base the calculated peak flow on the full potential development of both the project and upstream areas for normal flow situations as well as the overland flooding caused by pipe blockages, general flooding and high water levels. Staged upgrading of the system can only be undertaken with the approval of **Council**.

Prior to commencing detailed design, the **Design Engineer** must determine the possible ultimate zoning of all external catchment areas contributing to the drainage system within the subdivision or development. This may require consultation with the **Council's** planning and engineering departments.

### 16.3 Major and Minor Drainage Systems

The **Design Engineer** shall adopt the 'major/minor' approach to urban drainage systems as outlined in Chapter 14 of Australian Rainfall and Runoff. The 'Minor' system refers to the underground system, designed to an **ARI** as determined in Clause 16.6. The 'Major' system refers to overland flow paths that are to be designed to convey the major storm flows when the capacity of the minor system is exceeded.

The minor system generally refers to a pipeline network with sufficient capacity to contain low flows from nominated storm events (see Clause 16.6). These pipelines prevent stormwater damage to properties and also limit the frequency and quantity of surface water to a level that is acceptable to the community. The pipelines do not always follow the natural drainage paths and are usually aligned along property boundaries and the roadway kerb and channels.

A major drainage system caters for the runoff from storms of higher intensity than for which the minor drainage system has been designed. The major drainage system is designed to handle flows resulting from storms with a 100-year **ARI**. These flows shall follow a designated overland flow path, which shall be:

- A road if the catchment area is small and/or



- A drainage reserve if it is impractical for unsafe for a road to carry the excess flows.

The floor level of buildings shall be a minimum of 300mm above the 100 year **ARI** flood level or in accordance with the requirements of the relevant authority and codes.

## 16.4 Hydrology

The drainage design shall include a drainage catchment plan showing the total catchment area and sub areas that are the basis of the design, together with a drainage computations sheet.

Partial areas shall be taken into account when determining peak flow sites. Particularly in instances where the catchment contains sub areas, such as reserves, that may have relatively large time of concentration in conjunction with a small coefficient of runoff. In some instances a partial area design discharge may result in runoff that is less (or the same) than a discharge that has been calculated at some upstream point. Careful checking of the partial area flows may be required to determine the largest flow. The largest flow shall be used for the design of the stormwater system downstream of the connection point.

It may be more appropriate in some instances to use a Unit Hydrograph or Non-Linear Run-Off Routing model, and particularly when assessing the major drainage system. It is the responsibility of the **Design Engineer** to determine the most appropriate methodology for each application. Various drainage tools, programs and construction methods are available to the **Design Engineer** to achieve the objectives of the drainage system. Regardless of the technique or method used, detailed documentation shall be required to be submitted for detailed design approval.

Two recognised runoff estimation methods shall be used for catchment areas greater than 50 hectares to enable comparison of runoff estimates.

## 16.5 Rainfall Data

Intensity/Frequency/Duration curves (IFD) are available from the Bureau of Meteorology Website  
<http://www.bom.gov.au/cgi-bin/hydro/has/CDIRSWebBasic>

They have online resources to be able to calculate IFD's for any location providing you have the latitude and longitude of that location.

## 16.6 Average Recurrence Interval

For underground drainage systems the following ARIs shall be adopted:

**Table 8 Average Recurrence Intervals For Minor Drainage In Urban Areas**

| Drainage System                                                             | Capacity              |
|-----------------------------------------------------------------------------|-----------------------|
| Urban Residential Areas                                                     | 1 in 5 yr <b>ARI</b>  |
| Commercial centres of 10 shops or less                                      | 1 in 10 yr <b>ARI</b> |
| Industrial areas or where surcharge would seriously affect private property | 1 in 10 yr <b>ARI</b> |
| Drainage through Private Industrial Property                                | 1 in 20 yr <b>ARI</b> |
| Commercial areas                                                            | 1 in 20 yr <b>ARI</b> |



The initial time of concentration from building to property boundary shall be six (6) minutes in urban residential areas. Special consideration will be necessary for other areas.

The capacity of the road reserve in urban areas inclusive of the underground system shall be 1 in 100 yr **ARI** except where pipes discharge to retarding basins refer to Clause 18.5. Overland flow paths must be clearly demonstrated.

## 16.7 Coefficients Of Run-Off

The following minimum coefficients of runoff shall be adopted:

**Table 9 Coefficients Of Runoff**

| Catchment Type                                                                             | Coefficient of Runoff<br>(1 in 100 year <b>ARI</b> for<br>Councils listed below see<br>Note 3 below) | Coefficient of Runoff<br>(1 in 5 year <b>ARI</b> for those<br>Councils listed below see<br>Note 3 below) |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Low density residential areas – lot areas >2000 m <sup>2</sup> to 4000 m <sup>2</sup>      | 0.40                                                                                                 | 0.35                                                                                                     |
| Residential areas – lot areas >1000 m <sup>2</sup> to 2000 m <sup>2</sup>                  | 0.50 See note 2 below                                                                                | 0.40                                                                                                     |
| Residential areas – lot areas >600 m <sup>2</sup> to 1,000 m <sup>2</sup>                  | 0.70 See note 2 below                                                                                | 0.55                                                                                                     |
| Residential areas – lot areas >450 m <sup>2</sup> to 600 m <sup>2</sup>                    | 0.75                                                                                                 | 0.60                                                                                                     |
| Residential areas – lot areas >300 m <sup>2</sup> to 450m <sup>2</sup>                     | 0.80                                                                                                 | 0.65                                                                                                     |
| Residential areas – lot areas <300 m <sup>2</sup>                                          | 0.80 See Note 1 below                                                                                | 0.80                                                                                                     |
| Residential areas (medium density, i.e. Units, including potential unit development sites) | 0.90                                                                                                 |                                                                                                          |
| Commercial zones                                                                           | 0.90                                                                                                 |                                                                                                          |
| Industrial zones                                                                           | 0.90                                                                                                 |                                                                                                          |
| Residential road reserves                                                                  | 0.75                                                                                                 |                                                                                                          |
| Landscaped areas                                                                           | 0.25                                                                                                 |                                                                                                          |
| Public Open Space                                                                          | 0.35                                                                                                 |                                                                                                          |
| Paved areas                                                                                | 0.95                                                                                                 |                                                                                                          |

### Note 1

The co-efficient of runoff shown in Table 9 for low density and residential area above does not include the road reserves within these subdivisions.



Note 2

Where there is a likelihood of further subdivision occurring of allotments in new subdivisions an allowance of 10% shall be added to the coefficients to avoid the need for on-site detention for these future subdivisions.

Note 3

The **Council's** listed in Selection Table 11 have differing coefficients of runoff for 1 in 5 year and 1 in 100 year **ARI's**. All other **Council's** use the coefficients listed in the first column of Table 9.

**Selection Table 11 Differing Coefficients Of Runoff**

| Councils That Use Differing Coefficients of Runoff for<br>1 in 5 and 1 in 100 Year ARI's |
|------------------------------------------------------------------------------------------|
| Greater Geelong City Council                                                             |
| Greater Bendigo City Council                                                             |
| Wellington Shire Council                                                                 |
| Yarriambiack Shire Council                                                               |

In all cases the co-efficient of runoff shall be checked against Australian Rainfall and Runoff. For areas of special use, e.g. schools, community centres, sporting developments etc, an investigation is to be carried out to determine the likely percentage of impervious area and pervious areas to determine the appropriate co-efficient of runoff.

## 16.8 Hydraulic Design

Designs shall be based on hydraulic grade line (H.G.L) analysis using appropriate pipe friction and drainage structure head loss coefficients.

The H.G.L. shall be greater than 150 mm below the invert of the kerb for minor flows.

The H.G.L. shall be less than 350 mm above the invert of the kerb for major flows.

The H.G.L. due to partial full flows is to be ignored, and assumed to match the obvert of the pipe. However part full velocities must be checked.

For pipes designed to flow full and under pressure, the pipe parameters are to be based on the Colebrook – White formula.





For pipes designed to flow full and not under pressure, the pipe parameters are to be based on Colebrook – White, considering:

**Table 10 Pipe Roughness Values**

| Pipe Material             | N     | K    |
|---------------------------|-------|------|
| Spun precast concrete     | 0.013 | 0.6  |
| Fibre reinforced concrete | 0.011 | 0.3  |
| UPVC                      | 0.009 | 0.06 |

It should be noted that Table 10 does not preclude other pipe materials being used.

#### 16.8.1 Pipe Velocities

Design pipe velocities shall be as follows:

- Minimum – pipe running ½ full or greater – 0.75 m/s
- Minimum – pipe less than ½ full - 1.00 m/s
- Maximum – 5 m/s

#### 16.8.2 Minimum Pipe Grades

In general the absolute minimum grade of a stormwater pipe is listed in Selection Table 12, however flatter grades may be approved where it is demonstrated the velocities are greater than those listed in the headings of the table.

**Selection Table 12 Minimum Pipe Grades**

| Minimum Grade of Stormwater Pipe to be 1 in 500 and Have a Minimum Velocity of 0.7m/sec | Minimum Grade of Stormwater Pipe to be 1 in 300 and Have a Minimum Velocity of 1.0m/sec |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Campaspe Shire Council                                                                  | Greater Bendigo City Council                                                            |
| Moirra Shire                                                                            | City of Greater Geelong                                                                 |
| Greater Shepparton City Council                                                         | Strathbogie Shire Council                                                               |
| Mansfield Shire Council                                                                 | Murrindindi Shire Council (minimum grade 1 in 200)                                      |
| Gannawarra Shire Council                                                                | Rural City of Wangaratta                                                                |
| Benalla Rural City Council                                                              | South Gippsland Shire Council                                                           |
| Wellington Shire Council                                                                | East Gippsland Shire Council.                                                           |
| Yarriambiack Shire Council                                                              | Corangamite Shire Council                                                               |
|                                                                                         | Central Goldfields Shire Council                                                        |
|                                                                                         | Baw Baw Shire Council                                                                   |
|                                                                                         | Ballarat City Council                                                                   |
|                                                                                         | Warmambool City Council                                                                 |
|                                                                                         | Mitchell Shire Council                                                                  |
|                                                                                         | Southern Grampians Shire Council                                                        |



| Minimum Grade of Stormwater Pipe to be 1 in 500 and Have a Minimum Velocity of 0.7m/sec | Minimum Grade of Stormwater Pipe to be 1 in 300 and Have a Minimum Velocity of 1.0m/sec |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
|                                                                                         | Ararat Rural City Council                                                               |
|                                                                                         | Glenelg Shire Council                                                                   |
|                                                                                         | Golden Plains Shire Council                                                             |
|                                                                                         | Wodonga City Council                                                                    |
|                                                                                         | Mitchell Shire Council                                                                  |
|                                                                                         | Towong Shire Council                                                                    |
|                                                                                         | Moorabool Shire Council                                                                 |
|                                                                                         | Indigo Shire Council                                                                    |

### 16.8.3 Minimum Pipe Cover

The minimum cover shall be as per the Standard Drawings Additional cover should be provided wherever crossings with large sized services are anticipated.

Pipe classes shall be determined in accordance with proposed cover.

Wherever an external area contributes to the system, the drain shall be designed at a depth sufficient to serve the total upstream area.

Any exceptions to the minimum cover requirements are to be discussed with **Council's Engineering Department** at approval of functional layout stage.

### 16.8.4 Curved Pipelines

Curved pipelines are permitted only where they are of constant radius in the horizontal direction only, and are in accordance with the pipe manufacturer's specifications.

### 16.8.5 Pipe Alignments at Pits

The following shall apply for the alignment of pipes at pits:

- Generally, when designing the pipe system under pressure, the pipe obverts are to coincide at junctions, but in flat terrain, the inverts may coincide.
- Where practical, the pipes at junctions should be aligned such that the projected area of the upstream pipe is wholly contained within the downstream pipe.

Generally, side entry pits should be spaced so that the pits are able to deliver the design flows into the pipes. It may be necessary to consult inlet capacity charts to confirm capacities. In no case shall a pipe length between pits exceed 80 metres, for maintenance purposes.

### 16.8.6 Pit Losses

Pit losses to be allowed for shall be calculated on the basis of:

$$K \frac{V_o^2}{2g} \text{ Where } V_o \text{ is the outlet velocity calculated from } \frac{Q_o}{A_o}$$



and where K is a head loss co-efficient. Values of K for various pit configurations are given in VicRoads Road Design Guidelines Part 7.

#### 16.8.7 Pit Locations

Generally side entry pits are to be spaced so that the length of flow in channels does not exceed 80 metres.

Channel flow approaching an intersection is to be collected before the tangent point, except where it can be demonstrated that adequate capacity is available in the kerb and channel to carry water around the return.

Side Entry Pits are to be clear of radials, kerb crossings and driveways.

Double side entry pits shall be used where approach grades to intersections are in excess of 6% and at all low points in roads, unless the **Designer** demonstrates that a single side entry pit provides sufficient inlet capacity for the pipes to operate at their required capacity.

In all cases, design consideration shall be given to pit location and pit inlet capacities.

### 16.9 Main Drains

Pipes of  $\geq 750\text{mm}$  or greater are to be designed as main drains and as such, large direction changes through standard pits shall not be permitted. Consideration shall be given to use of special manholes, additional pits and/or bends at all changes of direction.

Design criteria for main outfall drains shall be determined after discussion with the Manager of the **Council's Engineering Department**.

### 16.10 Pipes

#### 16.10.1 Pipe Size and Joints

The minimum pipe size for property inlets is generally 100mm dia UPVC servicing a single dwelling and 150mm UPVC to service two dwellings. Councils may require larger sized property inlets where the runoff being generated from the property requires it.

Pipes that are part of **Councils'** assets will have a minimum diameter of 225mm where there is no runoff from a road or street. Where the pipe does take runoff from a road or street the minimum pipe size shall be 375mm diameter to minimise the risk of blockage.

A written application for approval can be made to vary the above minimum sizes. Such applications must be accompanied by computations to show that minimum pipe velocities have been achieved and that the capacity of the pipe is adequate for the flows that it is being provided for. Further the application must detail how blockages are to be avoided for pipes that are taking runoff from a road or street.

Pipes that are part of **Councils'** assets are to have spigot-socket rubber ring joints unless specific approval given by **Council's Engineering Department**.

#### 16.10.2 Pipe Class and Bedding

In all instances the pipe class shall be determined using Australian Standards. Construction techniques should be considered when selecting class of pipe, and restrictions to plant and compaction techniques may need to be specified to suit class of pipe.

Pipe bedding shall be in accordance with the pipe manufactures recommendations for the particular loading and pipe class.



### 16.10.3 Pipe Type – Special Provisions

Council's prefer steel reinforced concrete pipes. Other types of pipe may be approved by Councils.

Use of HDPE pipes may be approved where works are designed in accordance with AS/NZS 2566.1 – 1998 'Buried Flexible Pipes – Part 1 Structural Design' and installed using AS/NZS 2566.2 – '1998 Buried Flexible Pipes – Part 2 Installation'. Approval will be considered upon receipt of a detailed installation proposal, outlining construction techniques and an inspection and test plan. In particular the proposal needs to demonstrate how the manufacturer's recommendations and Australian Standards for the installation of HDPE pipelines shall be achieved and the testing regime by which installation standards are to be confirmed. Restrictions to plant and compaction techniques may need to be specified to suit type of pipe.

## 16.11 Structures

### 16.11.1 Drainage Structures

Drainage structures shall comply with **Council's** standard drawings for such structures. Where modification to details or special structures is required, details shall be submitted with the detailed design documentation. Acute intersection angles between drainage lines at pits shall not be permitted.

Murrindindi Shire Council requires floors of pits shown in the Standard Drawings in **Appendix F: Standard Drawings** to be shaped to suit the pipe radius and change of pipe lower inverts, unless otherwise approved by the **Council**.

Junction pits at the back of kerb within intersections are to be avoided if possible.

### 16.11.2 Minimum Drops at Pits

Minimum drops at pits are required to provide sufficient slope along the pit inverts to clear debris, and to provide tolerance in setting pipe invert levels. Generally the minimum drop through pits shall be 20 mm. However, in all circumstances where changes in direction occur, a number of pipes enter the one pit, large inlet and out velocity differences or grate or kerb inlets occur, losses shall be considered and provided for.

### 16.11.3 Maximum Drops at Pits

Where drop pits are proposed with a level difference greater than 2 metres between any incoming pipe and the pit outlet, pits shall be designed in accordance with the 'VicRoads Road Design Guidelines – Part 7 Drainage'.

### 16.11.4 Side Entry Pits and Grated Pits

Pit uses and capacities shall be in accordance with 'VicRoads Road Design Guidelines – Part 7 Drainage'. Pit construction shall be in accordance with **Council's** Standard Drawings.

Prefabricated pits may be used subject to the approval by **Council's Engineering Department**. Technical details including material, specification, dimensions, product data sheet, any advantages or disadvantages and the location must be submitted prior to approval.

### 16.11.5 Pit Covers

Pit covers shall have a clear opening of sufficient dimension and orientation to comply with OH&S and confined space entry requirements.

Heavy duty lids or plastic lock-down lids may be required in high risk areas such as Public Open Spaces, recreation reserves, school areas etc. Elsewhere covers are to be installed with class rating in accordance with potential traffic loadings.



Trafficable gatic, or approved equivalent, load bearing covers are to be provided on all side entry pits located in exposed kerb areas, e.g. at intersections. The drainage network should be designed to locate pits away from these areas wherever possible.

Trafficable gatic, or approved equivalent, load bearing covers are to be provided on all pits in industrial **Developments**.

#### 16.12 Litter Collection Pits

Approved litter collection pits shall be provided towards the end of any drainage line that discharges to a watercourse and/or drainage basin. The pit must be located such that comfortable access by maintenance vehicles is achieved. Access shall be in a forward only direction where the pit is located in road reserves, drainage reserves or other areas with public access.

The default period for the cleaning of litter collection pits is 6 months for design purposes.

#### 16.13 Outfall Structures and Energy Dissipators

Outfall structures or discharge points for floodways at receiving waters shall be designed in accordance with the requirements of the responsible authorities for the relevant land and receiving waters. Energy dissipators for pipes shall generally comprise impact type dissipators for pipes.

#### 16.14 Pump Stations

All pump stations must comply with the following requirements:

- Pump station to be either prefabricated or constructed on site as required.
- Pump stations shall be erected at a level above the 1% flood level.
- All pump stations must be capable of being isolated with an approved penstock.
- Typically a fully submersible pump would be required in a wet well.
- For large discharge rates **Council** may require an above ground roofed or weather protected pump in a double chamber pit including a penstock for back-flow isolation.
- Pumps shall include duty and standby units and shall be:
  - Flygt submersibles or equivalent installations with means of accessing the pump components at ground level for ease of maintenance.
  - Drywell installations with self-priming pumpsets.
- Float level controls to be 'Bestibell' rods or equivalent, with capacity to switch pumpsets on and off at various levels. The selection of a pump(s) must comply with outfall requirements including cut-in and cut-out probes to ensure that the pump(s) does not operate if the outfall drain(s) is running full.
- Switching equipment to include connection to telephone landline and appropriate alarm systems, as part of **Council's** emergency on-call system.
- Alarm system must also have the potential for conversion to a telemetry system via a radio link or by mobile phone connection with the written consent of **Council**.



- The pump station electrical cabinet must include:
  - Main switch and distribution circuit breakers and supply authority meters.
  - Vandal shielded warning lights.
  - Lights and cabinet are to be visible from the nearest roadway during daylight hours and shall show the following: Green constant-normal operation. Red constant-fault. Red flashing-high water level.
  - Door operated cubicle light.
  - General power outlets accessible from outside of the switchboard but within the cabinet (10 amp).
  - Orientation of the cabinet to ensure that the pump station manhole is visible from the position required to operate the control panel.
  - A vandal proof lockable handle is to be installed on the door to the cabinet. Contact with the **Council** shall be made to obtain the details of the key type to be used. The provision of an external connection for an alternate power supply including phase reversal switch.
  - Auto off manual selector switch.
  - Thermistor motor over-temperature protection relays.
  - Auto cyclic duty/stand-by controller for multiple pump facility.
  - Sufficient space to allow installation of a future telemetric monitoring system.
  - A Controller to monitor high basin water level alarm, high outfall water level alarm, low level alarm, duty start and stop, no flow condition or power off condition.
- The incoming stormwater has an acceptable velocity or energy dissipation device, and will not cause erosion to the bed or banks of the basin.
- The inlet(s) to the pump(s) shall be appropriately screened to prevent the pump(s) being fouled.

### 16.15 Subsoil Drainage

Subsoil drainage shall be required at all roundabouts and medians unless fully hard surface infill.

Appropriate sub-surface drainage shall be installed where ground water or overland flows may adversely affect the performance of areas set aside as Public Open Space or Reserves. This drainage shall be in addition to any surface drainage provided.

All sub-surface drainage shall be installed in accordance with Section 702 of the Vic Roads Standard Specifications for Road Works and Bridge Works and shall include the installation of flushing points at the remote end from the outlet pit.

The desirable minimum grade for any sub-surface drainage for pavements shall be 1 in 250 with an absolute minimum of 1 in 300.

Typically, circular 100 mm rigid wall or flexible UPVC Class 1000 slotted including geotextile sock where required, is installed under each concrete pavement edging to a minimum depth of subgrade level.



The **Developer's Consultant** shall include and submit to the **Council**, full details of all sub-surface drainage proposed to be used in the Development.

## 16.16 Property Drains

No property drainage shall discharge to kerb and channel in a green-fields development without the written approval of the manager of the **Council's Engineering Department**.

Connections to pits are preferred over pipe-to-pipe connections. Where property drains discharge directly to underground drains, connection works shall be in accordance with **Council's** Standard Drawings.

For in-fill development connection shall be made to the underground drainage system at time of development provided that the allotment has access to an underground stormwater drain or pit within 60m of the development unless it can be shown that the number of street trees and vehicle crossings along the route of the proposed pipe make this impractical. Generally connection shall be required to a stormwater pit unless there is an existing stormwater pipe in the nature strip adjoining the property to which the property drain can be connected using a standard 'jump up' as shown in the **Council's** Standard Drawings.

Where these requirements cannot be met but there is an existing barrier kerb, then the connection may be made to the barrier kerb.

In in-fill urban residential and commercial **Developments** where connection to underground drains is impractical, two (2) kerb adaptors per 20 metres of frontage are to be provided at the time of development. Kerb adaptors shall be located clear of all driveway crossings and a minimum distance of 1 metre from kerb crossings.

Generally galvanised steel or UPVC adaptors are approved for use unless there is a specific **Council** requirement as detailed in Selection Table 13.

**Selection Table 13 Kerb Adaptors**

| Galvanised Steel Kerb Adaptors | UPVC Kerb Adaptors         |
|--------------------------------|----------------------------|
| Rural City of Wangaratta       | Wellington Shire Council   |
| Campaspe Shire Council         | City of Greater Bendigo    |
| Baw Baw Shire Council          | Ballarat City Council      |
| Glenelg Shire Council          | Yarriambiack Shire Council |
| Golden Plains Shire Council    |                            |
| Wodonga City Council           |                            |

Easement drains shall be provided to all allotments that fall to the rear and shall be deep enough to serve the entire allotment. A property inlet, as per **Council's** Standard Drawings, shall be constructed at the low corner of each allotment. The minimum fall towards the underground drainage outlet along the low side of allotments shall be 1 in 200.





## 16.17 Major Drainage Requirements

The major drainage system shall collect major storm runoff from a catchment, in excess of the capacity of the minor drainage system, and convey this runoff to the receiving waters with minimal nuisance, danger or damage. The major drainage system shall be designed and constructed such that its function ensures a reasonable level of pedestrian and vehicular traffic safety and accessibility, limits flooding of private and public property and minimises pollutants inflows to receiving waters.

Design of major drainage systems shall consider use of wetlands, gross pollutant traps and sediment interception ponds, particularly immediately downstream of urban areas.

Generally major drainage within railway reserves shall preferably be limited to cross track drainage rather than longitudinal drainage. All **Infrastructure** located in railway reserves shall be approved by the relevant authority prior to submission **Council** for detailed design approval.

Minimum requirements of the major drainage system are as follows:

- Design of major drainage systems shall be based on the critical 100 year **ARI** storm with some consideration given to the impact of a rarer storm event. The critical storm shall be determined by routing storms of varying duration until peak flows (Q100) are identified. Two recognised flow estimation methods (runoff routing computer models) in addition to the Rational Method shall be used for comparative purposes for urban catchments or sub-catchments greater than 50 Ha.
- Hydraulic Grade Line analysis shall be used for design of floodways, low flow pipes and retarding basins. The width of major floodways shall be governed by the greater of the hydraulic requirements or the width for suitable maintenance (including mowing of grassed trapezoidal drains).
- Street drainage in urban areas shall not be directed into easements drains.
- Depth of overland flows in urban areas shall be controlled by freeboard to properties or upper limits of surface flow depth/velocity criteria for public safety as detailed in VicRoads Road Design Guidelines Part 7.

## 16.18 Floodways

Major floodways generally comprise engineered open waterways, and often make use of roadways, trapezoidal channels and sometimes sheet flow through open spaces. Major floodways are generally located within road reserves, drainage reserves or Public Open Space. **Council** will not accept major floodways through easements on private land in urban situations and Q100 shall be contained entirely within reserves for urban areas.

Where overland floodwaters or flood-storage is or will be altered or changed as part of a Development, compensatory works must be assessed and implemented.

Where active floodways are present it is unlikely that development will be approved without hydraulic modelling and analysis. The **Designer** may also be requested to submit a risk assessment report including details of proposed works to ensure that the potential for loss of life, risk to health and damage to property is minimised, and how the flood conveyance or storage will be accommodated.

Hydraulic modelling will be undertaken by a suitably qualified person or organisation. The analysis and resulting works must ensure that all adjacent landholders are not affected in any detrimental manner as a result of the proposal. The analysis must also identify the extent, velocities and depth of overland flood flows on the development.

The alteration or change to any existing wetland shall only be considered after all other alternatives have been considered. The function of a Floodplain is to convey and store floodwater and preserve the inherent values of wetlands.



The minimum requirements that apply to design and treatment of floodways, and open unlined drains, are as follows:

- Depth of floodways shall be kept to a minimum (generally less than 1.2m).
- Desirable maximum batter slope shall be 1 in 8; absolute maximum batter slopes shall be 1 in 5. Desirable minimum crossfall for inverts shall be 1 in 40. Minimum bed width is to be 2.5 metres.
- Permissible scour velocities and minimum permissible velocities for public safety shall govern maximum longitudinal grades for major floodways.
- Desirable minimum longitudinal grade for major floodways shall be 1 in 200 in order to minimise the likelihood of ponding and siltation. Absolute minimum grade shall be 1 in 300.
- Flexible structures, utilising rock gabions, rock mattresses and geotextile fabric shall be preferred for grade control structures, minor energy dissipaters and major erosion/scour protection measures.
- Floodways utilising a low flow pipe shall be sized for the entire **ARI** design flow (Q100) based on the assumption that the low flow pipeline is fully blocked during major storms. Low flow pipes shall be designed in accordance with the following:
  - Desirable minimum cover for low flow pipes shall be 450 mm and absolute minimum cover shall be 350 mm. Appropriate pipe classes shall be adopted accordingly for the design circumstance, and with due consideration to plant used for drain maintenance.
  - Low flow pipes providing outlet drainage for retarding basins shall be designed with invert levels of adequate depth to command the pipes located within the basin.
  - The design flow for low flow pipes shall be for a three (3) month **ARI** flow as an absolute minimum.
  - Minimum grade of low flow pipes shall be sufficient to generate self-cleansing velocities.
  - Minimum size of low flow pipes shall be  $\varnothing 375\text{mm}$ .
  - Maximum spacing of pits on straight sections of low flow pipes shall be 80 metres.
  - Low flow pipelines shall generally be aligned to minimise hydraulic losses. Pits/structures on low flow pipes shall generally be designed to minimise hydraulic losses. In some cases however, pits/structures may be specifically designed to dissipate energy, e.g. drop chamber energy dissipators (with large diameter/minimum grade outlets).
- Major floodways that cannot be provided with a low flow pipe due to inadequate longitudinal grades or level constraints shall be designed with a lined low flow invert or trickle flow channel where feasible. Subsurface drainage is generally required in this instance.
- Pipes discharging into major floodways shall be connected to the low flow pipe with surcharge pits provided as necessary.

## 16.19 Drainage Reserves

Where drainage reserves are incorporated into **Developments** the minimum reserve width shall generally be 10 metres. Reserve widths shall accommodate a drain with sufficient capacity to cater for a 100 year **ARI** storm event. All-weather access tracks may be required on both sides of the drains with batter slopes greater than 1:8 grade. Pump stations,



electrical supplies, water-quality treatment **Infrastructure** shall be sited with sufficient room for construction and maintenance vehicle turning at an appropriate location, refer to Clause 18.5.8.

Drainage reserves should generally be sited to abut Public Open Space areas wherever possible, but will only contribute to the provision of Public Open Space in accordance with requirements of Clause 18.2. Consideration should be given to increasing reserve width for conservation and landscaping purposes.

Where drainage **Infrastructure** within the drainage reserve does not comply with standards for public access, the reserve shall be fenced to prohibit public access. A landscaping plan and fencing details shall be provided to the **Council** for approval. Fencing and landscaping shall be completed at the full cost of the **Developer**.

#### **16.20 Building Over Council Drainage Easements**

Consent from **Council** is required to construct a building/structure over a **Council** drain.



## Clause 17 Rural Drainage

### 17.1 Objectives

The general objectives of rural drainage are:

- To collect and control all stormwater generated within the development or subdivision to ensure that it is discharged from the site in a way that does not detrimentally impact on any upstream or downstream property.
- Any **Developments** or subdivisions that have the potential to increase the rate and quantity of stormwater runoff shall be retarded to rural runoff rates where applicable.
- To provide an effective outlet to an approved outfall.
- To ensure that culverts and waterways are designed so that any overtopping of any roadways will be such that it allows for the safe passage of vehicles.
- That stormwater flows are generally restricted to natural drainage lines and drainage catchment boundaries are not crossed.
- Comply with the objectives and requirements of any relevant Floodplain Authority.
- That there be no detrimental effect on:
  - The environment generally.
  - Surface and subsurface water quality.
  - Groundwater infiltration characteristics.
  - Adjoining landowners and other landowners in the vicinity of the drainage outlet.
  - Watercourses either upstream or downstream of the development or subdivision.

### 17.2 General

Drainage design shall be in accordance with the provisions of the VicRoads Road Design Guidelines Part 7.

Drainage design shall give consideration to the entire drainage catchment, not just the area included in any development or subdivision.

Designers are to take into account upstream developments, overland flow paths, natural drainage lines, possible removal of unnatural drainage obstructions, depth of flooding that may occur on roads and private property and other factors which may impact on or be impacted by the design of any rural drainage system.

In particular designers shall ensure that their design takes into account the requirements of s16 of the Water Act 1989 and s199 of the Local Government Act 1989.

S16 of the Water Act 1989 - The Council is considered a landowner/manager of local roads and therefore the construction and maintenance of local roads must not cause water to flow from the road reserve in an unreasonable manner or prevent the natural flow of water across or along a local road reserve from occurring in a reasonable manner.



S199 of the Local Government Act 1989 states that Council must give notice of its intention to divert or concentrate the drainage flowing onto a road or discharge it or permit it to flow onto, into or through any land. Any persons may make a submission to Council under section 223 of the Act. In practice this means that any new culverts placed under a road would require the Council to give notice of its intention.

### 17.3 Requirements

Stormwater runoff estimation for rural catchments (undeveloped areas) shall be based upon hydrological methods and data contained within the latest issue of VicRoads Road Design Guidelines Part 7 – Drainage, unless otherwise specified within this **Manual**.

A recognised flow estimation method (runoff routing computer models) in addition to the VicRoads Method shall be used for comparative purposes for rural farming catchments or sub-catchments greater than 50 Ha.

### 17.4 Minor Drainage

In addition to relevant sections of Clause 16.3 the following requirements apply to the minor drainage systems in rural living, low density and rural areas:

- The minimum pipe size for road cross-culverts shall be  $\varnothing 375\text{mm}$  in order that maintenance of the culvert is facilitated.
- The minimum slope of earth drains shall be as listed in Selection Table 14:

**Selection Table 14 Minimum Slope Of Earth Drains**

| Minimum Slope of Earth Drain 1 in 2000 | Minimum Slope of Earth Drain 1 in 500 |
|----------------------------------------|---------------------------------------|
| Greater Shepparton City Council        | Greater Bendigo City Council          |
| Campaspe Shire Council                 | Strathbogie Shire Council             |
| Gannawarra Shire Council               | City of Greater Geelong               |
| Benalla Rural City Council             | Murrindindi Shire Council             |
| Yarriambiack Shire Council             | Rural City of Wangaratta              |
|                                        | South Gippsland Shire Council         |
|                                        | Wellington Shire Council              |
|                                        | East Gippsland Shire Council          |
|                                        | Mansfield Shire Council               |
|                                        | Central Goldfields Shire Council      |
|                                        | Baw Baw Shire Council                 |
|                                        | Ballarat City Council                 |
|                                        | Warrnambool City Council              |
|                                        | Mitchell Shire Council                |
|                                        | Southern Grampians Shire Council      |
|                                        | Ararat Rural City Council             |



| Minimum Slope of Earth Drain 1 in 2000 | Minimum Slope of Earth Drain 1 in 500 |
|----------------------------------------|---------------------------------------|
|                                        | Glenelg Shire Council                 |
|                                        | Golden Plains Shire Council           |
|                                        | Wodonga City Council                  |
|                                        | Mitchell Shire Council                |
|                                        | Towong Shire Council                  |
|                                        | Moorabool Shire Council               |
|                                        | Indigo Shire Council                  |

- The minimum bed width of the drain shall be 1m unless otherwise approved.
- The desirable maximum batter slope of earth drains within the **Clear Zone** shall be 1 in 6, with the absolute maximum batter slope of 1 in 4. Where the drain is located outside the **Clear Zone** the maximum batter slope shall be 1 in 1.5.
- Driveable endwalls complying with VicRoads Standard Drg SD1991 shall be provided for all culverts that are parallel to the traffic flow and located within the **Clear Zone**.
- Wherever possible cross-culverts should be extended to terminate outside of the **Clear Zone**. Driveable endwalls complying with **Council's** standard drawings shall be provided for cross-culverts whose ends are located within the **Clear Zone**.
- The discharge of any roadside table drain into a drainage authority drain requires that authority's approval and the structure shall be constructed in accordance with their requirements.
- Section 199 of *Local Government Act 1989* requires **Council** to give notice to all affected landowners for any drainage works that will divert or concentrate drainage waters.
- Property connections in low density residential **Developments** shall discharge through the side of the endwall and not directly into the table drain.

Culverts shall be sized with the following capacities:

**Table 11 Average Recurrence Intervals For Rural Drainage**

| Drainage System      | Capacity        |
|----------------------|-----------------|
| Rural road culverts  | 1 in 10 yr ARI  |
| Major rural culverts | 1 in 100 yr ARI |

The design should consider how to provide for flows exceeding the capacity of the pipe so as to avoid flooding in these events e.g. floodway to be incorporated with culvert installation.



## 17.5 Major Drainage

The major drainage system shall collect major storm runoff from a catchment, in excess of the capacity of the minor drainage system, and convey this runoff to the receiving waters with minimal nuisance, danger or damage. The major drainage system shall be designed and constructed such that its function ensures a reasonable level of vehicular traffic safety and accessibility limits flooding of private and public property and minimises pollutants inflows to receiving waters.

Design of major drainage systems shall consider use of wetlands, gross pollutant traps and sediment interception ponds.

Generally major drainage within railway reserves shall preferably be limited to cross track drainage rather than longitudinal drainage. All **Infrastructure** located in railway reserves shall be approved by the relevant authority prior to submission **Council** for detailed design approval. The **Developer** shall pay all associated costs for such drainage works including a payment for the first 10 years licence fees resulting from the drainage **Infrastructure** being located within a railway reserve.

**Council** will consider major floodways through easements in private land in rural living **Developments** where alternatives are not practicable.

Minimum requirements of the major drainage system in rural areas are as follows:

- Design of major drainage systems shall be based on the critical 100 year **ARI** storm with some consideration given to the impact of a rarer storm event. The critical storm shall be determined by routing storms of varying duration until peak flows (Q100) are identified.
- Hydraulic Grade Line analysis shall be used for design of floodways, low flow pipes and retarding basins. The width of major floodways shall be governed by the greater of the hydraulic requirements or the width for suitable maintenance (including mowing of grassed trapezoidal drains).
- Depth of overland flows shall be controlled by freeboard to properties or upper limits of surface flow depth/velocity criteria for public safety as detailed in VicRoads Road Design Guidelines Part 7.
- Road drainage in low density areas may be directed into easements drains.
- Minimum width of easements for open drains in rural areas shall be 5 metres.





## Clause 18 Retardation in Large Subdivisions and Major Developments

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### 18.1 Objectives

- To protect property and **Infrastructure** from flooding occurring from a nominated rainfall event by the provision of retardation basins.
- To limit, as much as possible, the number of retardation basins servicing an area in order to reduce **Council's** future maintenance expenditure.
- Retardation basins, if designed as standalone basins, shall be designed to drain completely and be constructed so that the area can be used for passive or active recreation or other uses such as car parks as determined by **Council**.
- To incorporate stormwater treatment and litter traps into the retardation basin design where practical and required by **Council**.
- To protect **Council's** existing stormwater drainage assets from overloading as a result of new **Developments** which increase the amount of stormwater runoff being generated from a particular property. This can be achieved through on-site detention or increasing outfall drainage capacity.
- To protect other drainage authority's drainage assets from exceeding the design capacity as a result of works carried out by **Council** or **Developers** that will become the property of the **Council**.
- To protect the public from risk of injury or death.
- To standardise the type and operation of pumping systems and outfalls associated with retardation basins.
- To improve the quality of stormwater runoff being discharged from a particular development using **WSUD** principles.
- Retardation basins shall be designed and constructed so as to be aesthetically pleasing and to have regard to the area that they will be located in. They should not have an adverse amenity impact on the surrounding areas.

### 18.2 The Use of Drainage Basins for P.O.S Purposes

**Developers** and designers need to satisfy the requirements of clause 56.05-2 of the relevant planning scheme and in particular Standard C13. The provision of Public Open Space should include:

- Active open space of at least 8 hectares in area within 1 kilometre of 95% of all dwellings Linear parks and trails along waterways, vegetation corridors and road reserves within 1 kilometre of 95 % of all dwellings that is:
  - Suitably dimensioned and designed to provide for the intended use, buffer areas around sporting fields and passive open space.
  - Sufficient to incorporate two football/cricket ovals.
  - Appropriate for the intended use in terms of quality and orientation.
  - Located on flat land (which can be cost effectively graded).



- Located with access to, or making provision for, a recycled or sustainable water supply.
- Adjoin schools and other community facilities where practical.
- Designed to achieve sharing of space between sports.
- Local parks within 400 metres safe walking distance of at least 95% of all dwellings. Where not designed to include active open space, local parks should be generally 1 hectare in area and be suitable dimensioned and designed to provide for their intended use and to allow easy adaption in response to changing community preferences

For proposed drainage retardation basins or part thereof to be considered Public Open Space, in addition to satisfying the above four dot points, that portion of the drainage retardation basin to be considered as Public Open Space should:

- Be at least 10 metres in width.
- Incorporate the construction of shared walkways.
- Have a crossfall within a 10 m wide corridor around any path within a drainage basin not exceeding 1 in 16.
- Be linked to POS being provided in the area.
- Not be inundated by a 1 in 100 year **ARI** event. **Council** may determine, in its sole discretion agree to a lesser standard, but in no case be inundated by a 1 in 5 year **ARI** event or more regular event.

### 18.3 The Provision of Public Open Space

There are various potential triggers for **Developers** wishing to subdivide to provide Public Open Space.

Firstly, the development must satisfy the requirements of clause 56 which relates to the subdivision of land into more than 16 lots (in most cases). To meet the objectives and standards of clause 56, in some instances the provision of open space may exceed 5%.

Secondly, the requirements of clause 52.01 must also be satisfied. In some cases there may be a requirement specified in the schedule to clause 52.01. If no requirement is specified in the schedule to clause 52.01, the requirements of the *Subdivision Act 1988* apply.

**Developers** and designers need to satisfy the requirements of clause 56.05-2 of the relevant planning scheme and in particular Standard C13. The provision of Public Open Space should include:

- Active open space of at least 8 hectares in area within 1 kilometre of 95% of all dwellings Linear parks and trails along waterways, vegetation corridors and road reserves within 1 kilometre of 95% of all dwellings that is:
  - Suitably dimensioned and designed to provide for the intended use, buffer areas around sporting fields and passive open space.
  - Sufficient to incorporate two football/cricket ovals.
  - Appropriate for the intended use in terms of quality and orientation.
  - Located on flat land (which can be cost effectively graded).
  - Located with access to, or making provision for, a recycled or sustainable water supply.



- Adjoin schools and other community facilities where practical.
- Designed to achieve sharing of space between sports.
- Local parks within 400 metres safe walking distance of at least 95% of all dwellings. Where not designed to include active open space, local parks should be generally 1 hectare in area and be suitable dimensioned and designed to provide for their intended use and to allow easy adaption in response to changing community preferences.

For the purposes of this section the **Developer** shall as part of an application for a planning permit or a development plan provide **Council**, for its approval, a Public Open Space plans and a report showing how the provisions of clause 56 of the relevant planning scheme and the specific requirements of this **Manual** are to be satisfied.

The plans must show as a minimum:

- The location of existing Public Open Space within 2 kilometres of the proposed development and the area of such Public Open Space.
- How the proposed Public Open Space and any existing Public Open Space are linked.
- Identify any drainage basins or reserves that are to be assessed as satisfying the requirements for the provision of Public Open Space.
- Show how the distance requirements of clause 56 for large and local parks are satisfied for properties to be developed.
- Details of landscaping.

The report must show how the objectives and specific requirements for Public Open Space are satisfied. The report must also include the specific landscaping specifications and details that are to be applied to the Public Open Space to reasonably allow **Council** to estimate the future maintenance costs of the Public Open Space.

**Developers** need to satisfy the requirements of clause 52.01 of the relevant planning scheme where a contribution or amount of land is specified in the schedule to clause 52.01. This clause applies to residential, industrial or commercial **Developments**. In some cases where considerable Public Open Space is being provided and being developed as required by clause 56, **Council** may determine, in its sole discretion, that any Public Open Space requirement under clause 52.01 is satisfied.

If no amount is specified in the schedule to clause 52.01 of the relevant planning scheme, a contribution for Public Open Space may still be required under Section 18 of the *Subdivision Act 1988*. The *Subdivision Act* specifies criteria for the assessment of whether Public Open Space may be required. A requirement under the *Subdivision Act* will generally be relevant in circumstances where Public Open Space is not being provided as part of the subdivision pursuant to clause 56 of the relevant planning scheme.

## 18.4 General

Detailed design and documentation of drainage basins and/or similar detention facilities are to be prepared by a qualified Civil Engineer eligible for membership of the Institution of Engineers, Australia.

The **ODP** shall consider the requirements for a suitable stormwater retardation or detention system and demonstrate that a system can be integrated into the drainage system. The retarding basin location shall be in accordance with an approved **ODP/Relevant Council Strategy/Stormwater Management Plan**. Where an **ODP** has not been prepared and approved for the subject land, the **Developer** shall liaise with **Council** to obtain approval for the siting of retarding



basins. Drainage catchment boundaries may be increased if written approval is obtained from the relevant drainage authority.

Any design shall be consistent with the requirements of **Council**, the local Catchment Management Authority (CMA) and Local Irrigation and Drainage Authority e.g. retarding basins with outfall to relevant authority drains are typically designed for the 1 in 100 year storm event of 24 hour duration, with a 'no-outfall' condition and having a maximum discharge rate to the relevant authority drainage system of 1.2 lit/sec/ha (in the case of the relevant water authority).

Land that has been identified for stormwater retardation basins to be maintained by **Council**, whether existing or proposed, must be shown on a Plan of Subdivision as a Municipal Reserve for drainage purposes and is vested in the **Council**.

In circumstances where retarding basins are not to be maintained by **Council** and are located within land that is common property, **Council** is unlikely to be a member of the body corporate. In this instance a Section 173 Agreement shall be placed on each benefiting allotment to ensure that drainage of **Council's** roads or reserves is not compromised by any act, or failure to act, by the body corporate.

When a retardation basin is required for any development, the basin and any overland flow paths shall be constructed as part of stage one works. Where it can be demonstrated to **Council** that a retardation basin is not required as part of the first stage works, plans, computations, and relevant approvals must be provided to confirm the alternate method of outfall and/or storage capacity provisions.

## 18.5 Larger Retardation Basin Design Requirements

### 18.5.1 Location and Siting

Retardation basins shall not be sited in areas zoned Urban Flood Zone, or land affected by Flood Overlay. Retardation basins sites may be considered within an area affected by a Land Subject to Inundation Overlay.

Retarding basins may need to be protected from unrelated overland water entering the basin, and should not be located in areas zoned Urban Flood Zone, on land affected by Flood Overlay or in areas designated on the Department of Natural Resources and Environment floodplain mapping as an active floodway. Works must be carried out at the location of any incoming flood paths, which will minimise erosion and maintenance following any overland flows.

Siting of retardation basins shall have regard to:

- The physical dimensions required for storage volume including the flattest possible batters, access to the basin bed, and maintenance of batters and edges.
- Pre-development catchments.
- Existing developed catchments.
- Existing drainage including piped, swale drains, or flow paths.
- Existing and proposed drainage easements.
- Ground water depth and seasonal fluctuations.
- Subsoil characteristics.
- Location and point of discharge.



- Soil type and seepage rate.
- Land uses and zoning.
- Effect of overland flows external to the catchment.
- Potential risk or affect on people, fauna and flora.
- Amenity of the area.
- Benefiting landholder issues.
- Provision of a suitable discharge method by:
  - Selection of a suitable pump station and associated electrical equipment location capable of being situated in close proximity to public view.
  - Gravity.
  - A combination of gravity and a pumped outfall.
- Availability of mains electricity for pumping and/or future telemetry.
- Maintenance issues and all weather access.
- Water quality.
- Whether or not the retarding basin is proposed to be used or included in the calculation for Public Open Space.
- The location of overland flows into the basin and the treatment(s) to minimise erosion.
- Inlet velocity and the need to install energy dissipation structures.
- 1% flood level or highest recorded flood level information.

#### 18.5.2 Design Criteria

Retarding basins shall be designed for the critical 100 year **ARI** storm. Retarding basins with downstream established areas and no clear and safe overland flow paths shall be designed for the critical 100 year **ARI** storm with consideration given to a rarer storm event.

Where it can be demonstrated that a 1 in 100 year storm event will be irrelevant due to cross catchment storm flows and overland flows swamping the catchment and/or the basin, a lesser storm event and corresponding storage capacity may be considered by **Council**.

Minimum freeboard shall be 300 mm for earth structures and 200 mm for hard structures. **Council** will require a minimum freeboard to top basin water level (following a 1 in 100 year peak storm, no outfall condition) equal to lowest kerb invert level in the catchment area. This is subject to the following:

- The top water level in the retarding basin resulting from the minor drainage storm event as detailed in Table 11 shall be no higher than the invert of the lowest inlet pipe to the basin.
- The overland flow path for a major storm shall be designed such that the minor system contribution to flow is ignored, i.e. inlet pipe is blocked.



- For storage calculations, the volume of storage in pits and pipes in the minor system is ignored.

#### 18.5.3 Inlet Structures

Any inlet to a basin must have an approved inlet drainage structure and may have a low-flow pipe, where practicable, connected to the pump station capable of a flow (not under head) equal to the maximum pump discharge rate.

Any inlet pipe to a basin must be fitted with a headwall and an approved structure that will allow debris escape and impede the entry of children.

All inlet headwalls will be fitted with an approved post and rail barrier to prevent falls and to identify the location of headwalls and wingwalls.

#### 18.5.4 Low Flow Pipes

Retardation basins shall incorporate a low flow pipe system having a minimum pipe size 300 mm dia. The low flow pipe system shall be designed to match the outflow capacity where this is less than a 1 in 5 year storm event.

#### 18.5.5 Overflow Systems

A suitable overflow system must be provided to cater for rarer storm events than what the system has been designed for and to provide for a blockage in the system. All overflows are to be directed away from buildings, adjoining properties and associated **Infrastructure**. The overflow system shall be designed to cater with a 1 in 100 year storm event.

The depth of overland flow shall be designed so that it is no higher than 300mm below the lowest floor level of any dwelling impacted by the overflow.

#### 18.5.6 Depth of Retardation Basins

Significant areas of municipalities listed in Selection Table 15 are subject to shallow ground water tables and as a result it is desirable that all excavations are limited to 0.5 metres above the water table.

**Selection Table 15 Shallow Groundwater Tables**

| Municipalities Affected by Shallow Groundwater Tables |
|-------------------------------------------------------|
| Campaspe Shire Council                                |
| Greater Shepparton City Council                       |
| Gannawarra Shire Council                              |
| Wellington Shire Council                              |
| East Gippsland Shire Council                          |
| Warrnambool City Council                              |
| Glenelg Shire Council                                 |

Retarding basins may require an impervious lining or other treatment to the approval of **Council** to prevent the ingress of groundwater.

Groundwater may be able to be extracted and used, subject to the relevant authority's requirements.

Any structure that penetrates the groundwater zone such as footings and drainage shall be appropriately treated to prevent possible damage caused by contact with ground water.



If the use of the land changes from that of agricultural production then any former grants for subsoil/groundwater pumps may be required to be refunded. Any development that does not retain an irrigation right will be required to finalise any outstanding debts or annual maintenance charges for ground water pumps. The **Council** will not accept any future charges in this regard unless written approval is given.

The depth of all other retardation basins for which the public have access will be determined having regard to the safety of persons who may fall into or enter into the basin during times of operation. To allow for this contingency, basins shall be designed with inside batters having a maximum slope of 1 in 8. This slope will determine the maximum depth of many retardation basins.

#### 18.5.7 Batter Slopes in Earthen Basins

Where access is to be provided the desirable maximum batters for retardation basins is 1 in 8 for both cut and fill situations. The absolute maximum batters shall not exceed 1 in 5 both cut and fill situations. The use of the absolute maximum batter slopes shall only be permitted after approval in writing has been obtained from the **Council**.

The batter slopes for retardation basins which do not require access or where they are fenced e.g. industrial sites the batter slope shall be determined having regard to the following factors:

- Soil type.
- Erosion.
- Maintenance.
- Safety and minimisation of risk.
- Desirable minimum crossfall for floor to be 1 in 400 graded to the outlet point of the basin.

#### 18.5.8 Access Requirements

All weather access is to be provided to the retarding basin and any associated structures and pumps to enable maintenance to be carried out. The access should be provided in such a manner that there is no need to reverse at any time. The access should be provided so that maintenance of any portion of the basin and its associated works can be safely carried out therefore a 5 metre width reserve shall be required around the perimeter of any retarding basin, unless written approval is given otherwise.

#### 18.5.9 Risk Analysis

A risk assessment report is to be prepared by **Design Engineer** for all drainage structures, including basins and associated structures. The risk assessment should be undertaken in accordance with the principles of AS/NZS 31000, 2009 Risk Management.

The **Design Engineer** shall be responsible for deciding on the action required in response to the risk assessment report and its recommendations, however consultation with **Council** is encouraged if recommendations are complicated, require community involvement, or have significant ongoing maintenance issues.

A copy of the risk assessment report, with recommendations and associated works, shall be provided to **Council** with the detailed design documentation.

#### 18.5.10 Fencing and Security

Retardation basins which are not accessible to the public shall generally be fenced off and made safe against casual entrance, unless approved otherwise. Where batters are steeper than the current standard for publicly accessible areas,





and are not proposed to fence off the basin, then a risk assessment will be required to be submitted to the **Council** for their consideration.

Where the risk assessment determines that the above ground storage system or retardation basin should be fenced due to public risk, the fence shall be 1800mm high chainmesh fence and shall be installed for the entire perimeter. Suitable access via lockable gates shall be provided for maintenance purposes.

#### **18.5.11 Landscaping**

A fully detailed landscape plan for all retarding basins shall be submitted to **Council** for approval.

#### **18.5.12 Maintenance**

In general light duty grates and covers for pits will be sufficient however where the pit is located in the wheel path of vehicles a heavy duty grate or cover shall be provided.

Access covers and grates are to be designed such as to provide a 'standard' lifting system approved by **Council**.

Any large pipe inlets into the basin shall be grated in a satisfactory manner to prevent entry to the stormwater drain. The grates shall be designed so that they can easily be maintained and so that they will not cause blockages during storm events.

Pits, pipes screens etc that require regular cleaning and maintenance shall be readily accessible with all openings of suitable geometry to allow for cleaning and removal of debris and silt accumulations.



## Clause 19 Small Detention Systems

### 19.1 Objectives

The objectives of small on-site detention systems are as follows:

- The capacity of existing drainage **Infrastructure** shall not be exceeded as a result of **Developments** which increase the volume and rate of stormwater runoff beyond the capacities originally designed for.
- The likely cumulative impact of similar **Developments** shall not adversely impact on the capacity of the existing drainage system.
- To reduce runoff and peak flows from urban and rural **Developments** into receiving waters
- To minimise drainage **Infrastructure** costs of development due to reduced runoff and peak flows.
- That on-site detention systems are able to be effectively maintained by landowners and provide a cost effective method of meeting the other objectives of this section.
- Provide a simplified method for designers, builders and owners to determine **Council's** requirements for on-site detention in relation to volume of detention and permissible rate of discharge to **Council's** drainage system.

### 19.2 General

The following types of development typically require on-site detention:

- Multi-unit development in new residential areas where this has not been incorporated into the design of the drainage system for these areas.
- Multi-unit development in older residential estates where the drainage system at the time of design and construction provided a capacity less than the current standard of 1 in 5 year recurrence interval, and was typically about a 1 in 1 year recurrence interval.
- Industrial development where the pipes have been designed for less than the current design recurrence interval of 1 in 10 years.
- Commercial development where the pipes have been designed for less than the current design recurrence interval of 1 in 20 years.
- Low density residential development in rural areas.

### 19.3 Requirements

#### 19.3.1 General Requirements

Where on-site detention is required in order to discharge into **Council's** existing drainage system the **Developer** shall provide computations to **Council's** satisfaction which show the calculations used to determine the volume of on-site detention required and the permissible rate of discharge to ensure that **Council's** existing drainage system is not adversely impacted by the development.

The permitted discharge from the site must be calculated and based on the receiving pipes design capacity and not upon the predevelopment rate e.g. if the pipe that is receiving the discharge has been designed for a 1 in 1 year recurrence



interval for a time of concentration of 20 minutes then this is what determines the intensity and the resulting permissible site discharge from the property.

Predevelopment rate is not used because this does nothing to relieve situations where the predevelopment rate is greater than the receiving pipes capacity to take that flow.

Design methodology to determine these parameters is the Swinburne Institute of Technology method or other as approved by the **Council** from time to time.

Alternatively for catchment areas with the rainfall intensity characteristics as shown in Table 12 below, the **Developer** may use Table 13 for determining storage volumes and allowable discharge rates for the various types of **Developments** within the municipalities. The figures contained in the table have been calculated using a simplified rational method. The discharge rate from the on-site detention system is based upon on a time of concentration of 21 minutes (for the whole catchment of the existing underground drain) for the original recurrence interval of the pipe that the on-site detention discharges to.

**Table 12 Rainfall Intensities Used To Calculate Storage Volumes and Discharge Rates**

| RECURRENCE INTERVAL | INTENSITY FOR 21<br>MINUTE STORM<br>MM/HR |
|---------------------|-------------------------------------------|
| 1 Year <b>ARI</b>   | 27                                        |
| 5 Year <b>ARI</b>   | 47.2                                      |
| 10 Year <b>ARI</b>  | 55                                        |
| 20 Year <b>ARI</b>  | 64                                        |



Table 13 Storage Volumes and Discharge Rates For Small Detention Systems

| TYPE OF DEVELOPMENT                                                                            | ORIGINAL AND<br>REQUIRED COEFFICIENT<br>OF RUNOFF AND<br>ORIGINAL AND<br>REQUIRED<br>RECURRENCE<br>INTERVAL | STORAGE VOLUME<br>REQUIRED                                    | ALLOWABLE<br>DISCHARGE RATE |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------|
| Multi-unit development in<br>new areas (e.g. greenfield<br>site or recently developed<br>area) | C=0.5 for a 1 in 5 <b>ARI</b> to<br>C=0.8 for a 1 in 5 <b>ARI</b>                                           | 5 litres of storage for every<br>square metre of lot area     | 65 lit/sec/ha               |
| Multi-unit development in<br>older residential areas<br>(infill)                               | Assumed original :<br>C=0.5 for a 1 in 1 <b>ARI</b> to<br>Required :<br>C=0.8 for a 1 in 5 <b>ARI</b>       | 9 litres of storage for every<br>square metre of lot area     | 37 lit/sec/ha               |
| Industrial development *                                                                       | C=0.5 for a 1 in 1 year <b>ARI</b><br>to C=0.9 for 1 in 10 year<br><b>ARI</b>                               | 13 litres of storage for<br>every square metre of lot<br>area | 30 lit/sec/ha               |
| Industrial development*                                                                        | C=0.9 for a 1 in 1 year <b>ARI</b><br>to C=0.9 for 1 in 10 year<br><b>ARI</b>                               | 9 litres of storage for every<br>square metre of lot area     | 64 lit/sec/ha               |
| Commercial development                                                                         | C=0.9 for a 1 in 1 year <b>ARI</b><br>to C=0.9 a 1 in 20 year <b>ARI</b>                                    | 11 litres of storage for<br>every square metre of lot<br>area | 64 lit/sec/ha               |

Note \*

**Council** Officers shall be responsible for nominating which industrial development parameters, based on knowledge of catchment requirements.

For catchments with different rainfall intensity characteristics than shown in Table 12 the allowable discharge rate can be calculated by multiplying the appropriate allowable discharge rate in Table 13 by the relevant  $I_{21}$  for the catchment divided by the relevant  $I_{21}$  from Table 12.

The average time of concentration of 21 minutes refers to the assumed time of concentration of the receiving pipe opposite the site. By adopting an average time of concentration for the whole catchment, it is **Council's** intention that a simplified method can be utilised to determine on-site detention requirements. It is acknowledged that if a particular site had an actual time of concentration less than 21 minutes, i.e. further from to the outfall of the catchment, then the on-site detention requirements would be less than shown in Table 13. The opposite is also true for sites where the time of concentration is greater than 21 minutes, i.e. closer to the downstream end of the catchment. There has been no allowance made for partial network allowance which could allow greater discharges closer to the outfall.



**Council's** may waive the requirement for on-site detention where it can be shown that there are no adverse impacts resulting from the increased rate and volume of stormwater from the development e.g. adequate overland flow paths ensure that the level of service adopted by the **Council** is not compromised.

Table 13 applies for any site within the municipality.

Sample calculations for specific sites and compared to the values shown in Table 13 are shown in **Appendix J: On-Site Detention Sample Calculations**.

### 19.3.2 Specific Design Requirements

No part of the pipe system within a detention system, which conveys water shall be less than 90 mm in diameter unless it is part of an approved manufactured system or it is part of the restriction to achieve to design flow rate e.g. orifice plates or pipes discharging from a above ground tank.

A suitable overflow system must be provided to cater for rarer storm events than what the system has been designed for and to provide for a blockage in the system. All overflows are to be directed away from buildings, adjoining properties and associated **Infrastructure**. The overflow system shall be designed to cater with a 1 in 100 year storm event.

The depth of overland flow shall be designed so that it is no higher than 300mm below the lowest floor level of any dwelling impacted by the overflow.

Where Table 13 is not used to determine on-site detention requirements, the system shall be designed using the following:

- Recurrence interval 5 years
- Coefficients of runoff (C)
  - Existing residential 0.50
  - Impervious areas 0.90
  - Pervious areas 0.15

### Time of Concentration

The time of concentration for the whole catchment and from the top end of the catchment downstream to the site is to be advised to **Council** in each case.

The following minimum information is to be supplied to **Council** for approval:

- Plan showing invert levels of all pipes 100mm or over.
- Plan showing the designed finished surface level of all driveways, carparking areas, landscaping areas and lawns.
- Plan showing floor levels of all buildings whether existing or proposed. Note all floor levels must be at least 300 mm above the top water level of the detention device when it is full to its design capacity.
- Cross section of the detention device.
- Existing surface levels at intervals not exceeding 10 metres. Note this is also required for adjoining properties.



- Plan showing location of detention device, position of all pipes and pits, pervious and impervious areas, buildings, driveways etc.
- Driveways, where these are used for on-site detention, shall be bounded by kerbs of not less than 100 mm in width, and shall be cast integrally with the main slab unless otherwise approved.
- One copy of drainage computations.
- One copy of structural computations where underground storage tanks are to be used for stormwater detention.
- Three copies of final engineering plans for final approval.

#### Approved Types of On-Site Detention Systems

There are various systems that have been approved for use as follows:

- The use of above ground water storage tanks.
- The use of driveways to store the stormwater and then discharge through a multi-cell unit or orifice plate to retard the flow to the design flow specified.
- Underground tanks of various configurations discharging at gravity through an orifice plate or multi-cell unit.
- Underground tanks with pumped outfalls.
- Storages with pumped outfalls.
- Excavated earthen storages with gravity outfalls in low density residential **Developments**.

##### 19.3.2.1 Maintenance of On-Site Detention Systems

If on-site detention systems are going to be effective in retarding stormwater flows it is important that **Council** can inspect these systems to ensure that the landowner is properly maintaining their system in accordance with **Council** requirements.

To protect **Council's** drainage systems, a Section 173 agreement requiring the landowner to regularly maintain their on-site detention systems and requiring them to pay **Council** an annual inspection fee as set by **Council** from time to time. **Council** shall arrange for preparation and registration of the Section 173 Agreements, at the cost of the **Developer**.



## Clause 20 Stormwater Treatment

### 20.1 Objectives

- To ensure that all stormwater discharged to natural watercourses and other drainage authority's drains meet the requirements of the *Environment Protection Act 1970* and the water quality performance objectives for individual drainage catchments as provided in the State Environment Protection Policies (SEPP's).
- To implement the design requirements of the **Council's** Stormwater Management Plan.
- To ensure all designs incorporate consistent best practice **WSUD** measures and principles.
- To ensure treatment methods and associated structures are cost effective from a maintenance and operational perspective and that the risk to the public is minimised as far as practicable.
- Protect and enhance natural water systems within urban environments.
- Integrate stormwater treatment into the landscape, maximizing the visual and recreational amenity of **Developments**.
- Improve the quality of water draining from urban **Developments** into receiving environments.

### 20.2 General

All **Developers** must make provision for the improvement of water quality leaving the development site. Generally treatment shall comprise works at a location near the discharge point to receiving waters. These works shall be maintained, to the satisfaction of the **Council**, by the **Developer** until the end of the maintenance period.

All urban **Developments** shall meet the requirements of the "Urban Stormwater Best Practice Environmental Management Guidelines 1999", the Water Sensitive Urban Design Engineering Procedures 2005 and the 'Water Sensitive Urban Design Guidelines January 2009' prepared for various Victorian municipalities and Melbourne Water.

The following stormwater treatment methods may be considered, subject to **Council** approval, to enable compliance with the codes and guidelines.

- Bioretention swales.
- Bioretention basins.
- Vegetated swales.
- Underground sand filters.
- Sedimentation basins.
- Constructed wetlands.
- Pond system with edge vegetation.
- Water tanks.
- Gross pollutant traps.





- Litter traps.

Further to this **Council** may require setting aside areas of land and construction of works within a subdivision and/or development application for the specific purpose of stormwater treatment to ensure appropriate discharge water quality.

An appropriately qualified and experienced Environmental Specialist may need to be engaged by the **Developer** or the **Developer's Representative** to determine the requirements for the project.

## 20.3 Requirements

### 20.3.1 General Requirements

The following are general requirements for the provision of stormwater treatment:

- **Developments** must comply with principles and recommendations of Water Sensitive Urban Design Guidelines 2009, Urban Stormwater – Best Practice Environmental Management Guidelines and **Council's** Stormwater Management Plans to achieve the following water quality standards:
  - 80% retention of the typical urban annual load for Total Suspended Solids (TSS).
  - 45% retention of the typical urban annual load for Total Phosphorus (TP).
  - 45% retention of the typical urban annual load for Total Nitrogen (TN).
  - 70% retention of the typical urban annual load for gross pollutants (litter).
- Discharges for an average 1.5 year ARI are to be maintained at pre-development levels for stormwater treatments.
- Treatment types shall be determined by the **Developer**, subject to approval by **Council** after satisfying **Council** standards for (1) maintenance (2) ongoing costs and (3) stormwater quality standards achieved.
- **Developers** of industrial estates will be required to contribute to treatment off site if **Council** has whole of catchment treatment. **Developers** may also need pre-treatment within the proposed development in accordance with the requirements of **Council's** Stormwater Management Plan. Where whole of catchment treatment is not available **Developers** will be required to provide separate treatment for the development.
- Staging and construction of **Developments** is to be considered. Only construct treatments when there are sufficient houses built to generate sufficient runoff to keep plants alive. **Council** to bond the value of the plantings in preference to have planting at inappropriate time.
- No manual handling is to be involved for the cleaning and maintenance of structures and equipment associated with the treatment of stormwater. Routine maintenance must be carried out without need for access of confined spaces.
- **Developers** shall undertake a risk assessment for all treatment sites. The assessment shall include fencing, grates across drains, wetlands, retarding basins, pumping stations, and other associated structures.
- Operational documentation and manuals to be provided prior to the commencement of Defects Liability Period.

### 20.3.2 Gross Pollutant Traps

The design requirements for gross pollutant traps are as follows:



- For sizing gross pollutant trap (GPT) units the following design flows, depending upon the degree of hydraulic effectiveness required, are used:
  - $Q$  (3 months) =  $0.2 \times Q_5$  year design flow typically has a hydraulic effectiveness of greater than 97%
  - $Q$  (6 months) =  $0.33 \times Q_5$  year design flow typically has a hydraulic effectiveness of greater than 98.5%
  - $Q$  (1 year) =  $0.5 \times Q_5$  year design flow typically has a hydraulic effectiveness of greater than 99%
- Selecting a design flow rate is a trade-off between the cost and space requirements of the device (a higher design flow will usually require a larger facility with additional costs) and the volume of water that could potentially bypass the measure and avoid treatment. GPTs will generally be designed to treat a minimum design flow of a 1 in 3 month ARI, the **Developer** will provide all weather access to all treatment sites to the satisfaction of **Council** and should allow for crane access to GPT's. Access shall not require maintenance vehicles to reverse in new **Developments** or public areas.
- Discharge water quality standards shall meet the requirements of the relevant drainage authority.
- For design purposes the cleaning frequency of GPT's is six (6) months.

#### 20.3.3 Bioretention Swales

Bioretention Swales are not approved for use in any municipality unless a municipality has issued written approval for their use in that municipality.

Bioretention design requirements are as follows:

- Typically bioretention swales are best suited to slopes of 1 to 4% or where velocities during major storm events do not exceed 2m/s. Where excessive grades are identified as a constraint, check dams may be required to reduce velocities.
- Water ponding at entry points to the swale should not occur for longer than 1 hour after the cessation of rainfall prescribed in Clause 56.07-4 of the VPP.
- For maintenance requirements, grass swales requiring mowing must not have side slopes exceeding 1 in 4.
- Should be in accordance with the guidelines set out in Chapter 5 (Clause 5.3) of the Water Sensitive Urban Design Engineering Procedures: Stormwater Manual (Melbourne Water, 2005).

#### 20.3.4 Bioretention Basins and Rain Gardens

The design requirements for bioretention basins and rain gardens are as follows:

- Water ponding at entry points to the swale should not occur for longer than 1 hour after the cessation of rainfall prescribed in Clause 56.07-4 of the VPP.
- Should be in accordance with the guidelines set out in Chapter 6 (Clause 6.3) of the Water Sensitive Urban Design Engineering Procedures: Stormwater Manual (Melbourne Water, 2005).
- The use of bioretention basins and rain gardens is as per Selection Table 16:



Selection Table 16 Bioretention Basins and Rain Gardens

| Approved For Use in Nature Strips, Unit Developments and Drainage Reserves | Approved For Use Except in Unsuitable Locations for Access, Permanent Subsurface Flow Conditions, Etc. | Not Permitted Under Any Circumstances |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------|
| Rural City Of Wangaratta                                                   | Murrindindi Shire Council                                                                              |                                       |
| Strathbogrie Shire Council                                                 | Corangamite Shire Council                                                                              |                                       |
| Campaspe Shire Council                                                     | Wellington Shire Council                                                                               |                                       |
| Benalla Rural City Council                                                 | Baw Baw Shire Council                                                                                  |                                       |
| Ararat Rural City Council                                                  | Ballarat City Council                                                                                  |                                       |
| Wodonga City Council                                                       | City of Greater Bendigo                                                                                |                                       |
| Towong Shire Council                                                       | Warrnambool City Council                                                                               |                                       |
|                                                                            | Mitchell Shire Council                                                                                 |                                       |
|                                                                            | Yarriambiack Shire Council                                                                             |                                       |
|                                                                            | Southern Grampians Shire Council                                                                       |                                       |
|                                                                            | Glenelg Shire Council                                                                                  |                                       |
|                                                                            | Golden Plains Shire Council                                                                            |                                       |
|                                                                            | Mitchell Shire Council                                                                                 |                                       |
|                                                                            | Moorabool Shire Council                                                                                |                                       |
|                                                                            | Indigo Shire Council                                                                                   |                                       |

### 20.3.5 Vegetated Swales/Grass Swales/Buffer Strips

The design requirements for vegetated swales/buffer strips are as follows:

- The longitudinal slope of a swale is the most important consideration. Swales are most efficient with slopes of 1% to 4%. Lower than this, swales become waterlogged and/or have stagnant pooling, while steeper slopes may have high velocities (with potential erosion and vegetation damage risks). Check banks (small porous walls) may be constructed to distribute flows evenly across the swale if they are identified as the most suitable treatment option in such areas.
- Swale side slopes are typically 1 in 9. For maintenance, grassed swales requiring mowing must not have side slopes exceeding 1 in 4.



- Should be in accordance with the guidelines set out in Chapter 8 (Clause 8.3) of the Water Sensitive Urban Design Engineering Procedures: Stormwater Manual (Melbourne Water, 2005).
- Approved for use in open space reserves within a residential one zone, central median strips on roads subject to road reserve width and services unless otherwise stated in Selection Table 17.
- Other locations may be approved as per Selection Table 17.

**Selection Table 17 Vegetated Swales / Grass Swales / Buffer Strips**

| APPROVED FOR USE ON NARROW NATURE STRIPS ONLY AS PART OF AN OVERALL DESIGN STRATEGY INCORPORATING CONCRETE EDGE STRIPS, ENTRANCE CULVERTS AND SUPPORTING TREATMENTS. | NOT PERMITTED UNDER ANY CIRCUMSTANCES |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Rural City of Wangaratta                                                                                                                                             | City of Greater Bendigo               |
| Strathbogie Shire Council                                                                                                                                            | Mitchell Shire Council                |
| Greater Bendigo City Council                                                                                                                                         | Moorabool Shire Council               |
| Wellington Shire Council                                                                                                                                             |                                       |
| Benalla Rural City Council                                                                                                                                           |                                       |
| Corangamite Shire Council                                                                                                                                            |                                       |
| Baw Baw Shire Council                                                                                                                                                |                                       |
| Ballarat City Council                                                                                                                                                |                                       |
| Warrnambool City Council                                                                                                                                             |                                       |
| Yarriambiack Shire Council                                                                                                                                           |                                       |
| Ararat Rural City Council                                                                                                                                            |                                       |
| Wodonga City Council                                                                                                                                                 |                                       |
| Mitchell Shire Council                                                                                                                                               |                                       |
| Towong Shire Council                                                                                                                                                 |                                       |

#### 20.3.6 Sand Filters

The design requirements for sand filters are as follows:

- Should be in accordance with the guidelines set out in Chapter 7 (Clause 7.3) of the Water Sensitive Urban Design Engineering Procedures: Stormwater Manual (Melbourne Water, 2005).



### 20.3.7 Sedimentation Basins

The design requirements for sedimentation basins are as follows:

- The design operation discharge for the basin should be a minimum of 1 year **ARI** peak discharge.
- A bypass structure should provide for flow bypass of downstream macrophyte zones and wetlands for events up to 100 year **ARI** event.
- The sedimentation basin is to be designed to remove 95% of the particles less than 125 µm in a 1 in 1 year storm event.
- Approach batter slopes should be no steeper than 1:5 vertical to Horizontal (V:H). All edges should have safety benches of at least 1.5m to 3.0m wide from the edge of the normal top water level.
- Safety benches should have a maximum grade of 1:8(V:H) for the first 1.5m – 3.0m before changing to 1:5 (V:H) grade for at least the next 0.5m. Beyond this the grade may be to a maximum of 1:3 (V:H).
- An independent safety audit shall be conducted for each design.
- The hard stand should be at least 3m wide and be designed to be capable of supporting a 20 tonne excavation plant. Multiple areas should be considered where the pond is greater than 7m wide. Adequate space for dewatering must be provided. Access ramps and tracks into pond cells and to all hardstand areas are required and must be capable of supporting a 20 tonne excavation plant for maintenance.
- Where sedimentation basins double as a landscape element, a weir is recommended as an appropriate discharge control structure.
- Install a rock layer in base above clay liner to indicate the limit of sediment (this reduces the risk of damage to the clay liner during future maintenance activities).
- For sedimentation basins less than 14m wide, access is to be provided along both edges for maintenance vehicles.
- For sedimentation basins greater than 14 m wide, drawdown of the basin is required with vehicular access available in the base of the facility.
- Should be in accordance with the guidelines set out in Chapter 4 (Clause 4.3) of the Water Sensitive Urban Design Engineering Procedures: Stormwater Manual (Melbourne Water, 2005).
- Not approved on steep land or as a permanent treatment where there is no maintenance regime in place to ensure regular removal of silt, debris etc.

### 20.3.8 Constructed Wetlands

The design requirements for constructed wetlands are as follows:

- The constructed wetland should treat at least 90% of Mean Annual Runoff (MAR) through the use of a stored event volume above the normal standing water level of the wetland.
- A high flow bypass should be capable of taking flows in excess of design flows (typically a 1 in 1 year event).
- The wetland design must meet safety requirements and implement reasonable safety measures. This includes fencing, safety barriers, signage and benching.



- An independent safety audit must be conducted for each design.
- Approach batter slopes should be no steeper than 1:5 vertical to Horizontal (V:H). All edges should have safety benches of at least 1.5m to 3.0m wide from the edge of the normal top water level.
- Safety benches should have a maximum grade of 1:8(V:H) for the first 1.5m – 3.0m before changing to 1:5 (V:H) grade for at least the next 0.5m. Beyond this the grade may be to a maximum of 1:3 (V:H).
- Hard stand areas should be provided adjacent to the inlet zone to allow for the maintenance and clean out of this zone.
- The riser outlet pipe should be sized to act as an emergency overflow equivalent to the one year **ARI** peak discharge.
- A minimum of a 0.3m freeboard on the embankment is required.
- Where possible wetlands should be constructed in the base of retardation basins to reduce the land requirement.
- When considering macrophyte layout it is important to optimise hydraulic efficiency (i.e. reduce dead zones and short circuiting of water). The optimal hydraulic efficiency value for constructed wetlands should be not less than 0.5 or greater than 0.7 where possible. Refer to Section 9.3.3 and figure 9.6 in the Water Sensitive Urban Design Engineering Procedures: Stormwater Manual (Melbourne Water, 2005).
- The wetland should be divided into four macrophyte zones, an open water zone and a littoral zone. The percentage allocation of each zone is outlined in table 9.2, Section 9.6.3 of the Water Sensitive Urban Design Engineering Procedures: Stormwater Manual (Melbourne Water, 2005) and should be followed.
- Suitable plant species options are listed in the addendum of the Water Sensitive Urban Design Engineering Procedures: Stormwater Manual (Melbourne Water, 2005).
- A geotechnical investigation is required prior to design to determine soil profiles and infiltration rates. Hydrogeological investigations may also be required in areas where there is a likelihood of groundwater discharge or high seasonable water tables.
- Should be in accordance with the guidelines set out in Chapter 9 (Section 9.3) of the Water Sensitive Urban Design Engineering Procedures: Stormwater Manual (Melbourne Water, 2005).
- Not approved on steep land.

#### 20.3.9 Ponds and Shallow Lake Systems

The design requirements for ponds and shallow lake systems are as follows:

- When considering macrophyte layout it is important to optimise hydraulic efficiency (i.e. reduce dead zones and short circuiting of water). The optimal hydraulic efficiency value for constructed wetlands should be not less than 0.5 or greater than 0.7 where possible. Refer to Section 9.3.3 and figure 9.6 in the Water Sensitive Urban Design Engineering Procedures: Stormwater Manual (Melbourne Water, 2005).
- Gentle slopes, safety benching, handrails and vegetation planting are methods that may be employed to account for public safety.
- An independent safety audit must be conducted for each design.



- Should be in accordance with the guidelines set out in Chapter 10 (Section 10.3) of the Water Sensitive Urban Design Engineering Procedures: Stormwater Manual (Melbourne Water, 2005).
- Not approved on steep land.

#### 20.3.10 Rainwater Tanks

The design requirements for rainwater tanks are as follows:

- Continual water balance assessments using **MUSIC** should be performed to determine how much runoff rain tanks are removing from the catchment in terms of runoff volumes and associated pollutant loads.
- Rainwater tanks should be sized using the appropriate reference curves for the region (refer to Section 12.4.2 of the Water Sensitive Urban Design Engineering Procedures: Stormwater Manual (Melbourne Water, 2005)).
- Should be in accordance with the guidelines set out in Chapter 12 (Section 12.2 and 12.4) of the Water Sensitive Urban Design Engineering Procedures: Stormwater Manual (Melbourne Water, 2005).





## Clause 21 Stormwater Discharge Points

### 21.1 Objectives

Stormwater discharge points will be set by **Council** for all **Developments** including subdivisions, industrial, commercial and residential **Developments**.

Stormwater and legal points of discharge will be determined by **Councils** having regard to the following objectives:

- The capacity of existing drainage **Infrastructure** shall not be exceeded as a result of **Developments** which increase the volume and rate of stormwater runoff beyond the capacities originally designed for.
- The percentage increase of the stormwater flow being generated by the development when compared to the whole catchment.
- The likely cumulative impact of similar **Developments** shall not adversely impact on the capacity of the existing drainage system.
- The ability to provide on-site detention in order to protect the existing drainage system capacity for the uses and areas it was designed for.
- The location of the nearest drainage system capable of taking the stormwater flow from the development shall be considered in determining the stormwater discharge point having regard to the cost and effectiveness of draining to that point.
- Any new drain required to be constructed should be assessed from the perspective of serving other lands that may carry out similar **Developments** to avoid future duplications. Equitable cost sharing arrangements will need to be determined should drain sizes be increased to service other properties in the future.
- The requirement to treat stormwater and to ensure stormwater runoff does not adversely impact on the environment and surrounding properties.

### 21.2 General

Due to the fact that drainage systems have been designed to different design standards and the fact that **Developments** have taken place that have increased the volume and rate of stormwater runoff beyond what the designers catered for there is a need to determine the impact of new **Developments** on the existing drainage systems prior to allowing them to discharge directly into these systems.

It is important to ensure that more frequent flooding does not occur and that existing drainage problems are not increased as a result of new **Developments**.

**Council** may need to determine the impact of new **Developments** on existing drainage systems prior to determining the legal point of discharge. The impact will need to be assessed from both a volumetric and rate of flow perspectives.

Where the impact is likely to cause increased flooding frequency or flooding extent then **Council** shall determine what works are necessary for a particular point in a drainage system to be the nominated point of discharge.

### 21.3 Requirements

Applications for nomination of point of discharge for dwellings should include the following information:



- Plan showing the proposed development including the pervious and impervious areas.
- Existing and proposed surface levels at an interval not exceeding 10 metres.
- Location and size of existing drains and easements within and adjacent to the site.

Applications for nomination of point of discharge for other **Developments** should include the following information:

- Plan showing the proposed development including the pervious and impervious areas.
- Existing and proposed surface levels at an interval not exceeding 10 metres.
- Description of the proposed development.
- Locality plan showing the development location and catchment boundaries.
- Location and size of existing drains and easements and reserves within and adjacent to the development.
- Drainage rights and/or easements shall be obtained by the **Developer's Representative** from all downstream owners who may be affected by the discharge of stormwater wherever the point of discharge is not to either a Council-owned drain or watercourse.

Where **Council** determines that the development is likely to adversely impact the existing drainage system **Council** may require the **Developer** to provide further information including computations to determine the works that are necessary to minimise the impact of the development on the existing drainage system.

Where on-site detention is required this will be designed in accordance with the requirements of Clause 19 'Small Detention Systems.'



## Clause 22 Environment Management During Construction

### 22.1 Objectives

The general objectives of environment management are:

- All waste generated shall be removed from the development and disposed of in accordance with the relevant Australian Standards, Acts, Regulations, Guidelines and Codes of Practice in such a way as to avoid nuisance, pollution or loss of amenity to the surrounding area. Waste materials should not be disposed by burning unless approved by the **Council**.
- To ensure that construction sites are managed in a way to minimise the impact of construction works on the environment.
- That the provisions of **Council's** Stormwater Management Plan are complied with in relation to environmental management during construction.
- That existing vegetation that has been determined as not to be removed is protected both in the long and short term from works undertaken during construction.
- To ensure that stormwater discharged from the development during construction does not contaminate or degrade the quality of the receiving waters.
- To minimise the impact of crushed rock or debris being carried onto public roads or footpaths, from the development and to ensure no mud is removed from the site.
- To prevent the spread of noxious weeds by ensuring that declared noxious weeds (or parts of), are not transported either to or from the worksite, either on vehicles or machinery or within soil or materials.
- To ensure that motorists are not put at risk as a result of dust reducing visibility when construction works are carried out on roadways and streets that are open to the traffic.
- Adjoining landowners and residents within the vicinity of construction approved by **Council** are not adversely impacted in accordance with the requirements of any regulation or guideline or Code of Practice of the Environment Protection Authority.

### 22.2 General

The **Consultants** and Contractors engaged by the **Developer** shall ensure that during the construction of works all appropriate steps are taken to minimise any detrimental impact on the environment.

All earthworks shall be undertaken in accordance with the provisions of Australian Standard AS3798, 2007 'Guidelines on Earthworks for Commercial and Residential Developments'.

### 22.3 Erosion Control and Sediment Discharge

Dust mud and debris shall be prevented from leaving any development site during and after construction.

Consideration should be given to recommendations within VicRoads Road Design Guidelines Part 7 Drainage and EPA Publication 960 'Do it Right on Site', Chapter 4 Erosion and Sediment. During construction erosion control and sediment discharge controls may include the following:



- Cut-off drains are to be installed to intercept surface water before it reaches the areas of disturbed earth.
- Approved silt control measures shall be installed prior to the entrance of all drains to ensure that all silt is retained within the site. Typical measures may include one or more of the following:
  - Settlement ponds.
  - Fence filters.
  - Gravel sausages made from a geo-textile sleeve for placement at kerbside drainage pits.
  - Straw bales on open, cut-off or diversions drains.
  - Temporary sumps in selected and approved drainage pits.
  - Landscaping or the promotion of vegetation downstream of the works but still within the site.

Subdivision access points are to be kept to a minimum to minimize the number of areas required for stabilization, vehicle cleaning and areas of road to be targeted for cleaning in the event that mud is tracked onto the road.

Soil movement at subdivision access and exit points to be controlled using a rumble grid or by requiring vehicles to travel the length of a stabilised access track.

All machinery should be prevented from accessing non-essential parts of the site.

Batter slopes should be kept at a grade of not more than 2:1 as per EPA Publication 960 and finished as soon as possible with a minimum thickness of 75mm of weed-free topsoil topped with either weed mat, mulch or hydro-mulched to establish vegetation such as suitable grass species to ensure that erosion is minimised.

All subdivision public land boundaries are to be suitably protected and maintained with adequate sediment control measures (i.e. sediment fence) as soon as is practical upon completion of works.

## 22.4 Dust During Construction

The **Developer** shall ensure that dust suppression is undertaken in the form of constant water spraying or other natural based proprietary dust suppressant to ensure that dust caused by vehicles moving along roads to the development and within the development does not cause a nuisance to surrounding properties to the satisfaction of the **Council**.

## 22.5 Pollution

The Environmental Management Plans shall address possible sources of pollution and methods of control.

## 22.6 Noise

The **Developer** shall ensure that all noise emitted from the site is within the specified limits, set by the EPA for the relevant activity, at all times. This includes the construction as well the operational phase of any development.

The current EPA policies and guidelines applicable are as follows:

- SEPP (Control of Noise from Commerce, Industry and Trade) No N-1.
- Noise Control Guidelines TG 302/92.

The maximum noise generated during the operational phase of the development shall comply with the following:



- Day time – 45 dB(A).
- Evening – 37 dB(A).
- Night – 32dB(A).

It is the **Developer's** responsibility to undertake the appropriate noise testing to justify their operation if the **Council** receives a complaint from the public relating to the noise generated from the site.

Depending on the nature of the development and the location of the site, the **Developer** may be required to install noise attenuation buffers/barriers and/or buffer zone.

## 22.7 Weed Importation and Transportation

It is the **Developer's** responsibility to ensure that earthworks activities do not deposit noxious weeds or seeds of noxious weeds onto land. Ideally, no fill should be imported onto any development site. Areas that are to involve earthworks shall have the topsoil stripped and stockpiled for reuse. Where insufficient material can be won from the site, material shall be imported from a reputable supplier or from a site that is known to be free of weeds.

The key legislation relating to weed spread in Victoria is the *Catchment and Land Protection Act 1994*. Many of the provisions relating to weed spread are found in Section 70A and 71 of that Act. Among the provisions, this Act provides offences relating to precautions that must be taken when moving soil, sand, gravel or stone which may be infested with noxious weeds.

## 22.8 Accordingly appropriate measures in accordance with the requirements of the approved construction plan (refer to Clause 7.2) must be undertaken to ensure that weed species are not transported on earthworks equipment or in soil or material leaving or entering the worksite. Incident Reporting

It is the responsibility of the Developer, contractor and Construction Engineer to inform the Council and or the EPA of any incidents relating to environmental management, as soon as practicable after the incident.



## Clause 23 Whole Farm Plans

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### 23.1 Objectives

The objectives of **Council's** engineering assessment of whole farm plans (WFP's) are follows:

- That **Council Infrastructure** is not adversely impacted by the implementation of the whole farm plan.
- That property accesses are provided at appropriate locations and to the correct standard.

It should be noted that **Council's Planning Departments** have much broader objectives for whole farm plans to ensure that the certification of WFP's are appropriate. This will include referral to other authorities whose requirements are included in the application form.

### 23.2 Requirements

The requirements for Whole Farms Plans are as follows:

- The application for Certification of a Whole Farm Plan is complete. (Note this application form is available from the relevant **Council's Planning Department**.)
- Access (multiple access to roads, and road crossings to be minimised) and comply with section 12.9.2 of this **Manual**.



## Clause 24 Landscaping and Road Furniture

### 24.1 Objectives

The general objectives for landscaping requirements are as follows:

- All landscaping shall be suitable for the proposed use of the land on which it is located.
- Encourage the development of quality landscapes.
- The landscaping shall be able to be effectively and economically maintained.
- The landscaping shall be compatible with the urban character of the area and with any structure plans, **ODPs** and urban design guidelines.
- To specify the standard of **Infrastructure** to be provided for landscape works.
- Consider and minimise the risk to the public from any landscaping on public lands or lands maintained by **Council**.
- Ensure that landscaping complies with the requirements of Disability and Discrimination legislation.
- To provide open space which will encourage usage by providing a relaxing, aesthetically enjoyable environment.
- All landscaping is to incorporate best practice design and environmental principles.
- Identify a selection of plant species for planting in landscapes having regard to indigenous species where practical.

### 24.2 General

Landscaping plans shall be prepared and submitted to **Council** for approval for any of the following **Developments**:

- Land vested in **Council** e.g. road reserve, Public Open Space, drainage reserves.
- All multi-unit **Developments**.
- Commercial **Developments** incorporating a Carpark.
- Industrial **Developments**.
- Other types of development as per the requirements of any planning permit issued for that development.
- **ODPs** for an area. (Concept plans only).

Landscaping works shall not commence until the landscaping plans submitted have been approved in writing by **Council**. Design, construction and maintenance issues shall need to be documented prior to approval. The time for approving plans is as per the requirements of the *Subdivision Act*.

The definitions for local, large and district parks are found in section 56.05-2 of The Planning Scheme.





Playgrounds shall be provided in Public Open Space as per the requirements of The Planning Scheme and in accordance with **Council's** playground strategy. Contact should be made with **Councils** to determine their requirements in relation to this section.

Indicative sizes of the various types of parks are given in Clause 56 of the Planning Scheme.

All landscaping areas including playgrounds shall be designed to comply with the requirements of Disability and Discrimination Legislation.

Guidelines to inform the design and provision of Public Open Space in residential areas include:

- Large shade trees or planting for future provision of shade trees.
- Seat/s.
- Litter bin/s.
- No linear open space reserves provided to carry a path should be less than 10m wide, and where practical locate paths along routes where clear sightlines are possible to assist navigation, to enhance security, and to provide visibility of potential hazards (i.e. people and cars).
- Avoid dense shrubbery along linear paths and set plantings well back from path edge.
- Linear paths should primarily be provided to add to and or link to strategic paths that connect residential areas with community facilities, shopping and commercial areas, other residential areas and or other key destinations or attractions.

All landscaped areas are to be graded to ensure appropriate drainage and the design should incorporate possible retention for irrigation purposes.

In determining whether approval is to be granted, **Council** will have regard to the estimated ongoing maintenance costs to be incurred by **Council** resulting from the proposed landscape development and whether the proposed level of service is sustainable in the long term.

To assist **Council** in determining the maintenance costs the **Developer** shall provide **Council** with the level of service to be provided including details, where applicable, of:

- Irrigation details – manufacturer details, model numbers, degree of automation etc.
- Recommended watering frequencies.
- Recommended mowing frequencies.
- Types of grasses to be sowed.
- Recommended maintenance of rain gardens.
- Type of furniture.
- Lighting details.
- Playground equipment details.



Prior to compliance by **Council** an independent playground audit certification is to be provided.

All equipment is to be maintained by the **Developer** to the end of the maintenance period.

All landscaped areas are to be graded to ensure appropriate drainage and the design should incorporate possible retention for irrigation purposes, considering public risk.

At practical completion the **Developer** will provide an asset list stating quantities, length, etc of each asset and the costs to construct those assets.

## 24.3 Requirements

### 24.3.1 Information to be Provided

**Appendix D: Information to be Shown on Plans** specifies the requirements of the landscaping information to be shown on the plans to be submitted to **Council** for approval.

### 24.3.2 Respect for Surrounding Environment

A design and development that respects the individual site, the local context and the regional characteristics is encouraged. This includes, but is not limited to, to the following:

- The retention of existing high quality vegetation (trees, understorey and grasses).
- Removal and/or control of weed species such as Willows (*Salix sp*) and identified native weeds close to water ways.
- The use of indigenous plants in close proximity (i.e. 20m or other distance as determined on a case by case basis) to a Nature or Bushland Reserve including National Park, Regional Park and State Forest.
- The use of locally indigenous species close to waterways and streams.
- The preservation and integration of heritage elements with a landscape design.

The respect for the location and the enhancement of our natural environment will help to develop fauna and flora habitat through the Municipality.

### 24.3.3 Environmentally Sustainable Landscape Design

**Council** is committed to an environmentally sustainable municipality. It encourages innovative landscape solutions to conserve water and energy and reduce waste in all private gardens. Measures for energy conservation in private gardens include:

- Use of materials produced from renewable resources.
- Use of recycled materials.
- Use of plants and planting patterns that contribute to the solar efficiency of the building.
- Use of mulch to improve water efficiency and reduce weed competition.
- Use of 'best practice' in water sensitive design.



#### 24.3.4 Protection of Existing Vegetation

Healthy, pre-existing vegetation can be a significant asset. Healthy native vegetation can be home to a host of native fauna, especially if large trees include natural hollows etc. The **Council** encourages the retention of significant vegetation on site and advises that under native vegetation legislation the removal of native vegetation is to be avoided and if this cannot be achieved, minimized. The removal of both native and non-native trees may require a planning permit and shall comply with any requirements of the relevant planning scheme.

The following points are **Council's** requirements for protecting vegetation on development sites.

##### 24.3.4.1 Trees

The drip line of a tree canopy delineates the zone from which all works including storage and parking must be excluded. All trees determined by **Council** to be protected must be fenced off at the canopy drip line with substantial exclusion zone fencing for (at least) the duration of construction (see Figure 1) and perhaps longer. It should be noted that DSE may have different requirements and where their requirements are greater than the **Council's** DSE requirements will be adopted.

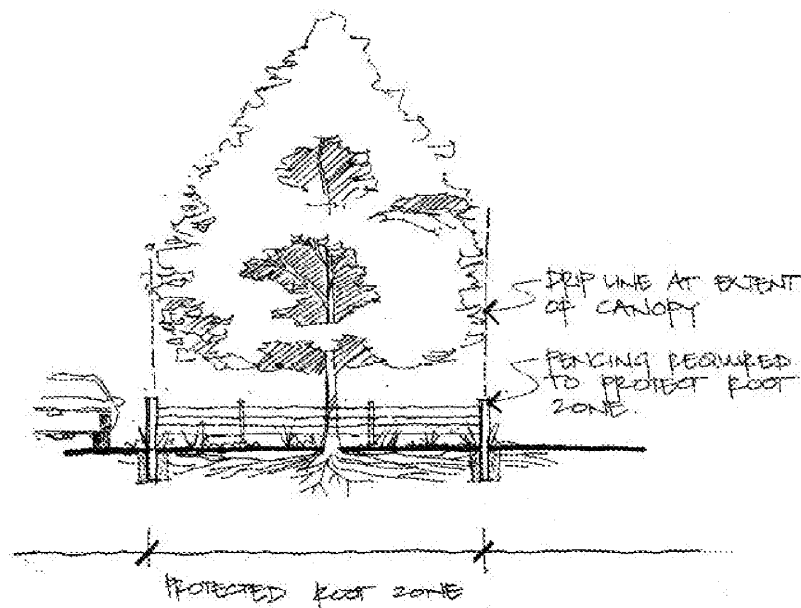


Figure 1 - Existing Tree and Other Vegetation Protection

##### 24.3.4.2 Shrubs and Groundcover Plants

An established layer of shrubs and groundcovers in undisturbed soil provides the benefits of resisting weed invasion, preserving habitat values and broader landscape aesthetic values.

Vegetation of this nature deemed by the **Council** to be protected is to be fenced during construction. (See Figure 1).

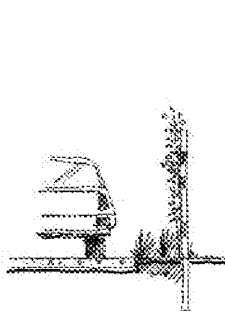
As a minimum, fencing of vegetation to be retained must encompass the area designated on the approved plans and must consist of at least:



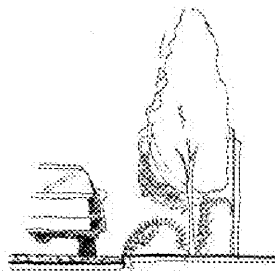
- Treated pine strainer posts.
- Star picket intermediate posts.
- Four strands of 12-gauge fencing wire.

The overall design and planning of the site should ensure all spaces are useable, adequately proportioned and maximise planting opportunities.

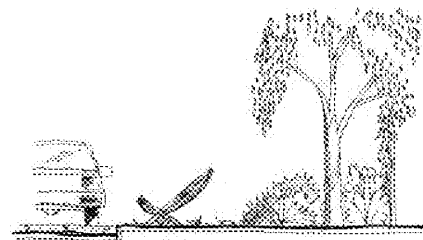
- Ensure type and size of planting, especially trees, is appropriate to the space available.
- Small trees and shrubs should be used to effectively screen service areas and block unwanted views that invade privacy.
- Small trees and shrubs should be used to reduce the visual impact of traffic along driveways and adjoining streets.
- Design should ensure the location and mature size of plantings do not conflict with structures and services.
- Locate lawn areas only where they provide functional or visual benefit.



*Fig 2 - Small spaces:  
small shrubs &  
climbers*



*Fig 3 - Medium spaces:  
small trees, medium-  
small shrubs*



*Fig 4 - Large spaces: trees, shrubs,  
ground covers, grasses*

Where trees are planted in car parks the minimum distance around the tree to be without pavement or seal is defined by the drip of the mature tree to be planted unless otherwise approved by **Council**.

#### 24.3.5 Plant Selection

Tree selection shall be in accordance with **Council's** Street Tree Policy or equivalent unless otherwise approved by **Council**.

When selecting trees and tall shrubs it is essential that the mature height and trunk diameter is appropriate for the location. Care should be taken to avoid potential damage to structures and services by planting trees away from buildings and services, including sewers, drains, gas and electricity services.

As a general rule local indigenous plant species are to be considered as the first choice for plants. These are plant species that would have occurred in the region prior to European settlement.

In some situations indigenous plantings do not meet the functional, horticultural, or heritage requirements and either other Australian natives, or exotic plants may be considered.



Points to consider when choosing plant species.

- Select drought tolerant species.
- Plants that have similar water requirements can be grouped together to reduce the water demands of a landscape.
- Limit high water demanding plants to small focal areas.
- Flowering local trees and shrubs should be included in the design where appropriate as they provide food for many native bird species.
- Match species growing requirements to site conditions to ensure successful growth e.g. sun-loving plants in shaded locations will perform poorly.
- Selection to include some plants that will grow quickly to achieve an immediate effect and some that take longer to achieve a desired form and are longer lived.

#### 24.3.6 Timing of Tree Planting

Tree planting should ideally occur between the months of April to September inclusive. If trees are planted outside this period by **Developers** then supplementary watering shall be provided by the **Developer** as necessary at their cost. Where this work is undertaken outside of the Statement of Compliance period to meet the requirements of this clause then an agreement will be entered into between the **Council** and the **Developer** to ensure that this work is undertaken and maintained in accordance with **Council's** requirements.

#### 24.3.7 Planting Principles

Tree planting guidelines are based on the urban design concept that a strong visual effect can be obtained by using a bold and simple layout without complicated and numerous variations in style and materials. The following tree planting principles have been developed to address the various site conditions found in our streetscapes.

- Symmetrical planting- similar tree species on both sides of the road. This is the preferred layout but is not always possible because of site constraints.
- Asymmetrical planting- different sized species and/or form on either side of the road. This layout is appropriate where powerlines occupy one side of a road, or where a narrow street allows planting on one side only.
- Formal planting- a formal streetscape is created where the roadway forms a grid pattern, usually at right angles to each other. Formal planting should be symmetrical and use a single tree species at regular spacing intervals.
- Informal planting- random placement of trees. Appropriate in some urban road settings where street locations have a direct or visual relationship to a natural environment, such as a river or bushland.
- Single tree species per street- generally a single street tree species is desirable, and should be pursued unless restricted by site constraints. Feature specimen planting may be considered at key intersections, central business zones, pedestrian crossings and the like.
- Solar orientation in certain situations street planting can be designed to provide shade and also allow winter sun.

#### 24.3.8 Vehicular Access

Vehicle access to land vested in **Council** for Public Open Space shall be restricted except for maintenance purposes via use of appropriate fencing and bollards (refer to Council Urban Style Guide for styles). Locks are to be provided as per **Council's** standard key system.



#### 24.3.9 Clear Zones

The design of all landscaped areas should ensure the following concerns are adequately addressed:

- Safety of employees maintaining these areas.
- Safety of motorists within the vicinity of these areas.
- **Clear Zones** appropriate to the speed of vehicles are maintained where landscaping areas are adjacent to roads.

All **Councils**, other than those listed in Selection Table 18, require as a minimum requirement that a 600mm impervious clear area is to be maintained from the edge of seal or invert of kerb or edge of gravel. In this area approved paving or similar materials will be used so that no regular maintenance of these areas will be required.

Selection Table 18 Clear Zones

| Councils Requiring A Minimum of 1200mm Impervious Clear Area |
|--------------------------------------------------------------|
| City of Greater Bendigo                                      |
| Campaspe Shire Council                                       |
| Wellington Shire Council                                     |
| Yarriambiack Shire Council                                   |
| Glenelg Shire Council                                        |

Where traffic volumes on the abutting road exceed 500 vpd or the speed is greater than 50kph a detailed risk assessment shall be carried out to determine the appropriate **Clear Zone** and the risks to and the safety requirements of employees maintaining these areas.

#### 24.3.10 Entrance Features

All entrance features are to be located on property owned by the **Developer** and be maintained by the **Developer**. **Council** will not give permission for entrance features to be located on **Council** road reserves or other land vested in **Council**.

#### 24.3.11 Maintenance Responsibility

At the time of practical completion for the development a defects period of 12 months shall apply and **Council** will be responsible for the maintenance of the landscaping works. At the practical completion the **Developer** will provide **Council** with all documentation on pumps, controllers, playgrounds and any other document that will assist in the maintenance of landscaped areas.

It should be noted that tree planting can be carried out after the time of practical completion and statement of compliance with the approval of **Council** as per the requirements of 24.3.7.

#### 24.3.12 Irrigation Systems

The irrigation system shall be automatic and of a type approved by **Council** and shall be fully operational before the use commences.

An irrigation design is to be provided for **Council** approval prior to commencement of any project on site. The design is to take into consideration the following factors:

- Pump design and location.



- Back flow devices and meters, if required, are to be located below ground and located to allow access and the type and manufacture shall be approved by **Council** prior to installation.
- Minimum dia of irrigation line for areas with greater than 8 stations is to be 32mm.
- Moisture sensors to be included if required by **Council**.

All materials used in the construction of the irrigation system are to be commercial quality. Unless agreed otherwise the following should be used or their equivalent:

- ICC Controllers.
- Hunter sprinkler heads on articulated risers.
- Class 9 min material to solenoids.
- Controllers are to be placed within a secure lockable box.
- Sprinklers are to be set so that when in operation they extend above the natural surface by 100mm.
- Solar Powered irrigations systems may be considered by **Councils** where the proposal can demonstrate robustness. This will require an application in writing to be made for a variation to the **Manual** to use solar powered irrigation systems is required.

#### 24.3.13 Referred Documents

Designers and **Developers** are advised that **Council** has specific policies and requirements in relation to landscape designs and contact should be made with the relevant **Council** to obtain the details of their specific requirements.

#### 24.3.14 Landscaping on Existing Road Reserves

No landscaping other than lawn shall be permitted on nature strips and **Council's** reserves without the approval of **Council** and in accordance with any Local Law governing development on road reserves. To obtain approval for landscaping other than lawn the **Developer** will need to satisfy **Council** that the material can satisfy the following performance criteria:

- The product or material must not result in increased public risk (e.g. stones on footpaths increase tripping hazard).
- Must leave the nature strip able to be used safely by pedestrians.
- The product or material must not be able to be easily removed or used for nuisance purposes.
- Consistent neighbourhood landscaping approach.

#### 24.3.15 Soft Landscaping

Minimum 100mm (imported) approved top soil is to be used.

Existing vegetation is to be treated to remove weeds.

Grass species are to be approved by **Council** prior to placement. Design should generally allow for a maximum of 50% of the area to be irrigated to minimise water use, unless approved otherwise (such as on site retention for re-use).

Planting of garden beds is to contain native species as approved by **Council**.





Garden beds to have an approved weed mat placed between the top soil and mulch.

Mulch is to be one of the following:

- An approved first grade clean chipped bark material 75mm min in depth and average diameter of 20mm.
- Crushed brick, stone or inorganic material, if approved.
- Other as approved by **Council**.

#### 24.3.16 Hard Landscaping

Footpaths and shared paths widths are to be in accordance with Clause 13 of this **Manual**.

Approved granitic sand when used shall be a minimum 100mm in depth compacted to 95% of MMDD.

Edges to paths unless concrete are to be edged so that material does not spill into adjacent areas. If timber edging is to be used, details of material and construction shall be provided for approval.

#### 24.3.17 Furniture

Furniture used in landscaped areas is to be in accordance with the relevant **Council's** Urban Style Guide, or as approved by **Council**.

The **Manual** is to be used to identify the styles of furniture to be used and include seats, barbeques, bins, dog bins, bollards, post and rail fences, bus stops etc relevant to the location. If no information is available for the site, approval will be required from **Council** on a case by case basis. Susceptibility to vandalism shall be considered by **Council** before giving approval for any furniture.

Consideration should be given to the surrounds when providing furniture. For example, bus stop capacity, hospitals, senior citizens etc.

#### 24.3.18 Other Matters

Urban art and information boards are to be provided to encourage use of the Public Open Space. If urban art is to be located on a nature strip it would need to satisfy the **Clear Zone** requirements under the road design sections of this **Manual**. Further there would need to be a clear agreement on the ownership and maintenance responsibilities of this art. Approval is required from the Engineering Department to locate urban or public art on the nature strip.

Park name boards are to be in accordance with **Council's** standard drawing (where available) and are to be approved by **Council**.



## Clause 25 Associated Infrastructure

### 25.1 Objectives

The objectives of associated **Infrastructure** are as follows:

- All associated **Infrastructure** that is to be vested in the **Council** shall meet **Council's** requirements and standards as set out in this **Manual**.
- In giving approval for associated **Infrastructure** **Council** shall have regard to any future maintenance and operating costs, the likely availability of replacement parts and conformity with any **Council** policy or strategy e.g. green house emissions.
- The urban character and amenity of a locality, neighbourhood or development shall not be adversely impacted by the proposed associated in **Infrastructure**.
- The location of the proposed associated **Infrastructure** shall not conflict with other existing or proposed services and **Council Infrastructure**.
- The requirements of all servicing authorities are considered before giving approval for any particular service.
- The requirements of any relevant Codes of Practice, Australian Standard, regulation or act of parliament is considered by **Council** before approving the type and location of any associated **Infrastructure**.

### 25.2 General

The design, documentation and installation of all related **Infrastructure** required to service the development shall be in accordance with the relevant Authority criteria, specifications and instructions.

### 25.3 Telecommunications

The design, documentation and installation of all related **Infrastructure** required to service the development shall be in accordance with the relevant Authority criteria, specifications and instructions.

The **Consultant/Developer** shall be responsible to liaise and co-ordinate with the Authority responsible for telecommunications, the design and construction of the required **Infrastructure**, in association with all other works required for the development.

### 25.4 Gas

The design, documentation and installation of all related **Infrastructure** required to service the development shall be in accordance with the relevant Authority criteria, specifications and instructions.

The **Consultant/Developer** shall be responsible to liaise and co-ordinate with the Authority responsible for gas **Infrastructure**, the design and construction of the required **Infrastructure**, in association with all other works required for the development.

### 25.5 Water & Sewer

The design, documentation and installation of all related **Infrastructure** required to service the development shall be in accordance with the relevant Authority criteria, specifications and instructions.



The **Consultant/Developer** shall be responsible to liaise and co-ordinate with the Authority responsible for water and sewerage **Infrastructure**, the design and construction of the required **Infrastructure**, in association with all other works required for the development.

The location and spacing of fire hydrants are to be to the satisfaction of the Country Fire Authority.

## 25.6 Electrical

The design, documentation and installation of all electrical **Infrastructure** required to service the development shall be in accordance with the Authority responsible for electrical, specifications and instructions.

For Commercial and Industrial **Developments** a power supply plan shall be provided documenting the supply standard for each lot.

Detailed requirements for public lighting are presented in Clause 26 of this **Manual**.

## 25.7 Emergency Services Telecommunications Authority – Emergency Markers

The **Consultant/Developer** shall be responsible for the provision of emergency markers in accordance with the provisions of the Emergency Marker Signage Guidelines.

Emergency Markers can be located, but not be restricted to the following locations:

- Locations with a history of emergency events or known incident sites;
- Locations offering higher risk activities to the visitor, e.g. mountain bike riding, rock climbing, abseiling etc;
- Walking trails and shared paths – Emergency Markers should be located at major trail heads, significant features, or intersections. Emergency Markers on linear trails should be placed approximately every 500m;
- Water bodies, swimming holes, and beach, river or lake access & egress points;
- Piers and Jetties should have a marker at the beginning and end of the infrastructure. Emergency Markers may be placed at intervals of 250 - 500m if the length of the asset warrants;
- Remote areas that act as a thoroughfare or receive significant visitation;
- Recreational playgrounds with no verifiable address points or visible naming convention e.g., a person could not see the signage, describe with certainty the unique feature or the open space was that of a linear path, or large recreation facility with multiple recreations uses, such as more than one oval, bbq area, playgrounds.



## Clause 26 Public Lighting

### 26.1 Objectives

The objective of this section is to ensure the consistent, equitable and environmentally responsible provision of public lighting and to provide public lighting to the appropriate standards that considers the safety and security of all sectors of the community.

### 26.2 Provision for Public Lighting

All roads within the new subdivision shall be provided with public lighting in accordance with the requirements of the relevant Australian Standards. New lighting shall be located outside the **Clear Zones** wherever possible, and shall meet the standards for Category V or Category P lighting, as appropriate.

Category V lighting is applicable on roads where visual requirements of motorists are dominant, such as sub-arterial roads. Category P lighting is applicable on roads (and other public outdoor areas) where the visual requirements of pedestrians are dominant, such as local roads and outdoor shopping precincts.

All public lighting must incorporate the use of energy efficient globes (eg.T5, CF42).

### 26.3 Lighting Design

Lighting design shall be in accordance with the relevant Australian Standards, including the current issue of AS/ANZ 1158 – Lighting for Roads and Public Spaces.

Lighting installations for Arterial Roads and associated intersections are reviewed and approved by VicRoads as the responsible coordinating road authority. Copies of drawings shall be forwarded to **Council** for assessment after which advice will be forwarded to VicRoads prior to approval.

Allowance for pole locations shall be provided within all road reserves and offsets are to be shown in 'Service Location Tables' on FLP's and Road Construction Plans.

A minimum 800mm offset shall be provided from back of kerb to pole for all roads with P category lighting, including laneways and shared zones where kerbing is provided.

A minimum 1000mm clearance is required from face of pole to:

- Edge of **Carriageway** in laneways, shared zones and extended driveways where no kerbing is provided. Kerb outstands may be requested for pole protection in some circumstances.
- Edge of pram crossings and private vehicle crossings within naturestrips.

'Easy Fit' pole bases/foundations are required where maintenance access is restricted (e.g. in laneways, 'paper roads' and shared driveways).

With the exception of lighting in speed zones of 50 km/hr or less, frangible poles shall be adopted for roads with V category lighting in accordance with AS 1158 – Lighting for Roads and Public Places. The specific pole type (impact absorbing or slip base) shall be determined according to VicRoads standards and must be nominated on the drawings.

Provision of public lighting is required for all principal footpaths and bike paths within parks and reserves of any development. All cabling for this purpose shall be from a metered point of supply at the reserve boundary and **Council** will accept responsibility for the tariff.



Bollard lighting is acceptable only in reserves where vertical illumination is not required for the relevant lighting category.

Lighting obstructions (e.g. from existing large trees) shall be taken into account when locating poles and assessing luminance requirements.

The requirements for the provision of street lighting in rural areas is that low density and rural living **Developments** shall, as a minimum, provide one light at intersections and one at the end of the court bowl <sup>PRINCIPLE</sup>. This number may be reduced for short cul-de-sacs where it can be demonstrated that lesser lighting is sufficient.

It is important to note that the amount and type of lighting, including recommended light technical parameters, in any external public area, is driven by three main considerations:

- The type and quantity of pedestrian and vehicular traffic in the area (to facilitate safe movement).
- The security risk of the area (to discourage illegal acts).
- The need to enhance the amenity of the area (to increase aesthetic appeal).

## 26.4 Decorative (Non Standard) Lighting

**Council** approval is required to use decorative (non standard) lighting in any area.

**Council** may determine the boundaries of a street lighting precinct within its urban area so as to have a consistent lighting standard within that precinct.

The manufacture, type and model of the Decorative (non standard) lighting shall be determined after consultation with the **Developers**/landowners within the boundaries of the precinct at the time the precinct boundaries are being determined. The precincts that have been adopted are shown in **Appendix H: Street Lighting**.

Decorative (non standard) lighting will only be approved in identified precincts. Note that decorative (non standard) lighting is not to be used in industrial estates.

Decorative or non standard lighting, lamps and luminaries must comply with the Public Lighting Service Provider's technical requirements and shall be approved by **Council**.

Approval for the use of decorative (non standard) lighting shall only be considered for subdivisions with a minimum of 50 allotments and further subject to the **Developer** obtaining written agreement from an approved Public Lighting Service Provider for:

- The street lighting design.
- The type of the decorative lighting **Infrastructure** and fittings.
- The applicability of the standard street lighting tariff.

Commissioning of the lighting to occur by the Public Lighting Services Provider only after receiving written notification from the **Council**.

Unless otherwise specified, all new standard street lighting will be supplied from an underground supply. Overhead supply will only be installed under exceptional circumstances and on a case by case basis, and must be approved by the Public Lighting Service Provider.



#### 26.4.1 Decorative (Non Standard Lighting Fees)

Under the Victorian Electricity Supply Industry guidelines, the **Council**, or the **Developer**, remains responsible for the ongoing supply and replacement of decorative (non standard) poles and fittings.

In order to compensate the **Council** for additional costs incurred for future maintenance and replacement of decorative (non standard) fittings, the **Developer** shall:

- Supply all initial stock of poles, lamps, photo electric cells and other fittings.
- Arrange for and meet the cost of all installation to the satisfaction of the **Council** and the Public Lighting Service Provider.
- Accept responsibility for all maintenance and replacement costs of poles and lanterns until the expiry of the defects liability period where decorative lighting is erected. **Developers** must supply replacement damaged or non-operational poles or fittings within 48 hours from notice given by **Council** to allow the Public Lighting Service Provider to arrange the required maintenance and replacement works.

The **Developer** must also make a cash contribution to **Council** for the future replacement and maintenance of these assets based upon the cost of supplying poles and lanterns, including ballast, where applicable. The unit value of the cash contribution will be based on the purchase price applying at the date the Statement of Compliance is issued. The total contribution will be based on the value of the number of lights and lanterns as shown in Table 14:



Table 14 Decorative Lighting Contributions

| Location                              | Number of Street Lights in Subdivision | Number if Street Lights Used to Determine Cash Contribution           | Number if Lanterns to be Used to Determine Cash Contribution          |
|---------------------------------------|----------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|
| Within Street Lighting Precinct       | 0-10                                   | 1                                                                     | 2                                                                     |
|                                       | 11-20                                  | 10% of the total number of lights provided in the subdivision.        | 20% of the total number of lights provided in the subdivision.        |
|                                       | 21-50                                  | 7.5% of the total number of lights provided in the subdivision.       | 15% of the total number of lights provided in the subdivision.        |
|                                       | 51 plus                                | 5% of the total number of lights provided in the subdivision.         | 10% of the total number of lights provided in the subdivision.        |
| Not within a Street Lighting Precinct | 0-10                                   | 1                                                                     | 2                                                                     |
|                                       | 11 plus                                | 10% of the total number of street lights provided in the subdivision. | 20% of the total number of street lights provided in the subdivision. |

## 26.5 Pre-Submission Requirements

Prior to the submission of Public Lighting Plans the following shall be confirmed with **Council**:

- Lighting design categories for all roads and pathways.
- Locations of all principal pathways in parks/reserves outside road reserves.
- Locations and type of other items/structures that may require public lighting.

For any lighting type not previously accepted by **Council** provide full information on the proposed pole and lantern together with details of the current supply and delivery cost of a single unit and likely availability into the future (i.e. regular stock or limited production line).

A Functional Layout Plan has been endorsed in accordance with the planning permit.





## APPENDIX A: STANDARD CONDITIONS FOR PLANNING PERMITS

[appendices\IDM standard conditions.doc](#)

[appendices\IDM special conditions.doc](#)



## APPENDIX B: ENGINEERING APPROVAL PROCESS FOR DEVELOPMENTS

[appendices\appendix C approval process.pdf](#)



## APPENDIX C: CHECKLISTS AND FORMS FOR DEVELOPER'S REPRESENTATIVES



DESIGN ENGINEER'S CHECKLIST #D1 – TO BE SUBMITTED WITH REQUEST FOR APPROVAL OF FUNCTIONAL LAYOUT

DEVELOPMENT TITLE \_\_\_\_\_ STAGE \_\_\_\_\_

PLANNING PERMIT NUMBER \_\_\_\_\_ CONSULTANT'S REFERENCE \_\_\_\_\_

CONSULTANT'S REPRESENTATIVE \_\_\_\_\_ NUMBER OF PLANS IN SET \_\_\_\_\_

| CHECKLIST #D1                                                                                                                   |                       |                     |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                            | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| <b>General</b>                                                                                                                  |                       |                     |
| The design is in accordance with the planning permit conditions and the endorsed plan.                                          |                       |                     |
| Do other planning permits affect this development? (if yes, list permit numbers)                                                |                       |                     |
| The design in accordance with the ODP.                                                                                          |                       |                     |
| The functional design is in accordance with Council's Infrastructure Design Manual.                                             |                       |                     |
| Consultation has taken place with all relevant authorities, as listed: (attach separate list if necessary).                     |                       |                     |
| Consultation has taken place with all relevant landowners and affected persons, as listed: (attach separate list if necessary). |                       |                     |
| The Design Engineer has inspected the site.                                                                                     |                       |                     |
| A detailed field survey has been undertaken of the site.                                                                        |                       |                     |
| Environmental values of the site have been identified.                                                                          |                       |                     |
| Protection of native vegetation and habitat has been considered and is reflected in lot layout and overall design.              |                       |                     |
| Revegetation requirements have been considered and are documented.                                                              |                       |                     |
| Protection of water bodies and waterways has been considered.                                                                   |                       |                     |



| CHECKLIST #D1                                                                                                                            |                       |                     |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                                     | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| Service location plans have been obtained for ALL services.                                                                              |                       |                     |
| Plans clearly show allotment layout, with allotments numbered and dimensioned, reserves clearly identified and proposed easements shown. |                       |                     |
| <b><u>Road Layout Plans</u></b>                                                                                                          |                       |                     |
| Street names are nominated.                                                                                                              |                       |                     |
| Plans show Road Hierarchy.                                                                                                               |                       |                     |
| Estimated traffic volumes are shown on plans (for each stage of any staged developments).                                                |                       |                     |
| Road widths between inverts of kerbs are nominated.                                                                                      |                       |                     |
| Road reserve widths are clearly nominated on plans.                                                                                      |                       |                     |
| Kerb profiles are nominated.                                                                                                             |                       |                     |
| Public transport, including DOT, requirements have been reflected in the road widths.                                                    |                       |                     |
| Local area traffic management has been considered and reflected in proposed designs.                                                     |                       |                     |
| Intersections internal to the development are shown in sufficient detail to support proposed design, including proposed kerb radii.      |                       |                     |
| Intersections external to the development are shown in sufficient detail to support proposed design.                                     |                       |                     |
| Critical vehicle turning movements are shown on separate plans, including turning at intersections and cul-de-sacs.                      |                       |                     |
| Plans show traffic implications of staged development if relevant.                                                                       |                       |                     |
| <b><u>Carpark Layout Plans</u></b>                                                                                                       |                       |                     |
| Carpark layout plan shows on-street, off-street and disabled parking as required.                                                        |                       |                     |
| <b><u>Drainage Layout Plans</u></b>                                                                                                      |                       |                     |
| The total catchment area has been identified and is shown for review.                                                                    |                       |                     |
| Plans show Natural Surface Contour Lines to AHD.                                                                                         |                       |                     |



| CHECKLIST #D1                                                                                                                                             |                       |                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                                                      | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| 1 in 100 year flood levels are identified on plans.                                                                                                       |                       |                     |
| Plans show approximate Design Contour Lines to AHD.                                                                                                       |                       |                     |
| Proposed sub-catchment boundaries are shown on drainage layout plan.                                                                                      |                       |                     |
| Plans show the co-efficient of runoff for each sub-catchment.                                                                                             |                       |                     |
| Plans shown layout of proposed drainage systems with <u>approximate</u> sizes.                                                                            |                       |                     |
| Pipe materials are nominated.                                                                                                                             |                       |                     |
| Overland flow path is nominated and approximate depth of flow is shown.                                                                                   |                       |                     |
| Drainage discharge point is shown.                                                                                                                        |                       |                     |
| Proposed treatment shown in sufficient detail to support approval of functional layout.                                                                   |                       |                     |
| Existing drainage services are confirmed on plans and proposed connection points shown.                                                                   |                       |                     |
| Plans show drainage implications of staged development if relevant.                                                                                       |                       |                     |
| <b><u>Associated Documents</u></b>                                                                                                                        |                       |                     |
| A Traffic Management Report was prepared and accompanies this submission.                                                                                 |                       |                     |
| Note any deviations between the proposed design and the recommendations within the Traffic Management Report.                                             |                       |                     |
| The need for Developer contributions or headworks charges has been identified and a preliminary cost-sharing proposal to Council for early consideration. |                       |                     |

The plans provided with this submission for approval of functional layout have been prepared in accordance with the relevant sections of the Council's Manual. All of the above checklist items have been initialled as correct and complete, or marked N/A (not applicable) as appropriate.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



DESIGN ENGINEER'S CHECKLIST #D2 – REQUEST FOR DETAILED DESIGN APPROVAL

DEVELOPMENT TITLE \_\_\_\_\_ STAGE \_\_\_\_\_

PLANNING PERMIT NUMBER \_\_\_\_\_ CONSULTANT'S REFERENCE \_\_\_\_\_

CONSULTANT'S REPRESENTATIVE \_\_\_\_\_ NUMBER OF PLANS IN SET \_\_\_\_\_

| CHECKLIST #D2                                                                                                                                                    |                       |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                                                             | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| <b><u>General Design Requirements</u></b>                                                                                                                        |                       |                     |
| The detailed design is in accordance with the planning permit conditions and the endorsed plan, and physical design features incorporated on construction plans. |                       |                     |
| Plan of subdivision has been certified at the time of this submission?                                                                                           |                       |                     |
| The detailed design is in accordance with the plan for certification?                                                                                            |                       |                     |
| Easement locations and widths are in accordance with certified plan?                                                                                             |                       |                     |
| The detailed design is in accordance with Council's Infrastructure Design Manual.                                                                                |                       |                     |
| Environmental protection during development construction has been considered and requirements are documented (e.g. erosion protection, silt migration etc.)      |                       |                     |
| Revegetation requirements have been considered and are documented.                                                                                               |                       |                     |
| Protection of water bodies and waterways has been considered and requirements are documented.                                                                    |                       |                     |
| List approvals already received from other service authorities.                                                                                                  |                       |                     |
| <b><u>General Plan Requirements</u></b>                                                                                                                          |                       |                     |
| Drawing list is presented.                                                                                                                                       |                       |                     |
| Council-nominated drawings numbers are shown.                                                                                                                    |                       |                     |
| Locality plan is presented.                                                                                                                                      |                       |                     |
| North arrow is shown on all layout plans and detailed plans (should be shown up or to left).                                                                     |                       |                     |
| All plans have correct scales shown.                                                                                                                             |                       |                     |





| CHECKLIST #D2                                                                                                                     |                       |                     |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                              | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| All plans have comprehensive legends.                                                                                             |                       |                     |
| Do plans include standard notes? Are they applicable and clear?                                                                   |                       |                     |
| Plans clearly show allotment layout, with allotments numbered and dimensioned, and reserves and easements are clearly identified. |                       |                     |
| Limit of works is shown on all layout plans in set.                                                                               |                       |                     |
| Dams, wells, depressions and watercourses are identified and fill requirements identified.                                        |                       |                     |
| Existing fill areas are shown.                                                                                                    |                       |                     |
| Existing features and structures are shown.                                                                                       |                       |                     |
| Existing service locations and poles are shown.                                                                                   |                       |                     |
| Existing trees are shown. Does design attempt to retain trees?                                                                    |                       |                     |
| Existing native vegetation is shown and suitably specified? Does design attempt to retain significant native vegetation?          |                       |                     |
| <b><u>Road Layout Plans</u></b>                                                                                                   |                       |                     |
| Datum shown to AHD.                                                                                                               |                       |                     |
| Scales are in accordance with the Manual requirements.                                                                            |                       |                     |
| PSM's and TBM's marked on plans.                                                                                                  |                       |                     |
| Proposed service locations and offsets are tabulated.                                                                             |                       |                     |
| All required service conduit locations are indicated on the plans.                                                                |                       |                     |
| Footpaths minimum width of 1.5 m, and located at correct offset.                                                                  |                       |                     |
| Shared paths minimum width of 2.5 m, and location clearly shown.                                                                  |                       |                     |
| Kerb crossings are at appropriate locations and are <u>fully</u> documented.                                                      |                       |                     |
| Vehicle crossings are shown on plans.                                                                                             |                       |                     |
| All vehicle crossings cater for standard car.                                                                                     |                       |                     |
| Are any crossings located over easements?                                                                                         |                       |                     |
| Are any crossings located closer than 9m to the intersection?                                                                     |                       |                     |



| CHECKLIST #D2                                                                                                                                                                              |                       |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                                                                                       | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| All turning movements have been checked in accordance with Manual, and intersections designed accordingly.                                                                                 |                       |                     |
| Street names are shown on plans and have been approved by Council.                                                                                                                         |                       |                     |
| Road widths between inverts of kerbs are nominated.                                                                                                                                        |                       |                     |
| Kerb profiles are nominated.                                                                                                                                                               |                       |                     |
| Road chainages are shown.                                                                                                                                                                  |                       |                     |
| <b><u>Street Name Signage, Linemarking, and Traffic Control Plans</u></b>                                                                                                                  |                       |                     |
| Locations and type of all new signage is shown on plans, and comply with Australian Standards.                                                                                             |                       |                     |
| Any existing signage to be removed or relocated is shown on plans.                                                                                                                         |                       |                     |
| Locations and type of all linemarking is shown on plans, and comply with Australian Standards.                                                                                             |                       |                     |
| Any existing linemarking to be removed is shown on plans.                                                                                                                                  |                       |                     |
| Traffic calming devices are designed and documented in accordance with Austroads and any VicRoads supplement to those guidelines and the Manual, and as per approval of functional layout. |                       |                     |
| Limit of works of roads include temporary turning area if required. 'No Road' signage or hazard markers to be provided unless otherwise agreed with Council.                               |                       |                     |
| <b><u>Road Longitudinal Sections</u></b>                                                                                                                                                   |                       |                     |
| Road names are shown on longitudinal sections.                                                                                                                                             |                       |                     |
| Scales are in accordance with the Manual requirements.                                                                                                                                     |                       |                     |
| Datum RL to AHD shown.                                                                                                                                                                     |                       |                     |
| Natural surface profile and levels shown at crown.                                                                                                                                         |                       |                     |
| Design surface profile and levels shown at crown.                                                                                                                                          |                       |                     |
| Levels have been checked by Design Engineer and (i) comply with Manual, and (ii) match into existing.                                                                                      |                       |                     |
| Depth of cut/fill to crown is shown.                                                                                                                                                       |                       |                     |



| CHECKLIST #D2                                                                                                                                                |                       |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                                                         | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| Design surface profile and levels shown at left and right back of kerb (including high and low points).                                                      |                       |                     |
| Gradings as + or – percent to two (2) decimal places shown in direction of chainages.                                                                        |                       |                     |
| Grades have been checked by Design Engineer and (i) comply with Manual, and (ii) match into existing.<br>Min. grade<br>= % Max. grade<br>= % Match existing? |                       |                     |
| All vertical curve lengths and I.P values are shown.                                                                                                         |                       |                     |
| Vertical curve levels are shown at maximum intervals of 10 metres.                                                                                           |                       |                     |
| Minimum kerb grades are achieved.                                                                                                                            |                       |                     |
| Levels and grades given on long sections have been checked by the Design Engineer.                                                                           |                       |                     |
| Check levels and grades match into existing abutting roadworks.                                                                                              |                       |                     |
| Minimum length of vertical curve for >1% grade change to be 15 m (except on kerb returns).                                                                   |                       |                     |
| External road grading for future stages to extend a minimum of 100 metres.                                                                                   |                       |                     |
| Vertical curves and longitudinal grades provide satisfactory sight distances for standard roads, particularly at intersections.                              |                       |                     |
| Coordination of vertical and horizontal curves has desirable design outcome?<br>Is vertical curve entirely within or outside horizontal curve?               |                       |                     |
| <b><u>Road Cross-Sections</u></b>                                                                                                                            |                       |                     |
| Design Engineer has checked that cross-sections agree with longitudinal sections.                                                                            |                       |                     |
| Datum is shown on every cross-section.                                                                                                                       |                       |                     |
| Scales comply with Manual.                                                                                                                                   |                       |                     |
| Road names and chainage references are shown.                                                                                                                |                       |                     |



| CHECKLIST #D2                                                                                                                                                                                                                                                                                                                |                       |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                                                                                                                                                                                                                         | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| <p>Natural and design levels are given at:</p> <ul style="list-style-type: none"> <li>• Back of kerb.</li> <li>• Lip of kerb.</li> <li>• Crown.</li> <li>• Property lines.</li> <li>• Front of footpath.</li> <li>• Table drain inverts (where applicable).</li> <li>• Top and toe of batters (where applicable).</li> </ul> |                       |                     |
| All crossfalls are in accordance with the Manual: - pavements - nature strips - footpaths – batters.                                                                                                                                                                                                                         |                       |                     |
| <b><u>Typical Cross-Sections and Traffic/Road Details</u></b>                                                                                                                                                                                                                                                                |                       |                     |
| Typical cross-sections are presented in accordance with the 'Information to be Shown on Plans' requirements of the Manual.                                                                                                                                                                                                   |                       |                     |
| Typical cross-sections note road name and chainage references, if applicable.                                                                                                                                                                                                                                                |                       |                     |
| Profile and geometry of design surface grades are shown as % or 1 in X and comply with Manual requirements.                                                                                                                                                                                                                  |                       |                     |
| Details of road pavement construction, including materials, compaction and type of seal are shown.                                                                                                                                                                                                                           |                       |                     |
| Details of footpath construction, including materials, compaction and seal are shown, or standard drawing noted.                                                                                                                                                                                                             |                       |                     |
| Typical alignment of services, subsoil drainage and landscaping are shown.                                                                                                                                                                                                                                                   |                       |                     |
| Kerb and channel types are nominated.                                                                                                                                                                                                                                                                                        |                       |                     |
| Kerb and channel construction is detailed or standard drawings noted.                                                                                                                                                                                                                                                        |                       |                     |
| <b><u>Intersection, Court and Curve Details</u></b>                                                                                                                                                                                                                                                                          |                       |                     |
| Road names are shown.                                                                                                                                                                                                                                                                                                        |                       |                     |
| Road chainages are shown.                                                                                                                                                                                                                                                                                                    |                       |                     |



| CHECKLIST #D2                                                                                                    |                       |                     |
|------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                             | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| Intersection details are shown at correct scales in accordance with Manual.                                      |                       |                     |
| At least four kerb levels are given on every kerb radial.                                                        |                       |                     |
| Tangent point levels and chainages align with longitudinal and cross sections.                                   |                       |                     |
| Set-out details are shown including angle, radii and tangent points.                                             |                       |                     |
| Design Surface contours are shown to AHD at 50 mm maximum intervals.                                             |                       |                     |
| Back of kerb levels are shown to AHD.                                                                            |                       |                     |
| Footpath levels are shown.                                                                                       |                       |                     |
| Location of low points are shown.                                                                                |                       |                     |
| Services (inc drainage) are shown in detail.                                                                     |                       |                     |
| Landscaping is shown in detail.                                                                                  |                       |                     |
| Footpath and kerb crossings are shown in detail.                                                                 |                       |                     |
| <b><u>Drainage Layout Plans</u></b>                                                                              |                       |                     |
| Design Engineer has checked that drainage design in accordance with AR&R.                                        |                       |                     |
| Datum shown to AHD.                                                                                              |                       |                     |
| Scales are in accordance with the Manual requirements.                                                           |                       |                     |
| PSM's and TBM's marked on plans to AHD.                                                                          |                       |                     |
| Finished surface levels are shown where the natural surface is altered.                                          |                       |                     |
| Plans clearly show allotment layout, with allotments numbered and reserves and easements are clearly identified. |                       |                     |
| 1 in 100 year flood levels shown.                                                                                |                       |                     |
| Road names are shown.                                                                                            |                       |                     |
| Plans shown layout of proposed drainage systems with offset from property boundaries.                            |                       |                     |
| Pipe materials and diameters are shown.                                                                          |                       |                     |
| Concrete pipes are to be RRJ only.                                                                               |                       |                     |



| CHECKLIST #D2                                                                                                                                                             |                       |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                                                                      | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| Non-concrete pipes have Council approval.                                                                                                                                 |                       |                     |
| Non-concrete pipes to bed, lay and joint and backfill in accordance with manufacturer's specifications.                                                                   |                       |                     |
| Overland flow path is shown and outfall has Council approval.                                                                                                             |                       |                     |
| Kerb and channel and footpath is depressed where overland flow path leaves road pavement.                                                                                 |                       |                     |
| Subsurface drains, house drains and property inlets are shown.                                                                                                            |                       |                     |
| Pits are at appropriate locations (e.g. away from kerb returns, vehicle crossings, kerb crossings etc.).                                                                  |                       |                     |
| Pit spacing is 80m maximum.                                                                                                                                               |                       |                     |
| Pit capacity checked by Design Engineer.                                                                                                                                  |                       |                     |
| Double SEP's at confined low points only.                                                                                                                                 |                       |                     |
| Change in angle is not greater than 90°.                                                                                                                                  |                       |                     |
| Pits/headwalls are numbered.                                                                                                                                              |                       |                     |
| Set-out point of pits is clearly shown on legend.                                                                                                                         |                       |                     |
| Footpath spoon drains have adequate outfall.                                                                                                                              |                       |                     |
| Back of kerb drainage (e.g. roundabout kerbs) has adequate outfall.                                                                                                       |                       |                     |
| All existing fences, buildings, trees etc shown in path of overland flows.                                                                                                |                       |                     |
| All proposed fences, buildings, trees etc shown in path of overland flows.                                                                                                |                       |                     |
| Existing or proposed open earth drains, dams, watercourses, boreholes, sink holes, wells and springs within the area are shown.                                           |                       |                     |
| Extent of required erosion protection is shown at headwalls and other structures.                                                                                         |                       |                     |
| Drop structures are shown.                                                                                                                                                |                       |                     |
| All properties have identified drainage discharge points (to underground drainage systems for industrial and commercial developments, and residential wherever possible). |                       |                     |



| CHECKLIST #D2                                                                                                                                           |                       |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                                                    | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| <b><u>Drainage Longitudinal Sections</u></b>                                                                                                            |                       |                     |
| Longitudinal sections are prepared for all legs of drainage, and for open drains, and nominated overland flow paths.                                    |                       |                     |
| Scales are in accordance with the Manual requirements.                                                                                                  |                       |                     |
| Comprehensive legend is shown.                                                                                                                          |                       |                     |
| Datum RL to AHD shown.                                                                                                                                  |                       |                     |
| Drainage line numbers names are shown on longitudinal sections.                                                                                         |                       |                     |
| Drainage line chainages are shown on longitudinal sections.                                                                                             |                       |                     |
| Lengths of drainage sections do not exceed 80 metres.                                                                                                   |                       |                     |
| Pipe diameter, class and grade is shown for all legs of drainage.                                                                                       |                       |                     |
| Pipe classes have been determined with consideration to construction loads, not just final cover. Cross-check compaction requirements in documentation. |                       |                     |
| Pipes with steep grades are documented to include anchor blocks.                                                                                        |                       |                     |
| Pit number and pit type is shown.                                                                                                                       |                       |                     |
| Pit type matches capacity requirements.                                                                                                                 |                       |                     |
| Any special pits are fully documented.                                                                                                                  |                       |                     |
| Internal pit dimensions are shown.                                                                                                                      |                       |                     |
| Pit inlet and outlet levels are shown.                                                                                                                  |                       |                     |
| Depths of pits to invert levels are shown.                                                                                                              |                       |                     |
| Finished top of pit levels and finished surface level adjacent to pits are shown.                                                                       |                       |                     |
| Pit lid type and class are shown.                                                                                                                       |                       |                     |
| Origin/destination pits for inlet and outlets.                                                                                                          |                       |                     |
| Junction line numbers are noted.                                                                                                                        |                       |                     |
| Design pipes are plotted on longitudinal section.                                                                                                       |                       |                     |
| Hydraulic grade line is plotted and levels given.                                                                                                       |                       |                     |





| CHECKLIST #D2                                                                                                                                                                               |                       |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                                                                                        | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| Check that maximum depth in roadway is 500mm (i.e. at invert).                                                                                                                              |                       |                     |
| Check that depth x flow factor is acceptable.                                                                                                                                               |                       |                     |
| Required 150mm freeboard to kerb invert is achieved for minor storms.                                                                                                                       |                       |                     |
| Energy losses in drainage system are accounted for.                                                                                                                                         |                       |                     |
| Crosses with other services are plotted and clearances nominated (street names should be referred to identify crossings).                                                                   |                       |                     |
| Design flows are shown (litres/second).                                                                                                                                                     |                       |                     |
| Design velocities are shown (metres/second) and comply with Manual.                                                                                                                         |                       |                     |
| FCR backfill is specified under road pavements, footpaths, crossovers and building lines.                                                                                                   |                       |                     |
| The location and type of special backfill requirements are noted (e.g. to prevent piping of backfill material).                                                                             |                       |                     |
| Design is in accordance with AS3725 and its commentary.                                                                                                                                     |                       |                     |
| <b><u>Open Drains</u></b>                                                                                                                                                                   |                       |                     |
| Shape of drain is suitable for maintenance.                                                                                                                                                 |                       |                     |
| Drain is accessible from both sides and all-weather tracks provided.                                                                                                                        |                       |                     |
| Depth of floodways is shown on cross-sections and less than 1.5 metres.                                                                                                                     |                       |                     |
| Scour velocities and siltation were both checked in determining longitudinal grades.                                                                                                        |                       |                     |
| Grade control / drop structures are fully documented.                                                                                                                                       |                       |                     |
| Low flow pipe has been provided in accordance with the Manual.                                                                                                                              |                       |                     |
| Outfall structures are provided and energy dissipators provided if needed.                                                                                                                  |                       |                     |
| 300mm minimum freeboard is achieved.                                                                                                                                                        |                       |                     |
| <b><u>Detail Plans</u></b>                                                                                                                                                                  |                       |                     |
| Non-standard drainage structures are fully detailed for construction - headwalls - drop structures - erosion protection at outlet structures - erosion protection for batters where needed. |                       |                     |
| Non-standard pits are fully documented including reinforcement and pit lid details.                                                                                                         |                       |                     |



| CHECKLIST #D2                                                                                                                                                                                    |                       |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                                                                                             | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| Structural details of all retaining walls are shown, as well as details of natural surface levels and design surface levels, foundation requirements, drainage requirements, and type of finish. |                       |                     |
| Details of street furniture.                                                                                                                                                                     |                       |                     |
| Drainage pump stations fully documented.                                                                                                                                                         |                       |                     |
| Layout and details of power installation documented.                                                                                                                                             |                       |                     |
| Details of any estate entrance structures, including structural details, location details and method of finish.                                                                                  |                       |                     |
| Traffic calming devices are fully detailed to ensure construction is in accordance with design requirements (e.g. splitter islands, chicanes, speed humps, roundabout construction).             |                       |                     |
| <b><u>Lotfilling Plans</u></b>                                                                                                                                                                   |                       |                     |
| Natural surface contours are shown with 50 mm maximum intervals.                                                                                                                                 |                       |                     |
| Design surface contours are shown with 50 mm maximum intervals.                                                                                                                                  |                       |                     |
| Finished surface levels are shown and all allotments have minimum 1 in 200 grade toward low point.                                                                                               |                       |                     |
| 1 in 100 year flood levels to be shown on plans and all lots to be filled to above these levels.                                                                                                 |                       |                     |
| Proposed fill in excess of 300mm is clearly denoted on plans.                                                                                                                                    |                       |                     |
| Material and compaction requirements are fully documented to relevant Australian Standard in either plans or specification.                                                                      |                       |                     |
| Extent of lotfilling, top and toe of batters and retaining walls all noted.                                                                                                                      |                       |                     |
| <b><u>Drainage Retardation and Treatment</u></b>                                                                                                                                                 |                       |                     |
| Computations are provided to verify the volume of the basin.                                                                                                                                     |                       |                     |
| Erosion protection is fully documented.                                                                                                                                                          |                       |                     |
| Inlet structures are fully documented.                                                                                                                                                           |                       |                     |
| Overflow is identified and appropriate.                                                                                                                                                          |                       |                     |
| Freeboard is achieved.                                                                                                                                                                           |                       |                     |



| CHECKLIST #D2                                                                                                                                                                                                                             |                       |                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                                                                                                                                      | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| Wetland plantings have alternative source of water for establishing plants and for periodic dry spells.                                                                                                                                   |                       |                     |
| <b><u>Master Services Plans</u></b>                                                                                                                                                                                                       |                       |                     |
| Plans show numbered allotments, road reserves and road carriageways.                                                                                                                                                                      |                       |                     |
| Street light types are nominated for approval.                                                                                                                                                                                            |                       |                     |
| <u>ALL</u> underground service alignments are shown, including non-essential services such as gas, raw water and irrigation lines.                                                                                                        |                       |                     |
| ALL major aboveground features are shown such as street lights, power supply pillars, fencing, landscaping etc.                                                                                                                           |                       |                     |
| <b><u>Landscaping Plans</u></b>                                                                                                                                                                                                           |                       |                     |
| Detailed irrigation layout plans is provided showing valves, controllers, pipe material and sizes, alignments, nozzle details, and backflow devices.                                                                                      |                       |                     |
| Planting schedule is included, including size of plants.                                                                                                                                                                                  |                       |                     |
| Location of major plantings is clearly shown.                                                                                                                                                                                             |                       |                     |
| Planting requirements are documented including dimension of hole, root barrier, backfill, mulch, stakes, tree grates, tree guards, and stakes are details.                                                                                |                       |                     |
| Street furniture is detailed including type, colour, location and installation.                                                                                                                                                           |                       |                     |
| <b><u>Associated Documents</u></b>                                                                                                                                                                                                        |                       |                     |
| If required, a TMAR was prepared and accompanies this submission.                                                                                                                                                                         |                       |                     |
| If required, a TIAR was prepared and accompanies this submission.                                                                                                                                                                         |                       |                     |
| If required, a Road Safety Audit Report was prepared and accompanies this submission.                                                                                                                                                     |                       |                     |
| Note any deviations between the proposed design and the recommendations within the Road Safety Audit report.                                                                                                                              |                       |                     |
| Hydrological calculations are provided for whole of catchment and partial areas if relevant, and 100yr ARI design flows calculated at critical points. (Method nominated and assumptions clearly stated ARI's in accordance with Manual.) |                       |                     |
| Hydraulic calculations are provided for above and underground drainage, for major and minor storm events. (Method nominated and assumptions clearly stated. Roughness coefficients nominated).                                            |                       |                     |



| CHECKLIST #D2                                                                             |                       |                     |
|-------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                      | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| Copy of geotechnical reports are provided with submission.                                |                       |                     |
| Road pavement design is provided with submission.                                         |                       |                     |
| Quality assurance sections are included in specification.                                 |                       |                     |
| Risk assessment report is provided for drainage retardation and treatment Infrastructure. |                       |                     |
| Operation and maintenance (O&M) manuals are provided with this submission?                |                       |                     |
| Structural computations are provided, where applicable, with this submission?             |                       |                     |

The plans, specifications and associated documents provided with this submission for detailed design approval have been prepared in accordance with the relevant sections of the Council's Manual. All of the above checklist items have been initialled as correct and complete, or marked N/A (not applicable) as appropriate.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



DESIGN ENGINEER'S CHECKLIST #D3 – REQUEST FOR FINAL DESIGN APPROVAL

DEVELOPMENT TITLE \_\_\_\_\_ STAGE \_\_\_\_\_

PLANNING PERMIT NUMBER \_\_\_\_\_ CONSULTANT'S REFERENCE \_\_\_\_\_

Consultant's Representative \_\_\_\_\_ Number of Plans in set \_\_\_\_\_

| CHECKLIST #D3                                                                                                                                                 |                       |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| ITEM                                                                                                                                                          | Y / N / NA OR COMMENT | DESIGNER'S INITIALS |
| <b>GENERAL</b>                                                                                                                                                |                       |                     |
| Detailed design approval was received from Council – note date.                                                                                               |                       |                     |
| The final design is in accordance with the planning permit conditions and the endorsed plan, and physical design features incorporated on construction plans. |                       |                     |
| Plan of subdivision has been certified at the time of this submission?                                                                                        |                       |                     |
| List approvals already received from other service authorities.<br>26.5.2<br>26.5.3<br>26.5.4                                                                 |                       |                     |
| <b>Plans</b>                                                                                                                                                  |                       |                     |
| Final plans reflect amendments required by Council under previous reviews?                                                                                    |                       |                     |
| <b>Other</b>                                                                                                                                                  |                       |                     |
| Engineer's estimate is provided with this submission?                                                                                                         |                       |                     |
| Are separate streetscaping/landscaping plans included?                                                                                                        |                       |                     |

The plans, specifications and associated documents provided with this submission for detailed design approval have been prepared in accordance with the relevant sections of the Council's Manual. All of the above checklist items have been initialled as correct and complete, or marked N/A (not applicable) as appropriate.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



**DESIGN ENGINEER'S FORM #D4 – INTENTION TO COMMENCE CONSTRUCTION**

**DEVELOPMENT TITLE** \_\_\_\_\_ **STAGE** \_\_\_\_\_

**PLANNING PERMIT NUMBER** \_\_\_\_\_ **CONSULTANT'S REFERENCE** \_\_\_\_\_

**DESIGNER**

**Works within Road Reserve Permit Number**

We hereby advise the (insert the name of the relevant Council) that construction of the above-mentioned development is due to commence. The following information is provided:

1. The Developer's Representative during construction is \_\_\_\_\_ (for formal notices as required)
2. The Construction Engineer during construction is \_\_\_\_\_ (for daily liaison on engineering matters)
3. The Contractor appointed to carry out construction \_\_\_\_\_
4. The Contractor's nominated representative on site is \_\_\_\_\_
5. Other related parties include \_\_\_\_\_
6. The proposed date of the commencement of works is \_\_\_\_\_

The following documentation accompanies this notice:

- Construction Program.
- Inspection and Test Plans.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



CONSTRUCTION ENGINEER'S CHECKLIST #D4 – REQUEST FOR ACCEPTANCE OF WORKS INSPECTION

DEVELOPMENT TITLE \_\_\_\_\_ STAGE \_\_\_\_\_

PLANNING PERMIT NUMBER \_\_\_\_\_ CONSULTANT'S REPRESENTATIVE \_\_\_\_\_

| CHECKLIST #D4                                                                                                                                                                                                        |                       |                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------|
| THE FOLLOWING ITEMS HAVE BEEN COMPLETED                                                                                                                                                                              | Y / N / NA OR COMMENT | CONSTRUCTION ENGINEER'S INITIALS |
| All road construction works are complete.                                                                                                                                                                            |                       |                                  |
| Signs are in place in accordance with the approval plans.                                                                                                                                                            |                       |                                  |
| Linemarking is complete.                                                                                                                                                                                             |                       |                                  |
| All drainage works are complete, clean and ready for inspection.                                                                                                                                                     |                       |                                  |
| Fencing works are complete if required.                                                                                                                                                                              |                       |                                  |
| Pump stations have been commissioned or are ready to be commissioned at the Acceptance of Works inspection (note that O&M manuals are to be provided one week prior to commissioning, draft manuals are acceptable). |                       |                                  |
| Footpaths and kerb crossings are complete.                                                                                                                                                                           |                       |                                  |
| Nature strips are reinstated and in a tidy manner.                                                                                                                                                                   |                       |                                  |
| Earthworks at the site have been completed.                                                                                                                                                                          |                       |                                  |
| Erosion protection works are complete.                                                                                                                                                                               |                       |                                  |
| Litter traps are complete.                                                                                                                                                                                           |                       |                                  |
| Street lighting is complete.                                                                                                                                                                                         |                       |                                  |
| Landscaping is complete.                                                                                                                                                                                             |                       |                                  |
| Streets have been swept.                                                                                                                                                                                             |                       |                                  |
| Installation dates for any major traffic control items have been provided to Council.                                                                                                                                |                       |                                  |

All construction works should be complete prior to calling for an Acceptance of Works inspection. Any outstanding works shall be noted below:

An Acceptance of Works inspection is requested of Council. Proposed date and time \_\_\_\_\_  
\_\_\_\_\_





Signed \_\_\_\_\_

Dated \_\_\_\_\_



## APPENDIX D: INFORMATION TO BE SHOWN ON PLANS



#### **MINIMUM REQUIREMENTS FOR ALL PLANS**

The following information shall be shown on all plans submitted to Council:

- Development or Project Title, including stage if applicable.
- Planning Permit reference if applicable.
- Scales.
- Plan No. and Sheet No.
- Schedule and date of amendments.
- Signed Design Certification, by a qualified Civil Engineer.
- Signed Checking Certification, by a qualified Civil Engineer.

#### **ROAD LAYOUT PLANS**

Road layout plans shall as a minimum show the following:

- North arrows and appropriate scale bars.
- Limit of Works to be constructed including ALL connections to existing work.
- All proposed allotments and reserves within the development.
- Allotment numbers and dimensions.
- All easements and land acquisitions.
- All streets to be constructed, including proposed street names.
- Existing and proposed PSM's and TBM's.
- Chainages on traverse lines at all tangent points and cross-sections (at intervals of not more than 20 metres, along the centre line of roads).
- Kerb radii (to back of kerb) and kerb type and offsets.
- Footpaths, bicycle paths, and/or shared paths, and all pedestrian kerb crossings to concord with the Disability Discrimination Act. Levels shall be sufficiently documented to demonstrate compliance with requirements of Australian Standard AS1428 'Design for Access and Mobility'.
- Service conduit positions, including water, stormwater, telephone and electricity conduits where required (locations to be marked on footpaths or kerbs during construction).
- Locations of all existing driveways, drains, pits, services (existing and proposed) and poles.
- Street name signs at all intersections.
- All existing and proposed fill areas and depths of fill.



- All probable or known slip areas and unstable area.
- Set out detail for all horizontal curves.
- Locations and description of roadside furniture and regulatory warning and guide signs where required.
- Linemarking.
- Extent of sight benching.
- Locations of culvert crossings and hard-standing areas for vehicle access into allotments.

#### **ROAD LONGITUDINAL PLANS**

Road Longitudinal Section plans shall as a minimum show the following:

- Centreline chainage.
- Street name.
- Centreline and top of kerb levels required at least every 20 metres on straight grades and a maximum distance of 10 metres on vertical curves, at all tangent points, changes of grade, low points and at each end of vertical curves.
- Plot of each proposed top of kerb, back of path and existing surface level on title boundaries.
- Length of vertical curves and intersection points.
- Kerb and centreline grades.
- Grading on rural roads to include a grading of table drains on the same section.
- Location of intersecting streets and court bowls, including temporary court bowls for streets that are constructed in stages.
- Road grading a minimum distance of 100 metres beyond the end of works.
- Kerb levels shown on returns at quarter points in addition to tangent points. This may be tabulated as an alternative.
- Kerb return grading showing the grading into the adjoining street. Note this is not required if detailed contours are provided.
- In courts, grading of the kerb around the court bowl.
- Level and location of all existing services to be in conflict with proposed works.
- Datum RL.
- Low points indicated.



### **Road Cross-Section Plans**

Cross-section shall be drawn for chainages at 20 metres on straight grades and a maximum of 10 metres on vertical curves Cross-sections shall also be shown at all tangent points and at extreme changes in existing surface conditions. Road cross-section plans shall as a minimum show the following:

- Levels of existing surface for the full width of the road reserve.
- Street name.
- Design levels for kerb, footpaths and road pavement for urban works.
- Position and level of crown of road.
- Extent of batters and open drains.
- Existing buildings on adjacent allotments abutting streets including floor levels.
- Location and level of existing services (level where there is to be a conflict with proposed works).
- Road chainage of cross-section.
- Datum RL.
- Pavement boxing profile indicated.
- Road reserve boundary and details at title boundaries.

### **Typical Road Cross-Sections**

Typical cross-sections should be included in documentation where applicable and shall show the nature and location of the following:

- Profile and geometry of finished surface.
- Location of subsoil drainage and conduits for services.
- Details of footpath and road pavement profile.
- Cut/fill batter slopes.
- Kerb and channel type.
- Kerb and channel offsets from title boundaries.
- Drainage location.
- Service Infrastructure location and typical details.
- Pavement materials, compaction requirements and nominated seal.
- Road reserve width.
- Road **Carriageway** width (between kerb inverts).



### **Intersection and Court Details**

Details shall generally include:

- All kerb types, driveways, crossings, footpaths and kerb crossings.
- Street Names.
- Grades and vertical curves.
- Contours on all finished road pavements indicating surface drainage flow.
- Road chainages.
- Proposed top of kerb and footpath levels.
- Location of low points.
- Levels at all tangent points, along crown of road and crown/high point in court bowl.
- Radii sizes and tangents points.
- Set out details for all horizontal curves.
- A minimum of four kerb levels around kerb returns.
- Location of all stormwater pipes and pits.
- Land acquisitions and easements.
- Scale Bar.
- Other Services.

### **Drainage Layout Plans**

Drainage layout Plans shall as a minimum show the following:

- Limit of Works to be constructed including all connections to existing work.
- All proposed allotments (numbered), reserves and easements within the development
- All streets to be constructed, including proposed street names.
- Existing and proposed PSM's and TBM's.
- All drains to be constructed, including stormwater treatment structures and outfall drains.
- Existing surface levels at the corners of all allotments and all significant changes of grade within the allotment, or alternatively contour information of sufficient detail to show same.
- Flood levels shall be shown where applicable.
- Drainage Pipe diameters and offsets from property boundaries to pipe centreline.



- Drainage Pit numbers.
- Subsurface drains, house drains and property inlets.
- All existing fences, buildings, trees, etc on the street alignment or land through which drains or flow paths shall pass.
- Existing or proposed open earth drains, dams, watercourses, bore holes, sink holes, wells and springs within the area.
- Existing dams and water course, boreholes, sink holes, wells and springs within the area.

#### **Drainage Longitudinal Sections**

A drainage longitudinal section for each leg of drainage shall be plotted regardless of the length of the leg. Drainage longitudinal sections shall as a minimum show the following:

- Centreline chainage.
- Existing and finished surface levels at 20m spacing maximum, and at all grade changes.
- Invert level of pipe at the inlet and outlet to pits.
- Datum level.
- Pit description.
- Depth to invert of pits from finished surface.
- Pipe size, grade, class and material.
- Actual velocities, actual discharge and pipe capacity.
- Plot of design pipe.
- Plot of hydraulic grade lines and levels.
- Pit numbers (as allocated by Engineering Design Services).
- All existing services shall be shown on the section where the designed pipe crosses.
- A pit schedule detailing:
  - Pit number.
  - Pit type.
  - Internal dimension of pits.
  - Inlet and outlet levels.
  - Pipe sizes.
  - Finished top of pit level.





- Depth of pit.
- Pit lid details.
- Comments specific to pit.
- The location of the pipe (i.e. Street name, reserve, lot number) on the longitudinal section.
- The location and type of special backfill in trenches.
- Street names relevant to road crossings.

#### **Drainage Retardation and Treatment Drawings**

On-Site detention and drainage retardation drawings shall as a minimum show the following:

- Limit of Works to be constructed including all connections to existing and proposed work.
- Property boundaries and easements within the limit of works.
- Areas of fill greater than 300mm depth.
- Existing and proposed PSM's and TBM's.
- Flood levels shall be shown where applicable.
- Drainage Pipe diameters and grades.
- Drainage Pit numbers.
- All existing or proposed fences, buildings, trees, Public Open Space features in the vicinity of the works.
- Invert levels of all inlet and outfall structures including pipes and open drains.
- Surface levels and freeboard.
- Batter slopes and grades of basin floor.
- Orifice plate details or similar for on-site detention systems.
- Top Water Levels during both the minor storm event and 100 ARI storm event.
- The hydraulic grade line in the inlet pipe/drain for both the minor storm event and 100 ARI storm event.
- Invert levels and cover levels of associated pits and litter traps.
- Design catchment and storage volume requirements shall be stated on the plans.
- Planting schedules for wetlands including quantity and species of all plantings.

#### **Detail Drawings**

Detail drawings shall as a minimum show the following:



- Structural details of retaining walls.
- All special drainage structures.
- Method of downstream erosion control at endwalls.
- Method of erosion control for batters in areas susceptible to erosion.
- Structural pits, switching mechanisms, operating levels and pump details for pump stations.
- Structural details of any Estate entrance structures.
- Details of street furniture.

#### **Landscape Drawings**

Landscape plans shall as a minimum show the following:

- Planting schedules and any specific planting requirements such as size of hole, root barriers, fertiliser etc.
- Location and spacing of all trees, shrubs and plants etc.
- Location and details of any trees or vegetation to be removed.
- Irrigation details including metering, backflow prevention devices, pipe diameter and materials, valve details.
- Path, bollard and fencing construction details.
- Street furniture and signage details including type, location and fixing requirements.
- Lighting details.
- Supply and installation details of playground equipment.
- Open water bodies to cross reference to other retardation basin or drainage plans.
- Details of services within landscaped areas.

#### **Master Services Plans**

Master Services Plans shall as a minimum show the following:

- All services shall be represented on these plans, including as a minimum drainage, treated/potable water, raw water, sewer, Telstra, gas, electrical, private works.
- Trench alignments of all services within the limit of works (single line representation for shared trench).
- All pits to scale and street lighting to be shown.
- Any structural or mechanical protection if applicable.
- Kerb alignments and kerb crossings.



- Clear identification of incidents where minimum vertical or horizontal clearances are not achieved and detail of actual clearance.

**As Constructed Drawings**

As Constructed plans shall detail all design information but shall highlight any deviation from the approved design plans.

As Constructed drawings shall be provided in pdf format as a minimum.

The drainage as constructed drawings shall be provided in the D Spec format for the following municipalities:

- Greater Shepparton City Council.
- Campaspe Shire.
- Rural City of Wangaratta.
- Strathbogie Shire Council.
- South Gippsland Shire Council.
- Central Goldfields Shire
- Baw Baw Shire
- Ballarat City Council
- Warrnambool City Council
- Yarriambiack Shire Council
- Southern Grampians Shire Council
- Glenelg Shire Council
- Moorabool Shire Council

The following Councils require as constructed plans to be provided in AutoCAD electronic format to GDA 94 spatial coordinates for translation into the Council's GIS.

- Wellington Shire Council.
- Murrindindi Shire Council.
- Central Goldfields Shire
- Baw Baw Shire
- Ballarat City Council (MGA Zone 54)
- Warrnambool City Council
- Yarriambiack Shire Council



- Southern Grampians Shire Council
- Ararat Rural City Council
- Glenelg Shire Council
- Golden Plains Shire Council





## **APPENDIX E: LIST OF COUNCIL INSPECTIONS AND INSPECTION CHECKLISTS**



The following represents the minimum number of Council inspections and are considered hold points:

- Pre-start for civil works.
- Pre-start for landscaping works.
- Prior to covers being placed in pits.
- Prior to placement of kerb and channel.
- Prior to pouring footpath (excluding City of Greater Bendigo, Wellington Shire, Central Goldfields Shire, Baw Baw Shire and Shire of Moira see witness points below).
- At proof-rolling of sub-grade.
- Prior to placement of each pavement course.
- Prior to placement of the primer coat.
- Prior to the placement of first asphalt course or sealing.
- Prior to pouring concrete on large reinforced concrete structures.
- Prior to placement of GPT's, litter traps, precast pumpstations.
- Prior to planting out wetlands.
- Prior to removal of native vegetation and other existing vegetation.
- Prior to planting (landscaping).

The following are witness points (Council are made aware of the works but works are not held up awaiting inspection).

- Prior to backfilling stormwater drains.
- Prior to backfilling subsoil drains.

**PRIOR TO POURING FOOTPATH (FOR GREATER BENDIGO CITY COUNCIL, WELLINGTON SHIRE AND MOIRA SHIRE ONLY).**





**PRE-START MEETING CHECKLIST - LANDSCAPING**

SUBDIVISION FILE NO. \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                                                                              | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Contact details between superintendent, Council and contractor been exchanged?                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Has MOU for supervision responsibility been signed?                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Copy of Council approved construction plans available for viewing                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Check whether there is an approved environmental management plan and checked requirements?                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Copy of works program been viewed by Council to plan inspections?                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Are any works proposed in existing road reserve?                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| If yes to above, has contractors public liability certificate of currency been sighted and traffic management plan approved? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Any special design requirements considered?                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Approval to proceed to next stage</b>                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |

**ADDITIONAL COMMENTS**

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COUNCIL REPRESENTATIVE SIGNATURE \_\_\_\_\_

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**PRIOR TO PLANTING – LANDSCAPING**

SUBDIVISION FILE NO. \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                                 | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|---------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Weeds removed?                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Topsoiling in place?                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Mulching in place?                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Watering system in?                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Civil Works Complete (i.e. outfall to wetlands,<br>footpaths through parks etc) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Approval to proceed to next stage</b>                                        | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |

**ADDITIONAL COMMENTS**

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**PRELIMINARY ACCEPTANCE INSPECTION-LANDSCAPING**

SUBDIVISION FILE NO. \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                                                | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Watering system turned on and demonstrated to operations?                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Plantings in place and alive?                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Mulching in place?                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Trees staked and tied and minimum offset from kerb                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Traffic islands and nature strips don't have rutting from vehicle traffic?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| All required structures are in place and completed? (i.e. Playground, footpaths, bollards etc) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Batters are stable and are not scouring?                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Access is provided and bollards restricting access are in place?                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Provision of maintenance instructions?                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Provided asset list for handover?                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Has Council's maintenance staff been notified?                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Approval to proceed to next stage</b>                                                       | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |

**ADDITIONAL COMMENTS**

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**FINAL ACCEPTANCE INSPECTION – LANDSCAPING**

SUBDIVISION FILE NO. \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                  | Yes                      | No                       | Not<br>Required          | Comments |
|------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Plants alive and in place?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Trees staked and tied                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Islands and nature strips don't have rutting from traffic?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Mulching in place?                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Top soil has not subsided?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Batters are stable and are not scouring?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Access is provided and bollards restricting access are in place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Final Acceptance Issued                                          | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |

**ADDITIONAL COMMENTS**

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**PRE-START MEETING CHECKLIST – CIVIL WORKS**

SUBDIVISION FILE NO. \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                                                                                                                                  | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Contact details between superintendent, Council and contractor been exchanged?                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Copy of Council approved construction plans available for viewing                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Has MOU for supervision responsibility been signed?                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Has traffic management plan been sighted?                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Check approved environmental management plan?<br>Have requirements been met?                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Has works on road permit been sighted?                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Copy of works program been viewed by Council to plan inspections?                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Has a check of the planning permit conditions been undertaken in relation to any conditions which state 'prior to works commencing'? Have all these requirements been satisfied? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Discussed measures to protect native vegetation?                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Are any works proposed in existing road reserve?                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| If yes to above, has contractors public liability certificate of currency been sighted and traffic management plan approved?                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Any special design requirements considered?                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Approval to proceed to next stage</b>                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |

**ADDITIONAL COMMENTS**

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**DRAINAGE INSPECTION – CIVIL WORKS**

SUBDIVISION FILE NO. \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

|                            | CHECKLIST ITEMS                                                                                      | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|----------------------------|------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| <b><u>General</u></b>      | Have hold points and witness points been complied with?                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b><u>Trenching</u></b>    |                                                                                                      |                          |                          |                          |          |
|                            | Shoring and access in place                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b><u>Pipes</u></b>        |                                                                                                      |                          |                          |                          |          |
|                            | Bedding of sufficient depth & compacted                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                            | Pipes not sitting on collars causing 'beaming'?                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                            | Vertical/horizontal alignment checked and satisfactory?                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                            | Direction of laying satisfactory? (i.e. collar on upstream end?)                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                            | Rubber ring jointing is satisfactory?                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                            | If butt jointed pipes approved, rubber bands should be used at the joints.                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                            | House drain connected to top of pipe with approved connection?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                            | Check that pipes are sound i.e. not cracked.                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                            | Lifting hole bungs in place.                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                            | Size of pipes, bedding materials etc conform to design. Has evidence been provided where applicable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b><u>Back Filling</u></b> |                                                                                                      |                          |                          |                          |          |
|                            | Haunching and backfill material as specified and compacted?                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                            | Any biofiltration backfill as specified?                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |



|                                   | CHECKLIST ITEMS                                                            | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|-----------------------------------|----------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| <u>Pits</u>                       |                                                                            |                          |                          |                          |          |
|                                   | Base material is placed and compacted?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                                   | Inner & outer formworks and reinforcement are in place?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                                   | No collars are incorporated within the pits walls?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                                   | Precast pits have been supplied and installed as per plan?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                                   | Holes are mortared up for precast pits.                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                                   | The strength of concrete used to construct pits meets Manual requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Approval to proceed to next stage |                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |

**ADDITIONAL COMMENTS**

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**SUBGRADE INSPECTION – CIVIL WORKS**

SUBDIVISION FILE NO. \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                                                     | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|-----------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Level pegs are to be established at adequate intervals with TOK level marked.                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Shape is in accordance with endorsed plans and FSL checked with string line                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Proof roll passed with no soft spots?                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Subgrade is free from oversize floaters (more than 75mm) and surface rock.                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Subgrade is free from roots and other foreign material?                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| All fill below road pavements has been compacted to 98% standard. And results presented to Council? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Service and drainage trenches backfilled with class 3 crushed rock and compacted satisfactorily?    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Approval to proceed to next stage</b>                                                            | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |

**ADDITIONAL COMMENTS**

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**SUB BASE INSPECTION – CIVIL WORKS**

SUBDIVISION FILE NO \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                             | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|-----------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Proof roll passed with no soft spots?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Compaction test results submitted to Council?                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Depth of layer as per design?                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Shape is in accordance with endorsed plans and FSL checked with string line | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Approval to proceed to next stage</b>                                    | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |

**ADDITIONAL COMMENTS**

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**KERB & CHANNEL PRE-POUR INSPECTION - CIVIL WORKS**

SUBDIVISION FILE NO \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                                                                                                                                                                                                                                    | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Where matching with existing kerb & channel check and rectify level, alignment and condition                                                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Construction platform (part of sub base as per the design) placed over subgrade?                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Kerb and channel to be placed on compacted sub base pavement or compacted min 75mm thick class 3 FCR bedding whichever is the greater.<br>(if sub base is in fill, sub base compaction test results are to be submitted to Council. 98% Modified as per the Manual Section 12.7.7) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Uniform grade on kerb and channel and alignment?                                                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Laybacks identified placed min. 75mm thick class 3 FCR compacted bedding and boxing completed?                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Check subsoil drain connections.                                                                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Check pits are in the correct location.                                                                                                                                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Transition identified and base prepared for transition between kerb profiles?                                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Underground services identified for kerb stamping.                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Line of kerb identified and provides correct road width.                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Throat transitions at SEP's?                                                                                                                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Any special design requirements considered?                                                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Approval to proceed to next stage</b>                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |



ADDITIONAL COMMENTS

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COUNCIL REPRESENTATIVE SIGNATURE

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SUPERINTENDENT SIGNATURE

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**FOOTPATH PRE-POUR INSPECTION – CIVIL WORKS**

SUBDIVISION FILE NO \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                                         | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|-----------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Where matching with existing footpath check and rectify level, alignment and condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Boxing in place and at correct level?                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Bedding is compacted and to thickness as specified in the endorsed plan?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Re-enforcement is in and sitting on chairs?                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Expansion joints located, prepared and dowelled satisfactorily?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| House drain, services and required conduits are in place?                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Approval to proceed to next stage</b>                                                | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |

**ADDITIONAL COMMENTS**

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COUNCIL REPRESENTATIVE SIGNATURE \_\_\_\_\_

SUPERINTENDENT SIGNATURE \_\_\_\_\_





**KERB AND CHANNEL OR FOOTPATH POUR – CIVIL WORKS**

SUBDIVISION FILE NO \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                                                                     | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|---------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Construction/expansion joints at correct spacing                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Depth of construction joints sufficient?                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Dowelling included?                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Expansion joints are dowelled and greased and reinforcement cut?                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Check that service pits are at the correct levels?                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Check that tactile markers have been installed. Note some Council's only require these in central commercial areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Check expansion joints are provided in accordance with the relevant standard drawing.                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Approval to proceed to next stage</b>                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |

**ADDITIONAL COMMENTS**

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**COUNCIL REPRESENTATIVE SIGNATURE** \_\_\_\_\_

**SUPERINTENDENT SIGNATURE** \_\_\_\_\_



**BASE INSPECTION (PRIOR TO PRIMING) – CIVIL WORKS**

SUBDIVISION FILE NO \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                                               | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|-----------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Proof roll passed with no soft spots?                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Compaction test results submitted to Council? (100% modified as per the Manual Clause 12.7.7) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Depth of layer as per pavement design?                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Shape is in accordance with endorsed plans and checked with string line?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Surface condition is clean, isn't coarse or fatty and papering is down?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Check papering is down?                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Is a uniform surface provided?                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Approval to proceed to next stage</b>                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

**ADDITIONAL COMMENTS**

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**COUNCIL REPRESENTATIVE SIGNATURE** \_\_\_\_\_

**SUPERINTENDENT SIGNATURE** \_\_\_\_\_



**PRIOR TO WEARING COURSE BEING PLACED – CIVIL WORKS**

SUBDIVISION FILE NO \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                                   | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|-----------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Where matching with existing asphalt check and rectify level, alignment and joint | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Prime is down in sufficient quantity and evenness?                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Surface is clean of mud?                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Tack coat being placed between asphalt layers?                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Check papering is down?                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| If on site check temperature of asphalt.                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Approval to proceed to next stage</b>                                          | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |

**ADDITIONAL COMMENTS**

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COUNCIL REPRESENTATIVE SIGNATURE \_\_\_\_\_

SUPERINTENDENT SIGNATURE \_\_\_\_\_



PRACTICAL COMPLETION (PRELIMINARY) INSPECTION – CIVIL WORKS

SUBDIVISION FILE NO \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                                                                        | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| All construction works are completed as per the approved plans or can be issued once the outstanding works are bonded. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Site is generally tidy (i.e. no rubbish, wheel ruts have been removed etc)                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Cracking/surface of road pavement and concreting is satisfactory?                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Pit openings located over pit?                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Pit lids (inserts) are off, pits are clean?                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Pit walls are vertical?                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| All house drains and property inlets are installed and house drain riser is in place.                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Easy access through pit opening                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Kerb and channel is stamped indicating location of conduits and house drains?                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Line marking, signs and street plates are in place?                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Light and sign poles are vertical?                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Temporary turning facilities, including <b>Carriageway</b> easement as required, with hazard chevrons in place?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Pit lid levels are flush with FSL?                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Pit lid levels and FSL provide detention as specified in bioretention areas                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Number of plants as specified in bioretention areas                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Pit lid (frames) are sitting on all sides.                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Pit lids are off and pits are clean?                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Lot levels and grading is satisfactory?                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Top soil is in place?                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |



| CHECKLIST ITEMS                                                                          | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Naturestrips free of debris                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| No subsidence has been identified?                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Fire hydrants in place and marked with RRPM/post and are at the correct level?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Service Authority assets are at the correct level?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Outfalls have grates to prevent entry and are locked with an approved Council key?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Are EMP provisions in position?                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Pump station is OK and operational manuals have been handed over.                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Defects list has been agreed to?                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Asset statement and as constructed plans have been provided?                             | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |
| <b>Certificate of Practical Completion has been issued?</b>                              | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |
| <b>Were maintenance staff at the meeting or is a separate handover meeting required?</b> | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |

**ADDITIONAL COMMENTS**

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**COUNCIL REPRESENTATIVE SIGNATURE** \_\_\_\_\_

**SUPERINTENDENT SIGNATURE** \_\_\_\_\_



**FINAL ACCEPTANCE INSPECTION (END OF DEFECTS PERIOD) – CIVIL WORKS**

SUBDIVISION FILE NO \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

PERSONS PRESENT AT INSPECTION: \_\_\_\_\_

LOCATION/STAGE/SECTION \_\_\_\_\_

| CHECKLIST ITEMS                                                                                                                      | YES                      | NO                       | NOT<br>REQUIRED          | COMMENTS |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Site is generally tidy (i.e. no rubbish, wheel ruts have been removed etc)                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Cracking/surface of road pavement and concreting is satisfactory?                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| No subsidence has been identified?                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Electronic surveillance of all pipe drains was carried out at the end of the maintenance period and information provided to Council? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Light and sign poles are vertical?                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| No subsidence has been identified?                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| No failure of infrastructure has been identified?                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Omissions have been completed as per omissions and defects list?                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Final Acceptance</b>                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |                          |          |

**ADDITIONAL COMMENTS**

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**COUNCIL REPRESENTATIVE SIGNATURE** \_\_\_\_\_

**SUPERINTENDENT SIGNATURE** \_\_\_\_\_



## **APPENDIX F: STANDARD DRAWINGS**

The Standard Drawings can be downloaded from the **Manual** website [www.designmanual.com.au](http://www.designmanual.com.au)





## **APPENDIX G: STANDARD S173 AGREEMENT**



#### **STANDARD S173 AGREEMENT FOR ON-SITE DETENTION**

Councils will prepare and lodge S173 agreements for on-site detention at the cost of the Developer.

The following is an extract of the typical wording of the 'Covenants of the Owner'.

The Owner covenants with the Council that:

1. The on-site detention for stormwater for the specified lots will each be designed by a qualified drainage engineer and must be approved by the Council prior to construction. A copy of each of the approved plans will be held by Council for future reference.
2. Each on-site detention stormwater system must be constructed either prior to, or currently with, the construction of any dwelling on the specified lots. Each on-site detention stormwater system on the specified lots must be completed prior to connection to Council's drainage system. The Owner will notify the Council when on-site detention works commence on the specified lots and request an inspection from the Council at the completion of works.
3. They will maintain, and not modify without prior Council written approval, each on-site detention system and will allow each on-site stormwater detention system to be inspected by a duly appointed officer of the Council at mutually agreed times.
4. The Owner will pay for all the costs associated with the construction and maintenance of each on-site detention system.
5. The Council shall register this Agreement at the Lands Title Office at the cost of the Owner on the title or titles for the land.



## APPENDIX H: STREET LIGHTING

[appendices\Public\\_Lighting\\_Non\\_Std\\_FA051-Nov-05.pdf](#)



## **APPENDIX I: COUNCIL REVIEW CHECKLISTS**



**COUNCIL CHECKLIST #C1 – DEVELOPMENT PLANS SUBMITTED FOR APPROVAL OF FUNCTIONAL LAYOUT**

Planning Permit Number \_\_\_\_\_ Designer \_\_\_\_\_

Development Title \_\_\_\_\_ Stage \_\_\_\_\_

Design Unit Reference \_\_\_\_\_ Consultants Reference \_\_\_\_\_

Date Received \_\_\_\_\_ Date Checked \_\_\_\_\_

Checked By \_\_\_\_\_ Number of Plans in set \_\_\_\_\_

| COUNCIL CHECKLIST #C1                                                                                                                                                                          |                            |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------|
| ITEM                                                                                                                                                                                           | SATISFACTORY<br>Y / N / NA | REMARK |
| <b>General</b>                                                                                                                                                                                 |                            |        |
| Has submission been accompanied by completed checklist as per Manual requirements?                                                                                                             |                            |        |
| Has an ODP been prepared?                                                                                                                                                                      |                            |        |
| Is the submission consistent with ODP?                                                                                                                                                         |                            |        |
| Is the submission consistent with endorsed plan?                                                                                                                                               |                            |        |
| Is the submission consistent with planning permit conditions?                                                                                                                                  |                            |        |
| Is the proposed staging of the development appropriate? (e.g. is the impact of staging works on traffic routes and intersections appropriate, and are there drainage consequences of staging?) |                            |        |
| Is a lot layout provided with lots numbered and dimensioned, and reserves clearly identified.                                                                                                  |                            |        |
| Has Council's 5 year Capital Works program been reviewed?                                                                                                                                      |                            |        |
| Is there any interface or overlap between the development and proposed Capital Works program?                                                                                                  |                            |        |
| Is the Public Open Space provided in correct area? (should have been identified at planning stage but re-check)                                                                                |                            |        |
| Is access to Public Open Space appropriate? Request information if not shown.                                                                                                                  |                            |        |
| Are linkages to adjoining developments appropriate? Request information if not shown.                                                                                                          |                            |        |



| COUNCIL CHECKLIST #C1                                                                                                                                                                                 |                            |        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------|
| ITEM                                                                                                                                                                                                  | SATISFACTORY<br>Y / N / NA | REMARK |
| <b>Road Layout Plans</b>                                                                                                                                                                              |                            |        |
| Street names are nominated. (Check with Planning Dept. and Asset Mgt Dept. whether names okay and advise Design Engineer if no approved)                                                              |                            |        |
| Plans show Road Hierarchy.                                                                                                                                                                            |                            |        |
| Estimated traffic volumes are shown on plans (check consistency with road hierarchy?)                                                                                                                 |                            |        |
| Nominate road widths between inverts of kerbs are satisfactory?                                                                                                                                       |                            |        |
| Nominated kerb types satisfactory?                                                                                                                                                                    |                            |        |
| Intersections internal to the development are shown in sufficient detail to support proposed design, including proposed kerb radii.                                                                   |                            |        |
| Intersections external to the development are shown in sufficient detail to support proposed design.                                                                                                  |                            |        |
| Critical vehicle turning movements are shown at intersections and cul-de-sacs and satisfactory.                                                                                                       |                            |        |
| <b>Drainage Layout Plans</b>                                                                                                                                                                          |                            |        |
| Plans show Natural Surface Contour Lines to AHD.                                                                                                                                                      |                            |        |
| Plans show the total catchment area, nominated sub-catchment areas and co-efficient of runoff for each sub-catchment, including allowance for connection of adjoining properties outside development. |                            |        |
| Plans shown layout of proposed drainage systems with approximate sizes.                                                                                                                               |                            |        |
| Overland flow path is nominated and satisfactory.                                                                                                                                                     |                            |        |
| Drainage discharge point is shown and proposed treatment shown in sufficient detail to support approval of functional layout.                                                                         |                            |        |
| Drainage treatment strategy is provided and appears satisfactory                                                                                                                                      |                            |        |
| Existing drainage services are confirmed on plans and proposed connection points shown.                                                                                                               |                            |        |
| <b>Associated Documents</b>                                                                                                                                                                           |                            |        |
| Was a Traffic Management Report required?                                                                                                                                                             |                            |        |



| COUNCIL CHECKLIST #C1                                                                                                                                                                                                    |                            |        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------|
| ITEM                                                                                                                                                                                                                     | SATISFACTORY<br>Y / N / NA | REMARK |
| Is the Traffic Management Report satisfactory?                                                                                                                                                                           |                            |        |
| Does the design reflect recommendations within the Traffic Management Report?                                                                                                                                            |                            |        |
| Has the need for Developer contributions or headworks charges been identified? Has Developer's Representative provided preliminary proposal regarding cost-sharing arrangements with Council/others? Is it satisfactory? |                            |        |

The following further information is required to be submitted:

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Drawing numbers allocated to this project are \_\_\_\_\_ through to \_\_\_\_\_ as required

Approval of functional layout IS / IS NOT granted for the proposed development.

Signed \_\_\_\_\_ Dated \_\_\_\_\_





**COUNCIL CHECKLIST #C2 – PLANS SUBMITTED FOR DETAILED DESIGN APPROVAL**

Planning Permit Number \_\_\_\_\_ Designer \_\_\_\_\_

Development Title \_\_\_\_\_ Stage \_\_\_\_\_

Design Unit Reference \_\_\_\_\_ Consultants Reference \_\_\_\_\_

Date Received \_\_\_\_\_ Date Checked \_\_\_\_\_

Checked By \_\_\_\_\_ Number of Plans in set \_\_\_\_\_

| COUNCIL CHECKLIST #C2                                                                                                                                                                                                          |                            |        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------|
| ITEM                                                                                                                                                                                                                           | SATISFACTORY<br>Y / N / NA | REMARK |
| Was approval of functional layout granted?                                                                                                                                                                                     |                            | Date?  |
| Has submission been accompanied by completed checklist as per Manual requirements?                                                                                                                                             |                            |        |
| Has the subdivision plan been certified?                                                                                                                                                                                       |                            |        |
| Plans to state that datum to AHD (all layout plans)                                                                                                                                                                            |                            |        |
| Plans show north point correctly (all plans)                                                                                                                                                                                   |                            |        |
| Suitable TBM's shown clearly on plans (all layout plans)                                                                                                                                                                       |                            |        |
| Relevant PSM's shown clearly on plans and protected from works (all layout plans)                                                                                                                                              |                            |        |
| Natural Surface Levels are shown at all lot corners and major changes of grade within the lots (all layout plans).<br>Check minimum grade across lot of 1 in 200 is achieved.<br>Check each lot has discharge point nominated. |                            |        |
| Was a Traffic Management Report provided?                                                                                                                                                                                      |                            |        |
| Does the detailed design reflect recommendations within the Traffic Management Strategy TMAR or TIAR documents?                                                                                                                |                            |        |
| Was a Road Safety Audit required?                                                                                                                                                                                              |                            |        |
| Is the Road Safety Audit satisfactory?                                                                                                                                                                                         |                            |        |
| Has Council responded to the Road Safety Audit? (Design Services Manager to respond)                                                                                                                                           |                            |        |



| COUNCIL CHECKLIST #C2                                                                                                                |                            |        |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------|
| ITEM                                                                                                                                 | SATISFACTORY<br>Y / N / NA | REMARK |
| Does the design reflect recommendations within the Road Safety Audit that were accepted by the Design Services Manager?              |                            |        |
| Do plans show Council's nominated drawing numbers?                                                                                   |                            |        |
| Do plans show planning permit numbers?                                                                                               |                            |        |
| Is the methodology of the geotechnical report and pavement design satisfactory?                                                      |                            |        |
| Does design and documentation reflect recommendations within the geotechnical/pavement design report?                                |                            |        |
| Should garbage pads provided for areas where service vehicles cannot achieve reasonable access?                                      |                            |        |
| Are indented parking bays to be provided, and are they adequately designed and documented?                                           |                            |        |
| Are other services compatible with Council's engineering requirements?                                                               |                            |        |
| Is the location and type of street lighting clearly documented and compatible with engineering requirements?                         |                            |        |
| Is the Master Services Plan provided, and clashes identified?                                                                        |                            |        |
| Are clearances between services (plan and vertical) achieved adequately?                                                             |                            |        |
| Do intersection designs drain properly?                                                                                              |                            |        |
| Are temporary provision for turnarounds and <b>Carriageway</b> easements as required, provided where future stage to be constructed? |                            |        |
| Are environmental protection requirements clearly documented?                                                                        |                            |        |



| COUNCIL CHECKLIST #C2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------|
| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | SATISFACTORY<br>Y / N / NA | REMARK |
| <p>Have public risk issues been identified and Risk Report provided? Does design reflect recommendations? Does Council need to take further actions? Some issues to consider include:</p> <ul style="list-style-type: none"> <li>• Manholes in footpaths.</li> <li>• Changes in levels greater than 200mm.</li> <li>• Accessible headwalls.</li> <li>• Electrical substations.</li> <li>• Gantries.</li> <li>• Basin/wetland slopes greater than 1 in 5.</li> </ul> <p>Overland flow issues.</p> <p>Slopes away from footpath edges.</p> <p>Other potential risks arising from development.</p> |                            |        |
| Are landscaping plans provided with this submission? If yes, forward to Parks & Gardens ASAP and arrange meeting with P&G staff if issues to be resolved.                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |        |
| Is the landscaping design compatible with engineering requirements?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |        |
| Are street furniture details provided, and satisfactory to <b>Council</b> ?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |        |



| COUNCIL CHECKLIST #C2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------|
| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | SATISFACTORY<br>Y / N / NA | REMARK |
| <p>Are hydrological and hydraulic calculations provided?</p> <ul style="list-style-type: none"> <li>• Methodology nominated? (check Manual if second model needed)</li> <li>• Assumptions reasonable?</li> <li>• Coefficients in accordance with Manual requirements?</li> <li>• Have external areas been provided for? Developed or undeveloped? Okay?</li> </ul> <p>Q<sub>A</sub></p> <p>Q<sub>F</sub></p> <ul style="list-style-type: none"> <li>• Check hydraulic grade line.</li> <li>• Pump selection okay?</li> </ul> |                            |        |
| <p>Are stormwater treatment facilities satisfactory with regard to:</p> <ul style="list-style-type: none"> <li>• Location.</li> <li>• Design.</li> <li>• Litter traps.</li> <li>• Erosion protection.</li> <li>• Independent watering systems.</li> <li>• Pump stations, controls and telemetry.</li> <li>• Consistency with design Manual requirements.</li> </ul>                                                                                                                                                          |                            |        |
| <p>Are copies of approvals to discharge to natural waterways or relevant authority drains provided?</p>                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |        |
| <p>Are cost-sharing arrangements for Developer contributions or headworks charges resolved? Does this take into account arrangements for areas outside of development?</p>                                                                                                                                                                                                                                                                                                                                                   |                            |        |

The following further information is required to be submitted:



---

Detailed design approval IS / IS NOT granted for the proposed development.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



**COUNCIL CHECKLIST #C3 – PLANS SUBMITTED FOR FINAL DESIGN APPROVAL**

Planning Permit Number \_\_\_\_\_ Designer \_\_\_\_\_

Development Title \_\_\_\_\_ Stage \_\_\_\_\_

Design Unit Reference \_\_\_\_\_ Consultants Reference \_\_\_\_\_

Date Received \_\_\_\_\_ Date Checked \_\_\_\_\_

Checked By \_\_\_\_\_ Number of Plans in set \_\_\_\_\_

| COUNCIL CHECKLIST #C3                                                                            |                            |        |
|--------------------------------------------------------------------------------------------------|----------------------------|--------|
| ITEM                                                                                             | SATISFACTORY<br>Y / N / NA | REMARK |
| <b>General</b>                                                                                   |                            |        |
| Was detailed design approval granted? (Record date)                                              |                            |        |
| Has submission been accompanied by completed checklist as required by Manual?                    |                            |        |
| Have planning permits been reviewed and design appears to comply?                                |                            |        |
| Has the subdivision plan been certified and design is consistent?                                |                            |        |
| Have all amendments requested at detailed design stage been implemented?                         |                            |        |
| Was additional information provided, if applicable?                                              |                            |        |
| Does additional information satisfy queries/requirements or is further information still needed? |                            |        |
| Was an estimate provided? Appear reasonable?                                                     |                            |        |
| Have all outstanding matters (cost sharing, etc) been finalised to Council's satisfaction?       |                            |        |

Final Design approval IS / IS NOT granted for the proposed development.

If construction has not commenced within two years of the approval date below, the approval expires and final design plans shall be resubmitted for consideration by Council.

Signed \_\_\_\_\_ Dated \_\_\_\_\_



**COUNCIL CHECKLIST #C4 – ISSUE OF STATEMENT OF COMPLIANCE**

Planning Permit Number \_\_\_\_\_ Designer \_\_\_\_\_

Development Title \_\_\_\_\_ Stage \_\_\_\_\_

Design Unit Reference \_\_\_\_\_ Consultants Reference \_\_\_\_\_

Date Received \_\_\_\_\_ Date Checked \_\_\_\_\_

Checked By \_\_\_\_\_ Number of Plans in set \_\_\_\_\_

| General                                                                                                           |  |  |
|-------------------------------------------------------------------------------------------------------------------|--|--|
| Have <u>ALL</u> planning permit conditions been adhered to?                                                       |  |  |
| Does the 'As Constructed' development comply with the approved design plans?                                      |  |  |
| Have any changes been approved?                                                                                   |  |  |
| Are drains and kerb and channel clean?                                                                            |  |  |
| Has an Acceptance of Works inspection been undertaken with satisfactory outcome?                                  |  |  |
| Has 'As Constructed' information been provided to Council?                                                        |  |  |
| Have 'Operation and Maintenance' manuals, where applicable, been provided for pumps, and other drainage features? |  |  |
| Has training of Council staff been undertaken, if applicable?                                                     |  |  |
| Is the drainage overland flow path for 1 in 100 year flows free of obstruction?                                   |  |  |
| Are landscaping systems fit for take over?                                                                        |  |  |

Engineering Design Services OBJECTS / HAS NO OBJECTION to the issue of Statement of Compliance.

Signed \_\_\_\_\_ Dated \_\_\_\_\_



## APPENDIX J: ON-SITE DETENTION SAMPLE CALCULATIONS

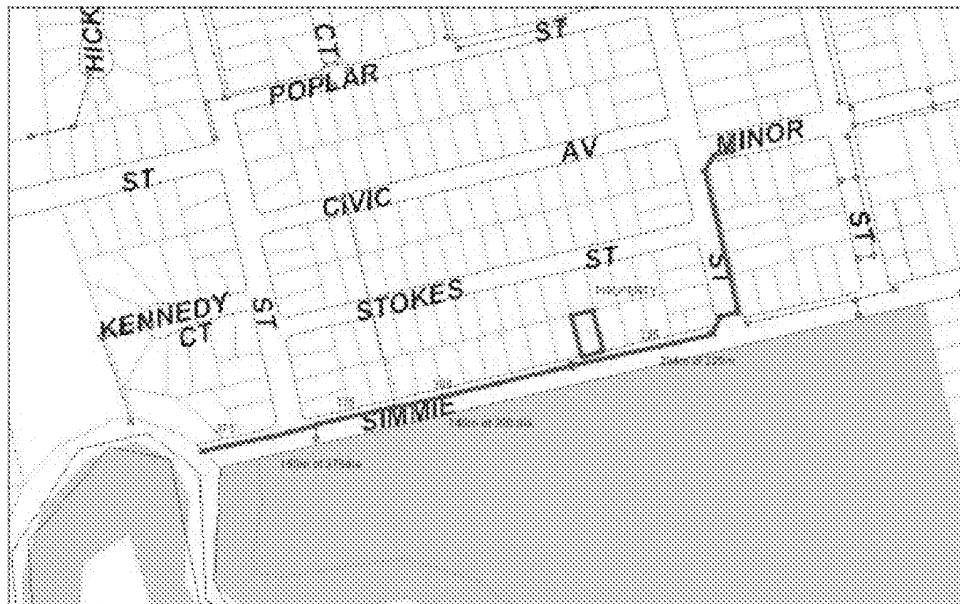




## EXAMPLE OF ON-SITE DETENTION CALCULATIONS

### Example 1

The property is located in Simmie St Echuca a distance of 294m from the upstream end of the catchment and 390m from the outlet as shown below.



It is assumed based on the pipe size and the number of properties being served that the outfall drain has been designed for a 1 in 1 year recurrence interval.

The time of concentration for the pipe opposite the property is as follows:

Roof time = 6 minutes.

Pipe and gutter flow = 294m at 1 m/sec i.e. 4.9 minutes.

Total time of concentration = 10.9 minutes.

The intensity for a 1 in 1 year event is 35mm/hr.

The area of the allotment is 1000 m<sup>2</sup>.

Assumed original design coefficient of runoff is 0.5.

The permitted site discharge rate is  $= 0.5 \times 0.1 \times 35 \times 1000 / 360 = 4.8 \text{ lit/sec}$ . (i.e. 48 lit/sec/ha) Using the table which is based on an average time of concentration of 21 minutes the permissible site discharge is 37lit/sec/ha.

Once the development has been completed the coefficient of runoff will equal 0.8 (as per The Planning Scheme).



In order to determine the volume of on-site detention required you need to rout various storm events to determine the maximum on-site volume required based on a permitted site discharge of 48/lit/sec/ha.

| 1 IN 5<br>YEAR<br>TO 1 IN<br>1 YEAR | STORM<br>DURATION | UNIT       | INTENSITY<br>MM/HR | INFLOW<br>RATE | INFLOW | OUTFLOW | SUMP<br>CAPACITY<br>REQ'D |     |   |
|-------------------------------------|-------------------|------------|--------------------|----------------|--------|---------|---------------------------|-----|---|
|                                     | 0.1333            | hrs        | 73                 | 0.016          | 8      | 2       | 5                         |     |   |
|                                     | 0.1667            | hrs        | 66                 | 0.015          | 9      | 3       | 6                         |     |   |
|                                     | <b>0.25</b>       | <b>hrs</b> | <b>54</b>          | 0.012          | 11     | 4       | 6                         |     |   |
|                                     | <b>0.35</b>       | <b>hrs</b> | <b>45.4</b>        | 0.010          | 13     | 6       | 7                         |     |   |
|                                     | 0.5               | hrs        | 37.2               | 0.008          | 15     | 9       | 6                         |     |   |
|                                     | 1                 | hrs        | 24.5               | 0.005          | 20     | 17      | 2                         |     |   |
|                                     | 2                 | hrs        | 15.2               | 0.003          | 24     | 35      | -10                       |     |   |
|                                     | 4                 | hrs        | 9.27               | 0.002          | 30     | 69      | -39                       | Max | 7 |
|                                     |                   |            |                    |                |        |         |                           |     |   |
|                                     | 0.1               | hrs        | 96                 | 0.000          |        | Outflow | 0.005                     |     |   |

The above table shows that the maximum sump capacity required is 7m<sup>3</sup>.

If the table is used the volume of on-site detention required would be 9m<sup>3</sup>.

**Example 2 based on a time of concentration to the site of 30 minutes.**

The intensity for a 1 in 1 year event is 21mm/hr.

The area of the allotment is 1000 m<sup>2</sup>.

Assumed original design coefficient of runoff is 0.5.

The permitted site discharge rate is =  $0.5 \times 0.1 \times 21 \times 1000 / 360 = 2.9$  lit/sec. (i.e. 29 lit/sec/ha) Using the table which is based on an average time of concentration of 21 minutes the permissible site discharge is 37lit/sec/ha.

Once the development has been completed the coefficient of runoff will equal 0.8 (as per The Planning Scheme).

In order to determine the volume of on-site detention required you need to rout various storm events to determine the maximum on-site volume required based on a permissible site discharge rate of 29/lit/sec/ha.

| 1 IN 5<br>YEAR<br>TO 1 IN<br>1 YEAR | STORM<br>DURATION | UNIT       | INTENSITY<br>MM/HR | INFLOW<br>RATE | INFLOW | OUTFLOW | SUMP<br>CAPACITY<br>REQ'D |  |  |
|-------------------------------------|-------------------|------------|--------------------|----------------|--------|---------|---------------------------|--|--|
|                                     | 0.1333            | hrs        | 73                 | 0.016          | 8      | 1       | 6                         |  |  |
|                                     | 0.1667            | hrs        | 66                 | 0.015          | 9      | 2       | 7                         |  |  |
|                                     | <b>0.25</b>       | <b>hrs</b> | <b>54</b>          | 0.012          | 11     | 3       | 8                         |  |  |
|                                     | <b>0.35</b>       | <b>hrs</b> | <b>45.4</b>        | 0.010          | 13     | 4       | 9                         |  |  |
|                                     | 0.5               | hrs        | 37.2               | 0.008          | 15     | 5       | 10                        |  |  |
|                                     | 1                 | hrs        | 24.5               | 0.005          | 20     | 10      | 9                         |  |  |



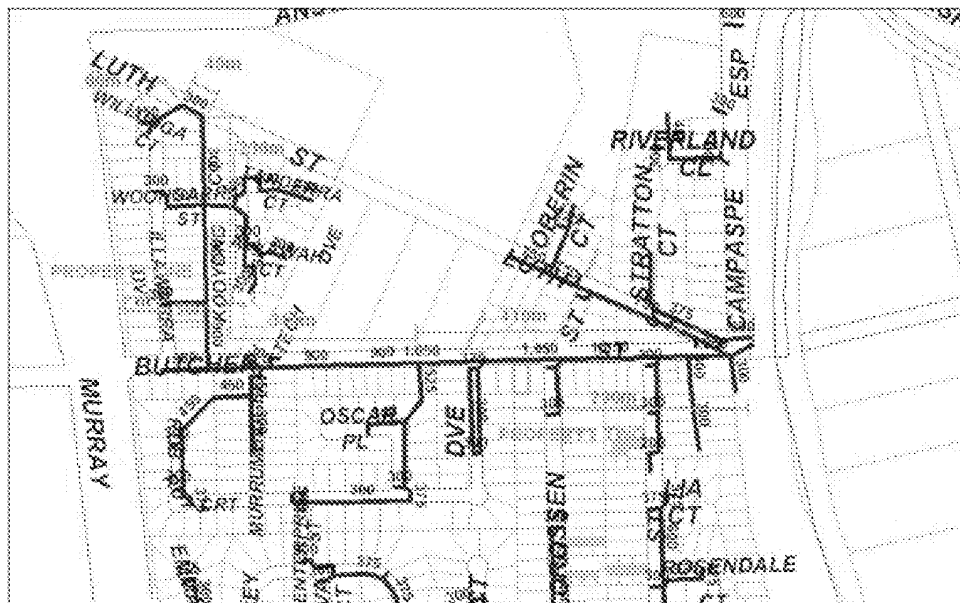
| 1 IN 5<br>YEAR<br>TO 1 IN<br>1 YEAR | STORM<br>DURATION | UNIT | INTENSITY<br>MM/HR | INFLOW<br>RATE | INFLOW | OUTFLOW | SUMP<br>CAPACITY<br>REQ'D |     |    |
|-------------------------------------|-------------------|------|--------------------|----------------|--------|---------|---------------------------|-----|----|
|                                     | 2                 | hrs  | 15.2               | 0.003          | 24     | 21      | 3                         |     |    |
|                                     | 4                 | hrs  | 9.27               | 0.002          | 30     | 42      | -12                       | Max | 10 |
|                                     |                   |      |                    |                |        |         |                           |     |    |
|                                     | 0.1               | hrs  | 96                 | 0.000          |        | Outflow | 0.003                     |     |    |

The above table shows that the maximum sump capacity required is 10m<sup>3</sup>.

If the table is used the volume of on-site detention required would be 9m<sup>3</sup>.

### Example 3

Butcher St Echuca – house located in Illawarra St is located a distance of 330m from the upstream end of catchment i.e. Property 1.



It is assumed for the purposes of this example that the outfall drain has been designed for a 1 in 5 year recurrence interval.

The time of concentration for the pipe opposite the property is as follows:

Roof time = 8 minutes.

Pipe and gutter flow = 330m at 1 m/sec i.e. 5.5 minutes.

Total time of concentration = 13.5 minutes.



The intensity for a 1 in 5 year event is 57mm/hr.

The area of the allotment is 1000m<sup>2</sup>.

Assumed original design coefficient of runoff is 0.5.

The permitted site discharge rate is =  $0.5 \times 0.1 \times 1000 \times 57 / 360 = 7.9$  lit/sec. (i.e. 79 lit/sec/ha) Using the table which is based on an average time of concentration of 21 minutes the permissible site discharge is 65lit/sec/ha.

Once the development has been completed the coefficient of runoff will equal 0.8 (as per The Planning Scheme).

In order to determine the volume of on-site detention required you need to rout various storm events to determine the maximum on-site volume required based on a permissible site discharge of 79lit/sec/ha.

| STORM DURATION | UNIT | INTENSITY MM/HR | INFLOW RATE | INFLOW | OUTFLOW | SUMP CAPACITY REQ'D |
|----------------|------|-----------------|-------------|--------|---------|---------------------|
| 0.1333         | hrs  | b               | 0.02        | 8      | 4       | 4                   |
| 0.1667         | hrs  | 66              | 0.01        | 9      | 5       | 4                   |
| 0.25           | hrs  | 54              | 0.01        | 11     | 7       | 4                   |
| 0.35           | hrs  | 45.4            | 0.01        | 13     | 10      | 3                   |
| 0.5            | hrs  | 37.2            | 0.01        | 15     | 14      | 1                   |
| 1              | hrs  | 24.5            | 0.01        | 20     | 28      | -9                  |
| 2              | hrs  | 15.2            | 0.00        | 24     | 57      | -33                 |
| 4              | hrs  | 9.27            | 0.00        | 30     | 114     | -84                 |

Outflow 0.079

The above table shows that the maximum sump capacity required is 4m<sup>3</sup>.

If the table is used the volume of on-site detention required would be 5m<sup>3</sup>.

Using the Swinburne method for this example the following results are obtained.



```

*** SUMMARY AND DESIGN REPORT ***
*****

Created from "QSD4WIN" version 1.00.4   (SN # 90-07239)
Licensed to : 31001 of Cambridge
Prepared by : User1
*****

1. CLIENT DETAILS
  Name : IDM
  Address line 1 : ClientDet1.....
  Address line 2 : ClientDet2.....
  Address line 3 : ClientDet3.....

2. JOB NAME AND REFERENCE
  Job Reference : QSD4WIN-DEM004
  Job Name : Swinburn-St Enoch's
  Job Detail 1 : JobAddress1.....
  Job Detail 2 : JobAddress2.....
  Job Detail 3 : JobAddress3.....

3. AREAS (sq.m) & RUN-OFF COEFFICIENTS
  Total Site area : 1000

4. EXISTING SITE DETAILS
  Area1 : 300   Cws1 : 0.90
  Area2 : 600   Cws2 : 0.25
  Area3 : 0     Cws3 : 0.08
  Area4 : 0     Cws4 : 0.13
  Weighted C - site : Cws : 0.50

5. PROPOSED SITE DETAILS
  Area1 : 800   Cws1 : 0.90
  Area2 : 150   Cws2 : 0.25
  Area3 : 0     Cws3 : 0.08
  Area4 : 0     Cws4 : 0.13
  Weighted C - site : Cws : 0.80
  Uncontrolled runoff(s) (mm/hr) : 0.00

6. CATCHMENT TIMES (minutes)
  Time of concentration : 25.00
  Travel time from discharge point
  to catchment outlet : 20.50

7. QSD DESIGN
  Flow Control Device : FIC2 (Auto-Clap)
  Storage type : On-Grass
  Rainfall zone : SW/MUCA
  ARI for EXFILTRATION (years) : 5
  ARI for STORAGE (years) : 5
  Qsat (L/s) : 5.61
  Qw (L/s) : 9.09
  Qp (L/s) : 0.90
  Calculated PSD (L/s) : 6.94
  Normalised PSD (L/s) : .....
  Adopted PSD (L/s) : 6.94

8. STORAGE DETAILS
  Volume (cubic.m) : 6.39
  Time to fill storage (mins) : 14.0
  Time to empty storage (mins) : 20.5
  Critical storm duration (mins) : 21.7

9. STORM DURATION & RAINFALL INTENSITIES
  PSD ..... Duration : 20.0 mins   Intensity : 40.7 mm/hr
  MAX. STORAGE ..... Duration : 21.7 mins   Intensity : 49.9 mm/hr
*****
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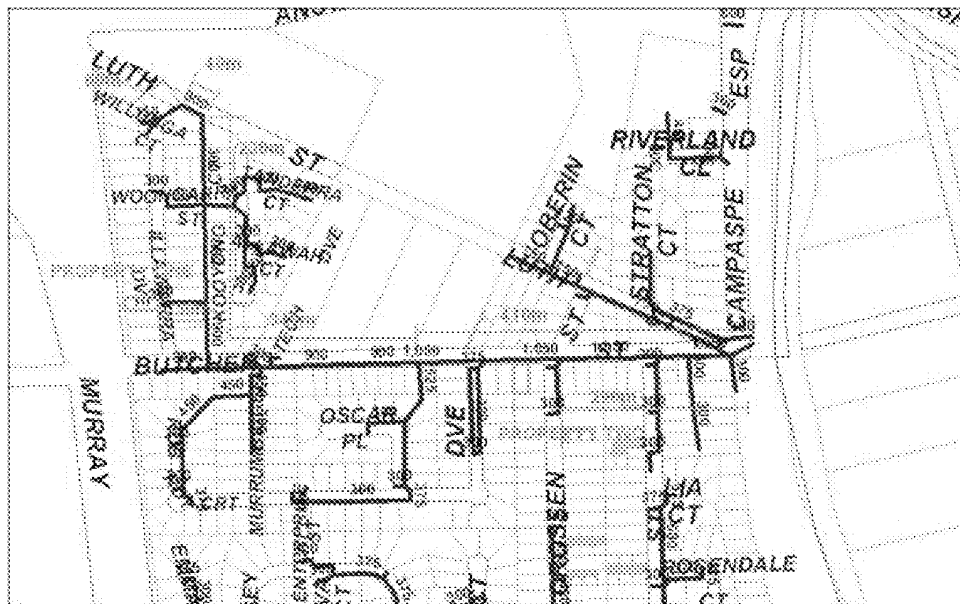
```

Using the Swinburne model the permitted site discharge is 6.84 lit/sec and the volume of storage required is 6.39 cubic metres.



#### Example 4

Butcher St Echuca – house located in Butcher St is located a distance of 790m from the upstream end of catchment i.e. Property 2.



It is assumed for the purposes of this example that the outfall drain has been designed for a 1 in 5 year recurrence interval.

The time of concentration for the pipe opposite the property is as follows:

Roof time = 8 minutes.

Pipe and gutter flow = 790m at 1 m/sec i.e. 13.2 minutes.

Total time of concentration = 21.2 minutes.

The intensity for a 1 in 5 year event is 45.2mm/hr.

The area of the allotment is 1000m<sup>2</sup>.

Assumed original design coefficient of runoff is 0.5.

The permitted site discharge rate is  $= 0.5 \times 0.1 \times 1000 \times 45.2 / 360 = 6.3$  lit/sec. (i.e. 63 lit/sec/ha) Using the table which is based on an average time of concentration of 21 minutes the permissible site discharge is 65lit/sec/ha.

Once the development has been completed the coefficient of runoff will equal 0.8 (as per The Planning Scheme).

In order to determine the volume of on-site detention required you need to rout various storm events to determine the maximum on-site volume required based on a permissible site discharge of 63lit/sec/ha.



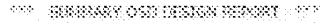
| STORM<br>DURATION | UNIT | INTENSITY<br>MM/HR | INFLOW<br>RATE | INFLOW | OUTFLOW | SUMP<br>CAPACITY<br>REQ'D |
|-------------------|------|--------------------|----------------|--------|---------|---------------------------|
| 0.1333            | hrs  | 73                 | 0.02           | 8      | 3       | 5                         |
| 0.1667            | hrs  | 66                 | 0.01           | 9      | 4       | 5                         |
| 0.25              | hrs  | 54                 | 0.01           | 11     | 6       | 5                         |
| 0.35              | hrs  | 45.4               | 0.01           | 13     | 8       | 5                         |
| 0.5               | hrs  | 37.2               | 0.01           | 15     | 11      | 4                         |
| 1                 | hrs  | 24.5               | 0.01           | 20     | 23      | -3                        |
| 2                 | hrs  | 15.2               | 0.00           | 24     | 45      | -21                       |
| 4                 | hrs  | 9.27               | 0.00           | 30     | 91      | -61                       |

Outflow 0.063

The above table shows that the maximum sump capacity required is 5m<sup>3</sup>.

If the table is used the volume of on-site detention required would be 5m<sup>3</sup>.

Using the Swinburne method for this example the following results are obtained.



## 1. CLERK DETAILS

2 08 000 00 000000

### 3. RESULTS (p. 22) 4. CONCLUSIONS

#### 4. EXISTING SITE DETAILS

## 5. PROPOSED SITE DETAILS

## 6. CONCEPT NOTES (continued)

7 081 05954

## 8. STORAGE DETAILS

## 9. STORM DURATION & RAINFALL INTENSITIES

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Appendix J: On-Site Detention Sample Calculations





## **APPENDIX K: NOTES ON COUNCIL'S ENGINEERING PRINCIPLES**



|           |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRINCIPLE | Clause 9.3    | This principle provides additional requirements to that of The Planning Scheme, and relates to developments that do not necessarily include collector streets, but may still warrant establishing bicycle links through the development. Council shall review and determine at planning permit stage the need for these facilities.                                                                                                                                                                                                                                                                           |
| PRINCIPLE | Clause 9.3    | The Planning Scheme allows three-point turning of service vehicles in developments. Council have adopted an engineering principle that no waste vehicle, emergency service vehicle or street-sweeper shall need to reverse in developments. This is in response to recommendations made by the Coroner in relation to fatalities resulting from these types of vehicle movements. In addition to the Coroner's recommendation Council believes that cul-de-sacs are beneficial to the amenity of the residents living in the cul-de-sac because of footpath connectivity and safer environments for children. |
| PRINCIPLE | Clause 9.3    | This principle provides additional requirements to that of The Planning Scheme, and relates to developments that do not necessarily include collector streets, but may still warrant establishing bicycle links through the development. Council shall review and determine at planning permit stage the need for these facilities.                                                                                                                                                                                                                                                                           |
| PRINCIPLE | Clause 9.3    | The Planning Scheme allows three-point turning of service vehicles in developments. Council have adopted an engineering principle that no waste vehicle, emergency service vehicle or street-sweeper shall need to reverse in developments. This is in response to recommendations made by the Coroner in relation to fatalities resulting from these types of vehicle movements. In addition to the Coroner's recommendation Council believes that cul-de-sacs are beneficial to the amenity of the residents living in the cul-de-sac because of footpath connectivity and safer environments for children. |
| PRINCIPLE | Clause 12.3.1 | The Planning Scheme standards discuss Access Lanes. These are considered to be socially undesirable as they provide out-of-sight places where undesirable behaviour often takes place. Where they are approved, specific conditions may be imposed by Council such as open fencing to adjacent properties, planting restrictions etc to create more open and visible environment...                                                                                                                                                                                                                           |
| PRINCIPLE | Clause 12.3.2 | These differ from The Planning Scheme standards, and are based upon reserve widths needed to accommodate desirable <b>Carriageway</b> widths and verge widths as outlined within the manual. Negative feedback has been received by Council regarding previous developments with lesser widths of road reserve, and those proposed herein are more in line with community expectations in areas outside of metropolitan areas.                                                                                                                                                                                |

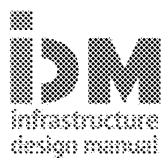


|           |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRINCIPLE | Clause 12.3.4 * | As discussed above.                                                                                                                                                                                                                                                                                                                                                                                                              |
| PRINCIPLE | Clause 12.3.9   | The Planning Scheme allows use of any part of the pavement for turning movements in some street types. Council has adopted an engineering principle that vehicles must use the correct side of the pavement for turning due to safety concerns. ARRB have issued draft user guide to Austroads turning templates consistent with Council's principle of using the correct lanes when turning.                                    |
| PRINCIPLE | Clause 12.3.9   | The Planning Scheme allows use of driveways for three-point turning of vehicles in developments. Council have adopted an engineering principle about not using driveways or vehicle accesses for turning around due to safety concerns.                                                                                                                                                                                          |
| PRINCIPLE | Clause 12.6     | This differs from The Planning Scheme standards. This principle is based upon experience outside of the metropolitan area. This is also more in line with Austroads principles and consistent with advice to Council from experienced traffic engineers.                                                                                                                                                                         |
| PRINCIPLE | Clause 13.2     | The Planning Scheme requires footpaths for both sides of streets for Access Streets, or higher order streets, but not Access Places. Council requires footpaths are required for all frontages, including fully around court to in accordance with the principles of the Disability Discrimination Act 1992. This principle has also been determined through consultation with access impaired representatives of the community. |
| PRINCIPLE | Clause 13.3     | The Planning Scheme allows footpaths to abut kerbs. Council principle is that they should be separated to avoid conflict between pedestrians and doors of parked cars and to provide a buffer between children and moving vehicles.                                                                                                                                                                                              |
| PRINCIPLE | Clause 26.2.1.1 | Council has received numerous requests to address street lighting in these developments. This principle has been adopted to cover the gap in the various standards and to meet community expectations.                                                                                                                                                                                                                           |



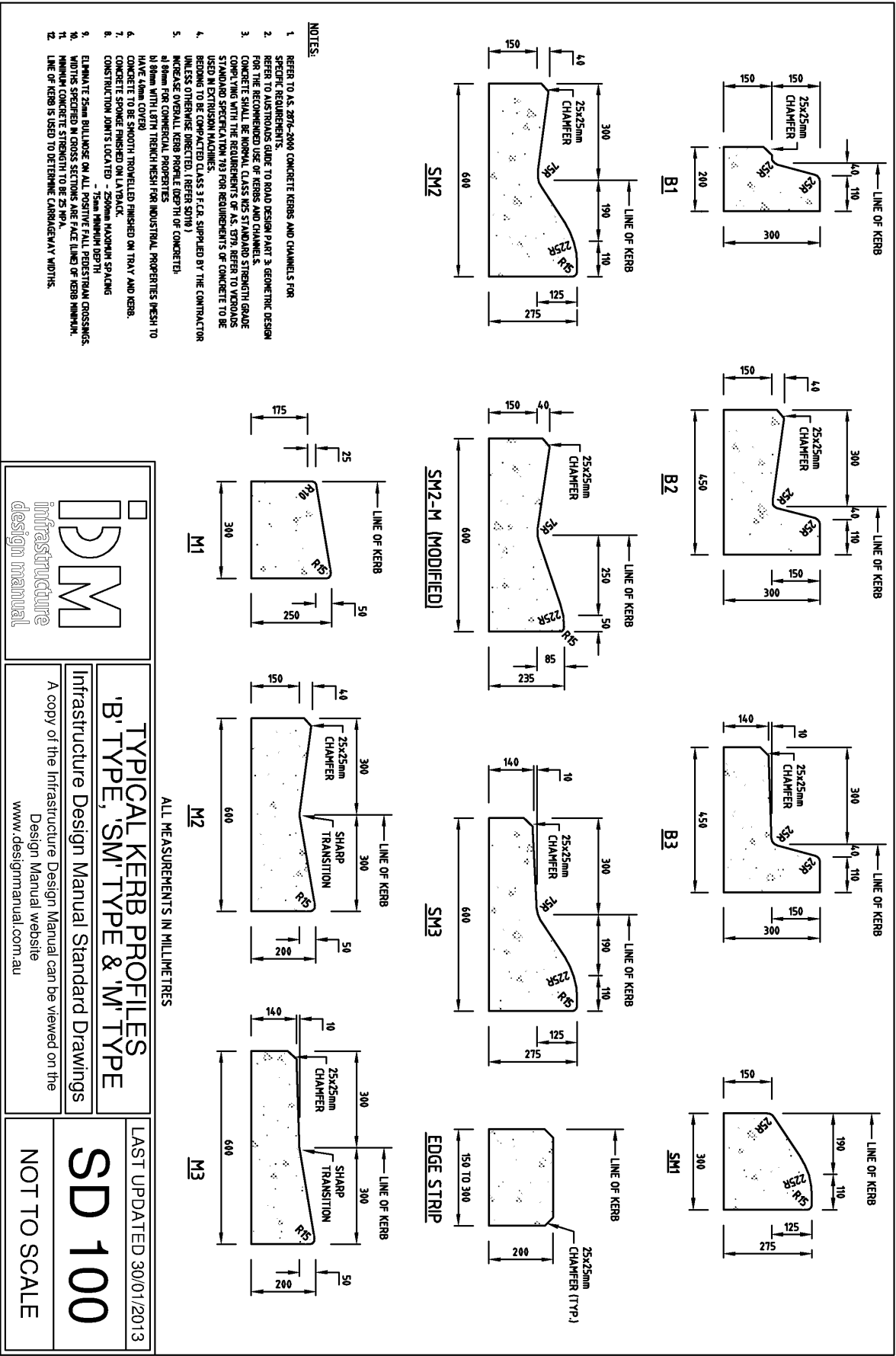
## STANDARD DRAWING INDEX SHEET

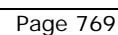
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|-------------|---------------------------------------------------------------------------------------|--------------------|
| 100         | KERBS                                                                                 |                    |
| SD 100      | TYPICAL KERB PROFILES 'B' TYPE, 'SM' TYPE & 'M' TYPE                                  | 30/01/2013         |
| SD 105      | TYPICAL INDUSTRIAL KERB PROFILES 'B' TYPE, 'SM' TYPE & 'M' TYPE                       | 1/03/2013          |
| SD 110      | TYPICAL KERB BEDDING DETAIL                                                           | 30/11/2011         |
| SD 120      | LAYBACK FOR 'B2' & 'B3' KERBING                                                       | 30/01/2013         |
| SD 130      | KERB & CHANNEL INSTALLATION ABUTTING EXISTING PAVEMENT                                | 4/03/2013          |
| SD 140      | HEAVY DUTY KERB ADAPTORS FOR 'B2' AND 'SM2' KERBS                                     | 30/11/2011         |
| SD 145      | SUBSOIL DRAINAGE                                                                      | 4/03/2013          |
| 200         | PAVEMENTS                                                                             |                    |
| SD 200      | PEDESTRIAN CROSSING                                                                   | 22/02/2012         |
| SD 205      | TYPICAL FOOTPATH DETAIL                                                               | 30/01/2013         |
| SD 210      | TYPICAL FOOTPATH JOINTS                                                               | 30/01/2013         |
| SD 215      | REINFORCED CONCRETE PAVEMENT SEALANT DETAILS                                          | 30/01/2013         |
| SD 220      | REINFORCED CONCRETE PAVEMENT ISOLATION JOINT                                          | 30/01/2013         |
| SD 225      | REINFORCED CONCRETE PAVEMENT TYPICAL JOINT DETAILS                                    | 25/08/2010         |
| SD 235      | RETROFIT RESIDENTIAL VEHICLE CROSSING                                                 | 30/01/2013         |
| SD 240      | NEW RESIDENTIAL SINGLE VEHICLE CROSSING DETAIL                                        | 4/03/2013          |
| SD 245      | NEW RESIDENTIAL DOUBLE VEHICLE CROSSING DETAIL                                        | 4/03/2013          |
| SD 250      | NEW INDUSTRIAL VEHICLE CROSSING DETAIL                                                | 4/03/2013          |
| SD 255      | TYPICAL SWALE DRAIN VEHICLE CROSSING (RURAL ENTRANCE)                                 | 30/01/2013         |
| SD 260      | TYPICAL SWALE DRAIN VEHICLE CROSSING (FRINGE URBAN RESIDENTIAL ENTRANCE)              | 4/03/2013          |
| SD 265      | TYPICAL B DOUBLE VEHICLE CROSSING (RURAL ENTRANCE)                                    | 30/01/2013         |
| 300         | TRENCHING BACKFILL                                                                    |                    |
| SD 310      | TRENCHING BACKFILL (TRENCHES WITHIN 1m OF COUNCIL ASSETS)                             | 30/01/2013         |
| 400         | PITS & DRAINAGE STRUCTURES                                                            |                    |
| SD 400      | TYPICAL PIT DIMENSIONING AND SETTING OUT DETAIL                                       | 30/01/2013         |
| SD 405      | UNHAUNCHED PITS (450Ø MAX. PIPE)                                                      | 30/01/2013         |
| SD 410      | HAUNCHED PITS                                                                         | 30/01/2013         |
| SD 415      | MIN. WALL THICKNESS FOR REINFORCEMENT IN MASS CONCRETE PITS (CAST IN-SITU)            | 30/01/2013         |
| SD 420      | JUNCTION PIT IN ROAD RESERVE                                                          | 30/01/2013         |
| SD 425      | JUNCTION PIT WITH CONCRETE COVER (NON TRAFFICABLE AREAS)                              | 30/01/2013         |
| SD 430      | SIDE ENTRY PIT 900mm INLET WITH CAST IRON COVER & CONCRETE SURROUND FOR 'B2'          | 30/01/2013         |
| SD 431      | 900 x 600mm SIDE ENTRY PIT PIPES UP TO 450mmØ (PRECAST CONCRETE LINTEL)               | 30/01/2013         |
| SD 435      | SIDE ENTRY PIT 09m INLET WITH CAST IRON COVER & CONCRETE SURROUND FOR 'SM2'           | 30/01/2013         |
| SD 440      | SIDE ENTRY PIT 900mm INLET WITH CAST IRON COVER & CONCRETE SURROUND FOR 'SM2-M'       | 30/01/2013         |
| SD 445      | DOUBLE SIDE ENTRY PIT 1900mm INLET WITH APPROVED COVER & CONCRETE SURROUND FOR 'B2'   | 30/01/2013         |
| SD 450      | DOUBLE SIDE ENTRY PIT 1900mm INLET WITH CAST IRON COVER & CONCRETE SURROUND FOR 'SM2' | 30/01/2013         |
| SD 455      | DEPRESSED GRATED PIT                                                                  | 30/01/2013         |
| SD 460      | INLET CATCH PIT                                                                       | 30/01/2013         |
| SD 465      | REINFORCED CONCRETE WINGWALL (IN-SITU)                                                | 30/01/2013         |
| SD 470      | CONCRETE ENDWALL FOR PIPES UP TO 300mmØ (WALKWAYS, PATHS & TRACKS)                    | 30/01/2013         |
| SD 475      | GRATED SIDE ENTRY PIT INLET 900mm WITH CONCRETE SURROUND FOR 'B2'                     | 30/01/2013         |
| SD 480      | GRATING PIT FOR SM2 MODIFIED KERB & CHANNEL                                           | 22/02/2012         |
| SD 490      | 900 x 600mm SIDE ENTRY PIT WITH GRATING                                               | 30/01/2013         |
| SD 495      | SPOON PIT WITH GRATING                                                                | 30/01/2013         |

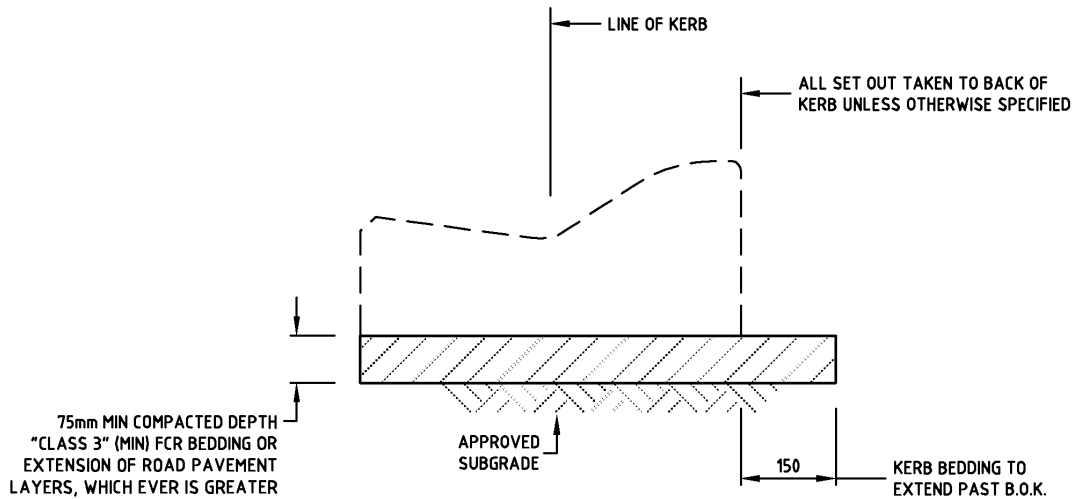


## STANDARD DRAWING INDEX SHEET

| DRAWING No. | DESCRIPTION                                                                              | DATE LAST MODIFIED |
|-------------|------------------------------------------------------------------------------------------|--------------------|
| 500         | PITS & DRAINAGE STRUCTURES                                                               |                    |
| SD 500      | CATCH DRAIN DETAILS                                                                      | 4/03/2013          |
| SD 505      | HOUSE DRAIN TO KERB & CHANNEL                                                            | 30/01/2013         |
| SD 510      | HOUSE DRAIN UNDER ROAD PAVEMENT                                                          | 30/01/2013         |
| SD 515      | STREET DRAIN CONNECTION                                                                  | 30/01/2013         |
| SD 516      | STREET DRAIN CONNECTION (45° TO PIPE WHERE COVER LIMITED)                                | 31/01/2013         |
| SD 520      | EASEMENT DRAIN CONNECTION                                                                | 4/03/2013          |
| SD 525      | FLUSHOUT RISER DETAIL                                                                    | 25/08/2010         |
| SD 530      | FLUSHOUT RISER COVER DETAIL                                                              | 25/08/2010         |
| SD 535      | DRAINAGE PIPE ANCHOR BLOCK                                                               | 30/11/2011         |
| 600         | TYPICAL ROAD PROFILE                                                                     |                    |
| SD 600      | TYPICAL ROAD PROFILES RURAL                                                              | 30/01/2013         |
| SD 605      | TYPICAL ROAD PROFILES RESIDENTIAL                                                        | 30/01/2013         |
| SD 610      | TYPICAL ROAD PROFILES - ACCESS PLACE & STREET / COLLECTOR LEVEL 1 & 2                    | 4/03/2013          |
| SD 615      | TYPICAL ROAD PROFILES - LOW DENSITY RESIDENTIAL COLLECTOR / RURAL ACCESS                 | 30/01/2013         |
| SD 620      | TYPICAL ROAD PROFILES - RURAL LIVING ACCESS & COLLECTOR / LOW DENSITY RESIDENTIAL ACCESS | 30/01/2013         |
| SD 625      | TYPICAL ROAD PROFILES - COMMERCIAL STREET / INDUSTRIAL STREET                            | 30/01/2013         |







**TYPICAL KERB BEDDING**

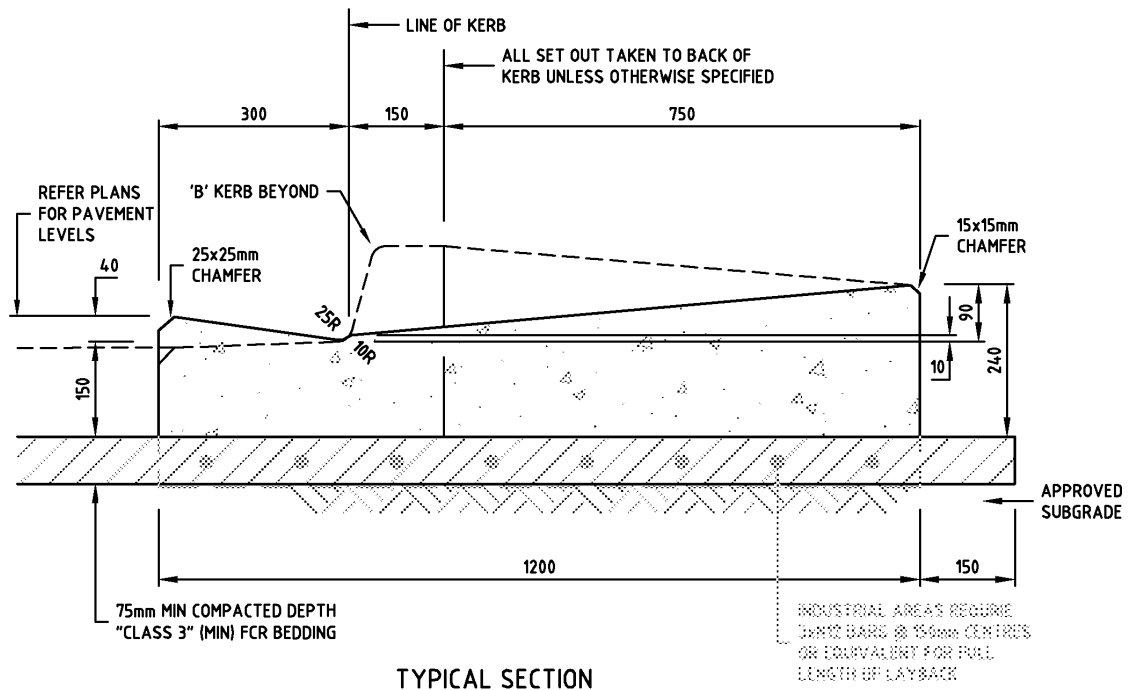
**NOTES:**

1. BEDDING TO BE COMPACTED CLASS 3 F.C.R. SUPPLIED BY THE CONTRACTOR UNLESS OTHERWISE DIRECTED

ALL MEASUREMENTS IN MILLIMETRES

|                                                                                     |                                                                                                                                                               |  |                         |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|
|  | TYPICAL KERB BEDDING DETAIL                                                                                                                                   |  | LAST UPDATED 30/11/2011 |
|                                                                                     | Infrastructure Design Manual Standard Drawings                                                                                                                |  | <b>SD 110</b>           |
|                                                                                     | A copy of the Infrastructure Design Manual can be viewed on the Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> |  | SCALE 1:10              |
|                                                                                     |                                                                                                                                                               |  |                         |



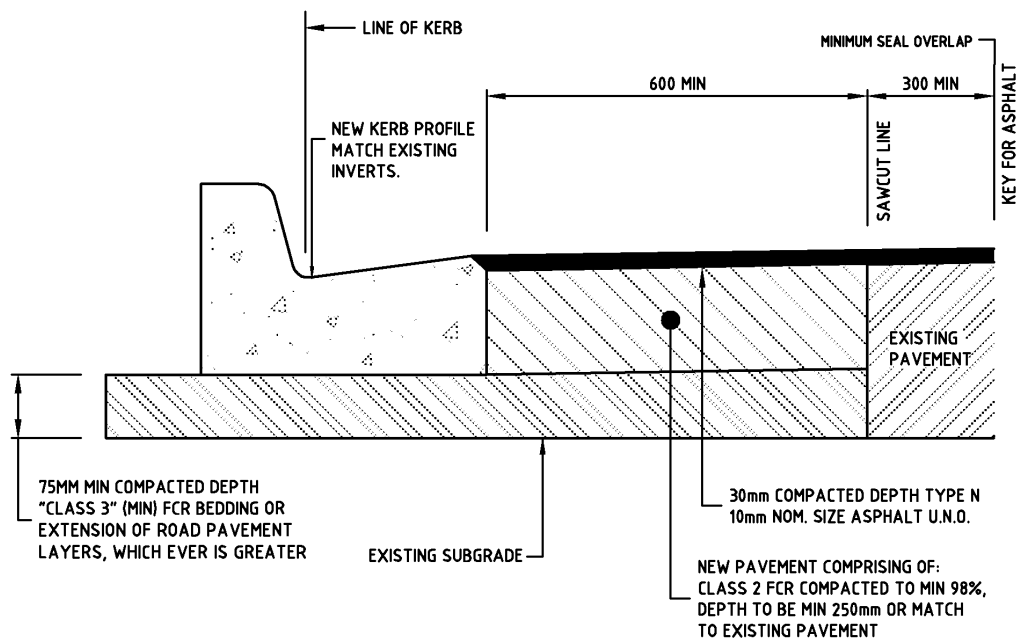


**NOTES:**

1. REFER TO AS. 2876-2000 CONCRETE KERBS AND CHANNELS FOR SPECIFIC REQUIREMENTS
2. BEDDING TO BE COMPACTED CLASS 3 F.C.R. SUPPLIED BY THE CONTRACTOR UNLESS OTHERWISE DIRECTED
3. INCREASE DEPTH OF CONCRETE
  - a) 80mm FOR COMMERCIAL PROPERTIES
  - b) 80mm WITH SL72 MESH FOR INDUSTRIAL PROPERTIES (MESH TO HAVE 40mm COVER)
4. CONCRETE TO BE SMOOTH TROWELLED FINISHED ON TRAY AND KERB
5. CONCRETE SPONGE FINISHED ON LAYBACK
6. CONSTRUCTION JOINTS LOCATED - 2500mm MAXIMUM SPACING
  - 75mm MINIMUM DEPTH
7. ELIMINATE 25mm BULLNOSE ON ALL POSITIVE FALL PEDESTRIAN CROSSINGS
8. WIDTHS SPECIFIED IN CROSS SECTIONS ARE FACE (LINE) OF KERB.

ALL MEASUREMENTS IN MILLIMETRES

|  |                                                                                                                                                               |  |                         |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|
|  | LAYBACK FOR 'B2' & 'B3' KERBING                                                                                                                               |  | LAST UPDATED 30/01/2013 |
|  | Infrastructure Design Manual Standard Drawings                                                                                                                |  | <b>SD 120</b>           |
|  | A copy of the Infrastructure Design Manual can be viewed on the Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> |  | SCALE 1:10              |
|  |                                                                                                                                                               |  |                         |



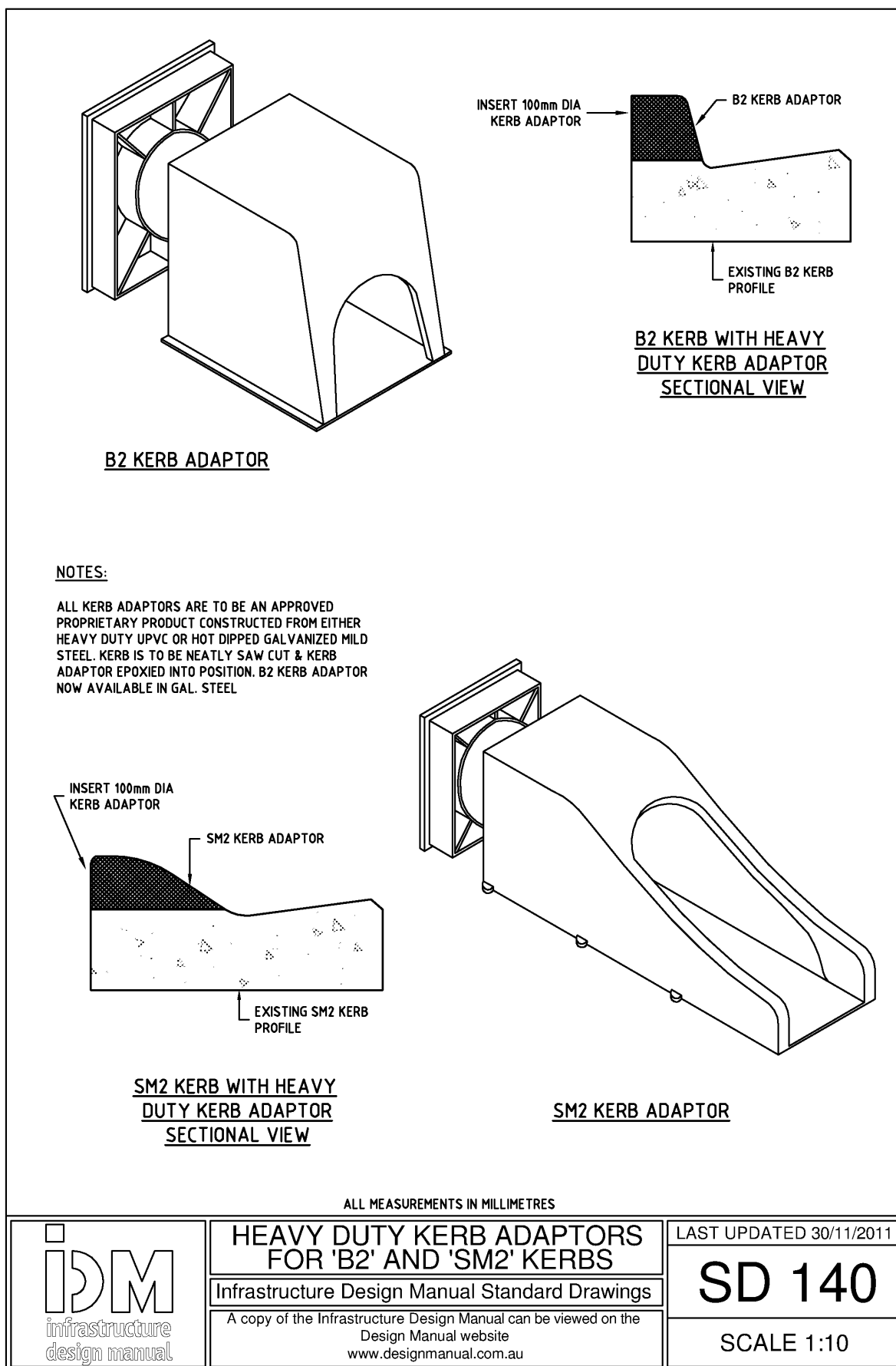
**TYPICAL SECTION**

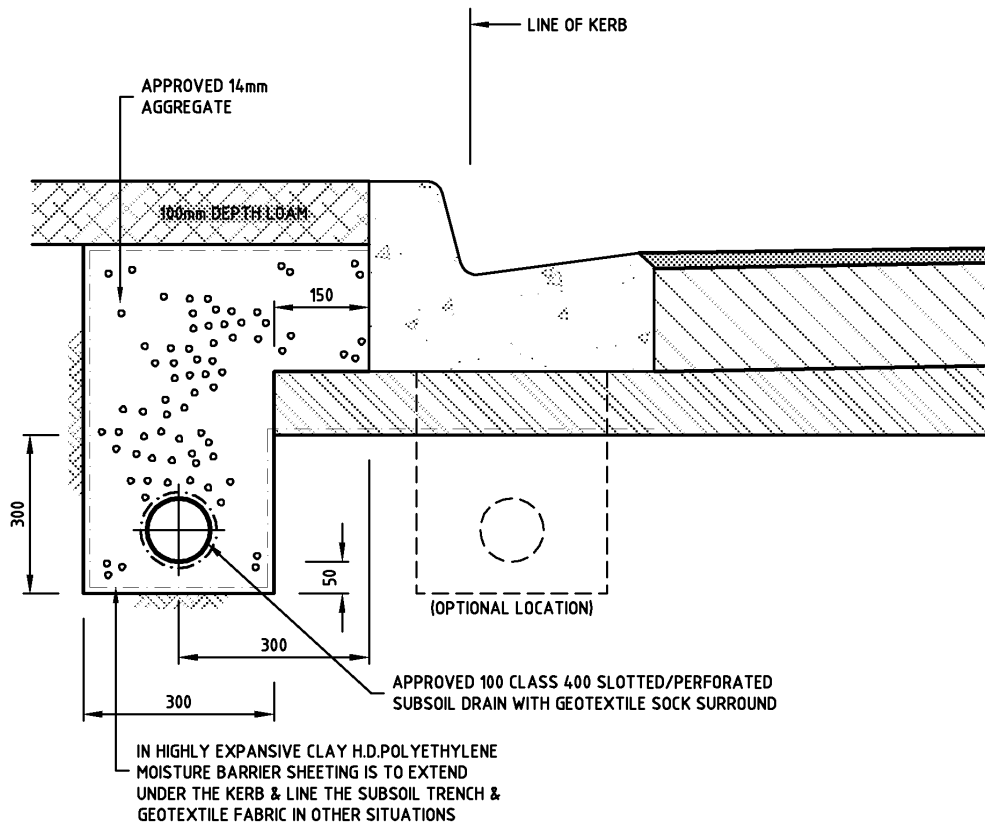
**NOTES:**

1. REFER TO CONCRETE AS. 2876-2000 CONCRETE KERBS AND CHANNELS
2. BEDDING TO BE COMPACTED CLASS 3 F.C.R. SUPPLIED BY THE CONTRACTOR UNLESS OTHERWISE DIRECTED
3. CONCRETE TO BE SMOOTH TROWELLED FINISHED ON TRAY AND KERB
4. CONSTRUCTION JOINTS LOCATED - 2500mm MAXIMUM SPACING  
- 75mm MINIMUM DEPTH
5. ELIMINATE 25mm BULLNOSE ON ALL POSITIVE FALL PEDESTRIAN CROSSINGS
6. WIDTHS SPECIFIED IN CROSS SECTIONS ARE FACE (LINE) OF KERB.

ALL MEASUREMENTS IN MILLIMETRES

|                                                                                     |                                                                                                                                                                  |  |                         |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|
|  | <b>KERB &amp; CHANNEL INSTALLATION<br/>ABUTTING EXISTING PAVEMENT</b>                                                                                            |  | LAST UPDATED 04/03/2013 |
|                                                                                     | Infrastructure Design Manual Standard Drawings                                                                                                                   |  | <b>SD 130</b>           |
|                                                                                     | A copy of the Infrastructure Design Manual can be viewed on the<br>Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> |  | <b>SCALE 1:10</b>       |
|                                                                                     |                                                                                                                                                                  |  |                         |





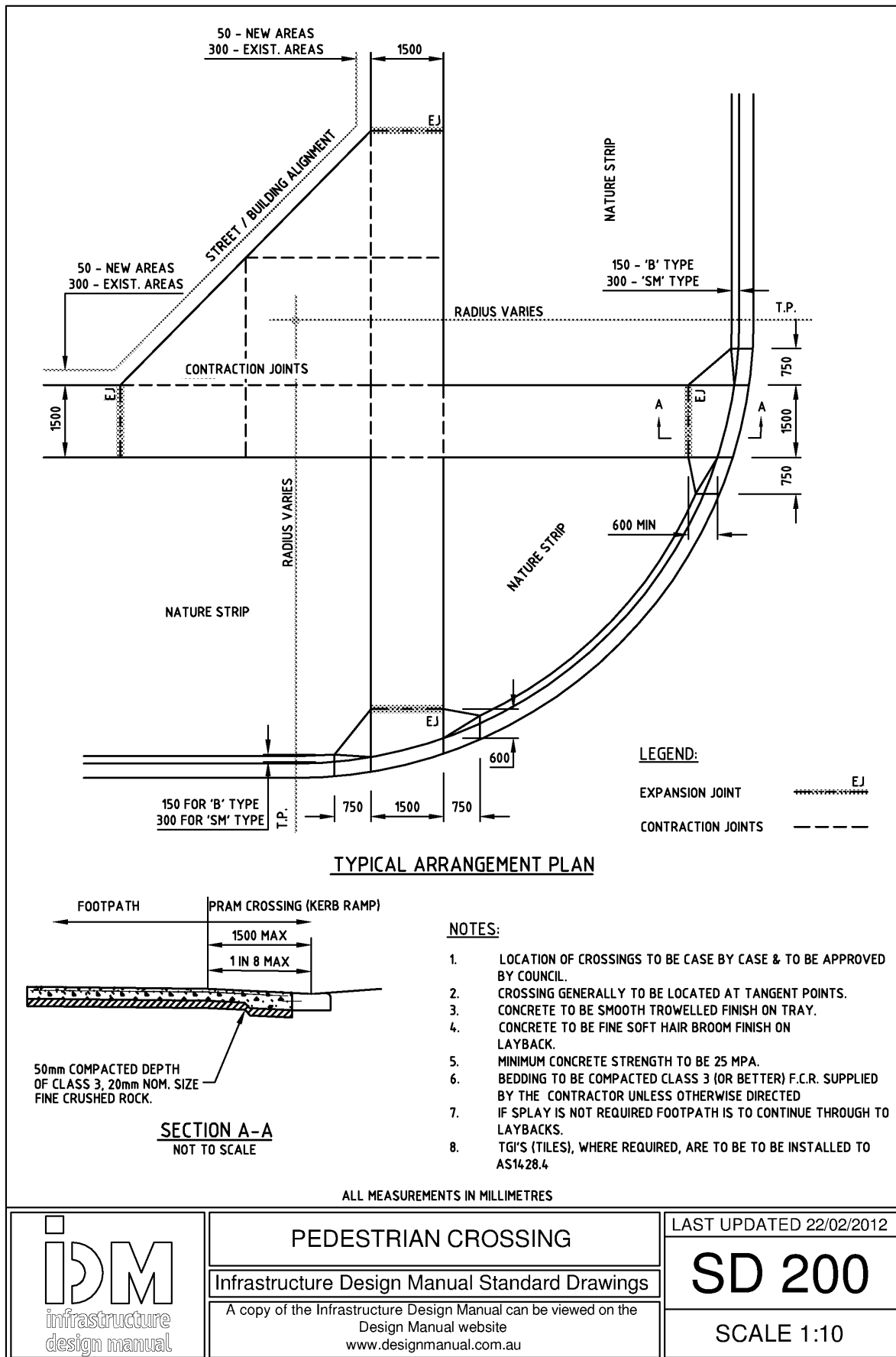
TYPICAL SECTION

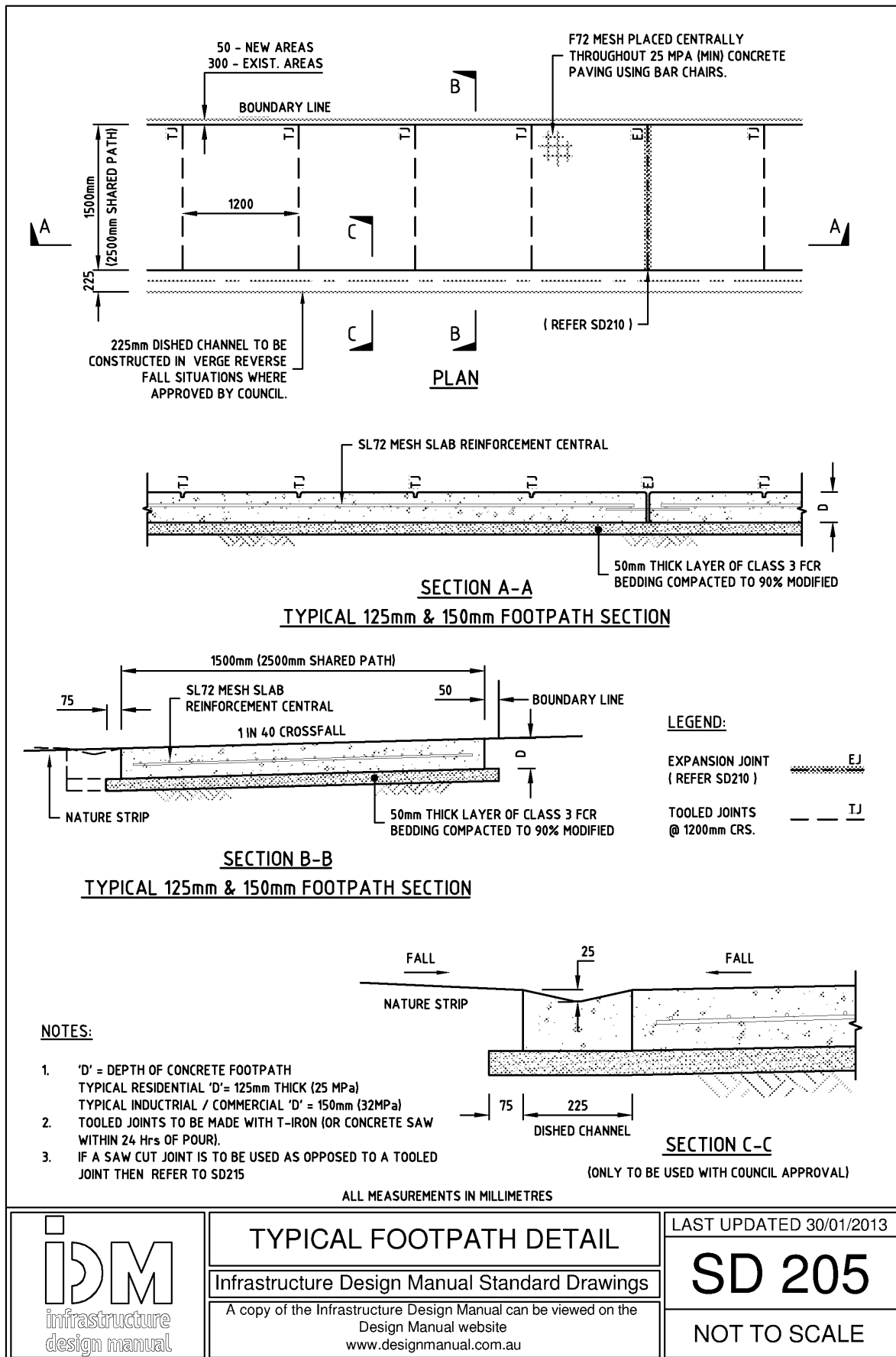
NOTES:

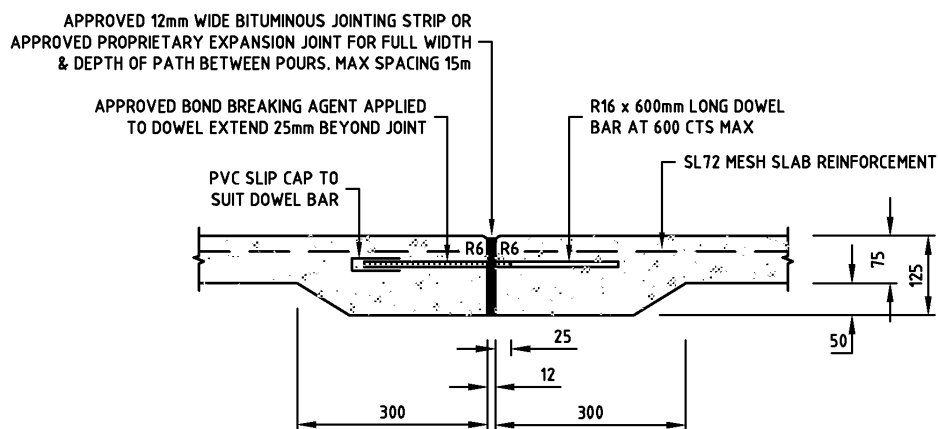
1. THE DRAINS SHALL BE LAID ON A GRADE PARALLEL TO THE FINISHED SURFACE.
2. FOR FLUSHOUT RISER DETAILS REFER TO STANDARD DRAWINGS SD530 & SD535.

ALL MEASUREMENTS IN MILLIMETRES

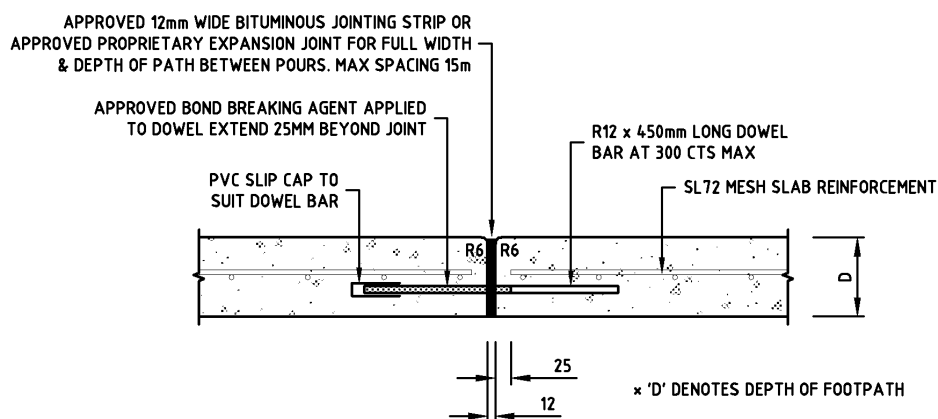
|  |                                                                                                                                                               |  |                         |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|
|  | SUBSOIL DRAINAGE                                                                                                                                              |  | LAST UPDATED 04/03/2013 |
|  | Infrastructure Design Manual Standard Drawings                                                                                                                |  | <b>SD 145</b>           |
|  | A copy of the Infrastructure Design Manual can be viewed on the Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> |  | NOT TO SCALE            |
|  |                                                                                                                                                               |  |                         |







**75mm FOOTPATH EXPANSION JOINT - SECTION**  
(EXISTING DEVELOPED AREAS ONLY)



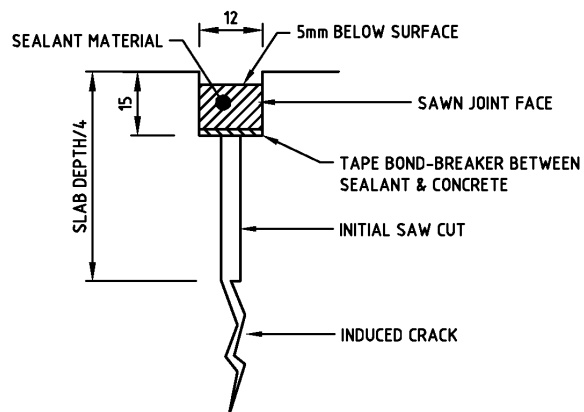
**125mm & 150mm FOOTPATH EXPANSION JOINT - SECTION**

**NOTES:**

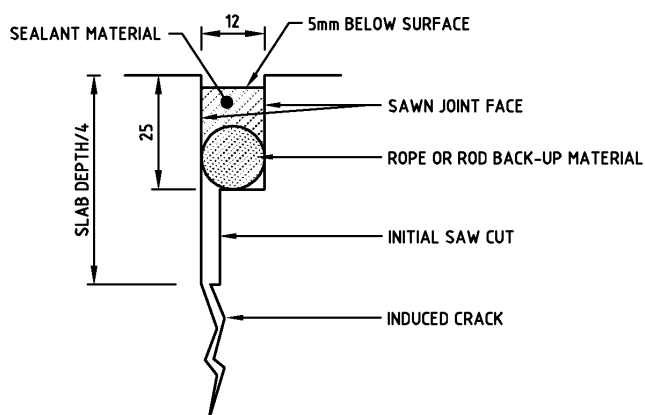
1. 'D' = DEPTH OF CONCRETE FOOTPATH  
TYPICAL RESIDENTIAL 'D' = 125mm THICK (25 MPa)  
TYPICAL INDUSTRIAL / COMMERCIAL 'D' = 150mm (32MPa)
2. APPROVED PROPRIETARY JOINTS CAN BE USED WITH COUNCIL APPROVAL.

ALL MEASUREMENTS IN MILLIMETRES

|  |                                                                                                                                                               |  |                         |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|
|  | TYPICAL FOOTPATH JOINTS                                                                                                                                       |  | LAST UPDATED 30/01/2013 |
|  | Infrastructure Design Manual Standard Drawings                                                                                                                |  | <b>SD 210</b>           |
|  | A copy of the Infrastructure Design Manual can be viewed on the Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> |  | NOT TO SCALE            |



SEALANT DETAIL TYPE 1

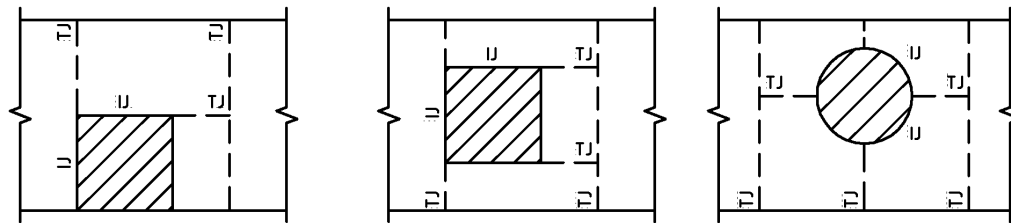


SEALANT DETAIL TYPE 2

ALL MEASUREMENTS IN MILLIMETRES

|                                                                                     |                                                                                                                                                                  |  |                         |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|
|  | <b>REINFORCED CONCRETE<br/>PAVEMENT SEALANT DETAILS</b>                                                                                                          |  | LAST UPDATED 30/01/2013 |
|                                                                                     | Infrastructure Design Manual Standard Drawings                                                                                                                   |  | <b>SD 215</b>           |
|                                                                                     | A copy of the Infrastructure Design Manual can be viewed on the<br>Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> |  | SCALE 1:10              |
|                                                                                     |                                                                                                                                                                  |  |                         |



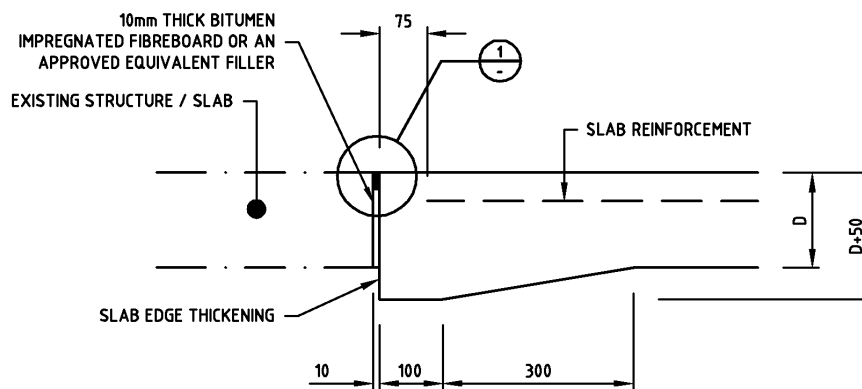


PIT / ACCESS HOLE AT EDGE (PLAN)

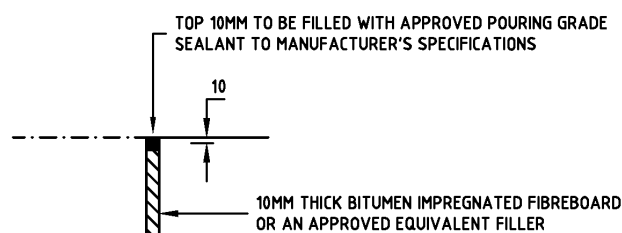
PIT / ACCESS HOLE NOT AT EDGE (PLAN)

LEGEND:

ISOLATION JOINT ——— IJ  
TOOLED JOINTS - - - - TJ



TYPICAL SECTION  
SCALE 1:10

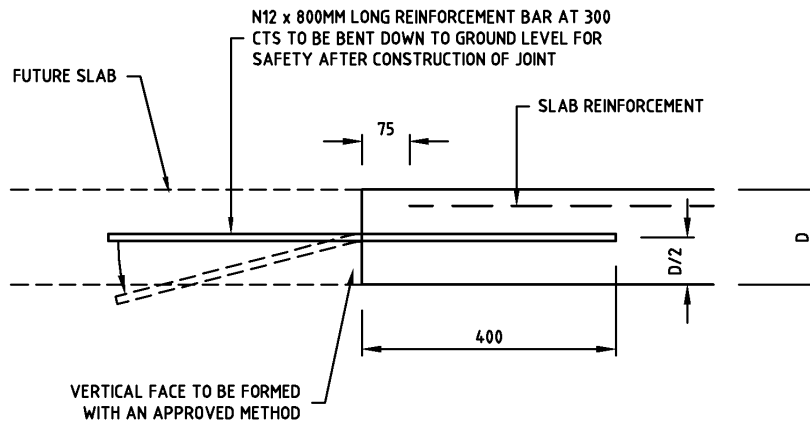


DETAIL 1  
SCALE 1:5

\* 'D' DENOTES DEPTH OF PAVEMENT

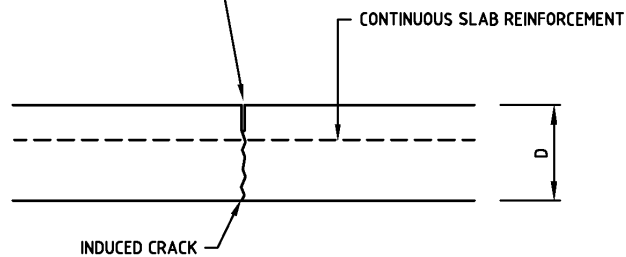
ALL MEASUREMENTS IN MILLIMETRES

|                                                                                     |                                                                                                                                                                  |  |                         |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|
|  | REINFORCED CONCRETE<br>PAVEMENT ISOLATION JOINT                                                                                                                  |  | LAST UPDATED 30/01/2013 |
|                                                                                     | Infrastructure Design Manual Standard Drawings                                                                                                                   |  | SD 220                  |
|                                                                                     | A copy of the Infrastructure Design Manual can be viewed on the<br>Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> |  |                         |
|                                                                                     |                                                                                                                                                                  |  | SCALE 1:10              |



TYPICAL FUTURE CONSTRUCTION JOINT

5 x 40mm DEEP SAW CUT TO BE FILLED WITH APPROVED  
POURING GRADE SEALANT TO MANUFACTURER'S  
SPECIFICATIONS. TOOL SEALANT TO FORM 5MM RECESS.  
SEALANT COLOUR TO MATCH PAVEMENT SURROUND

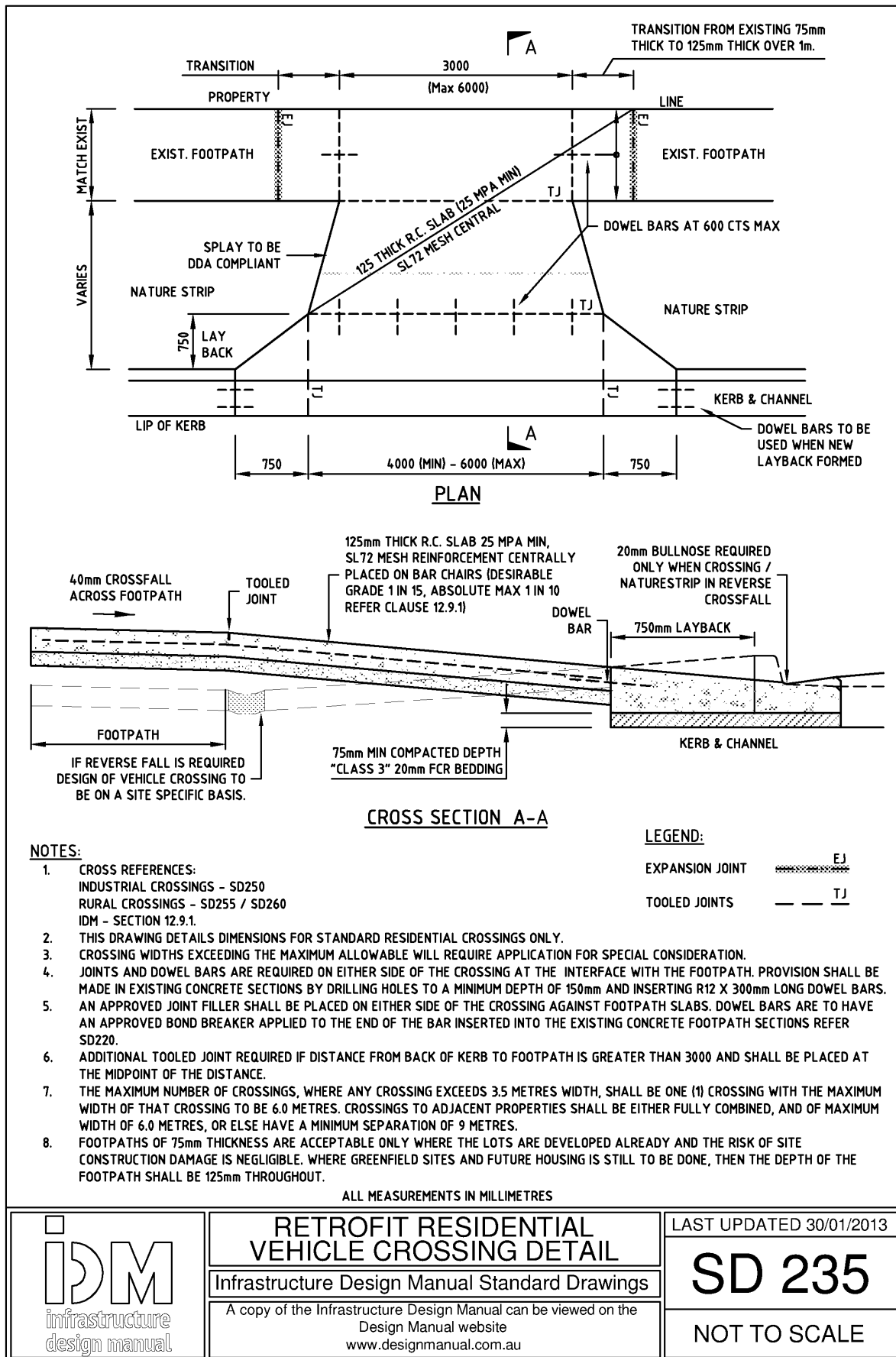


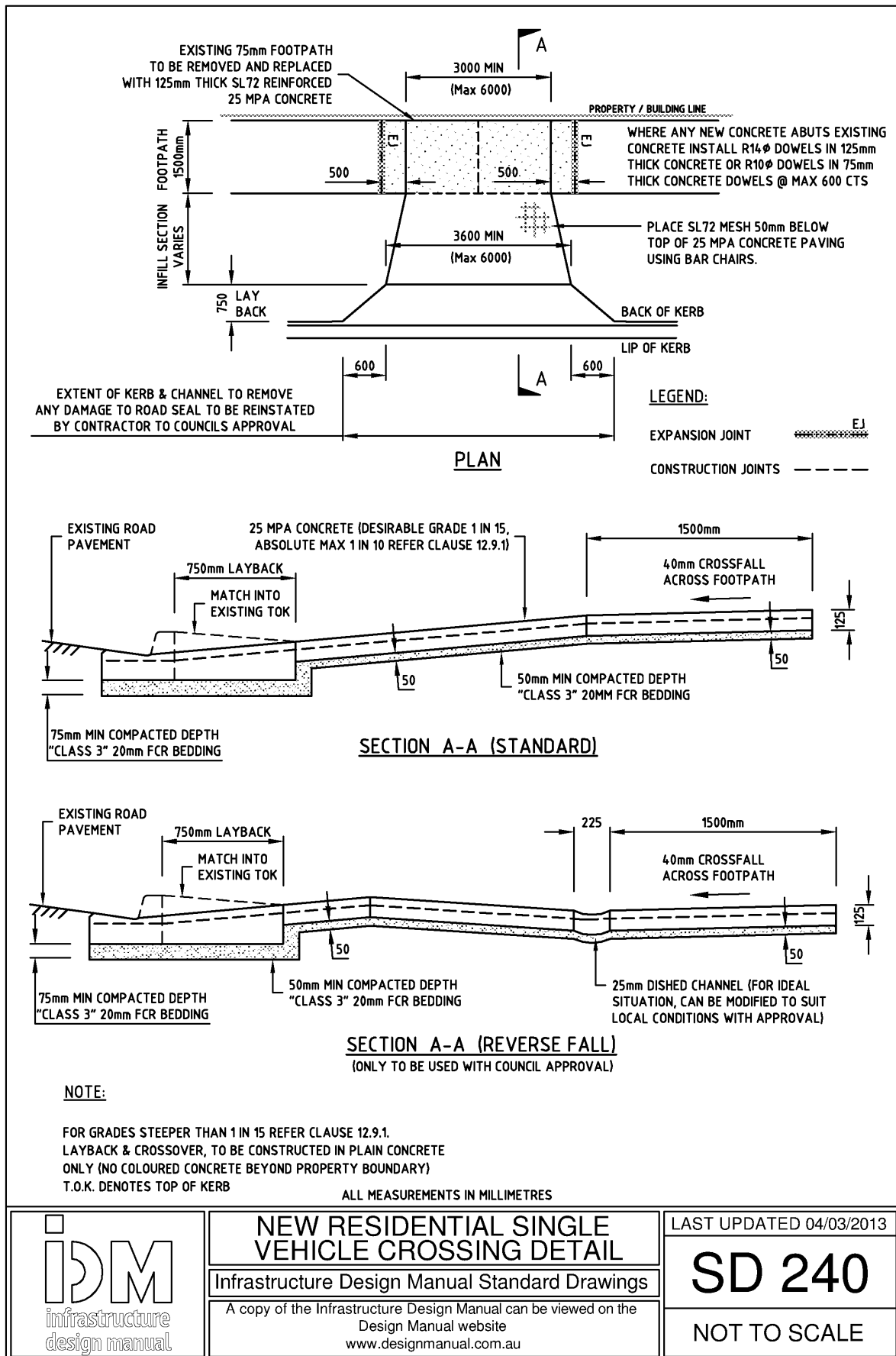
TYPICAL SAWN CONTRACTION JOINT

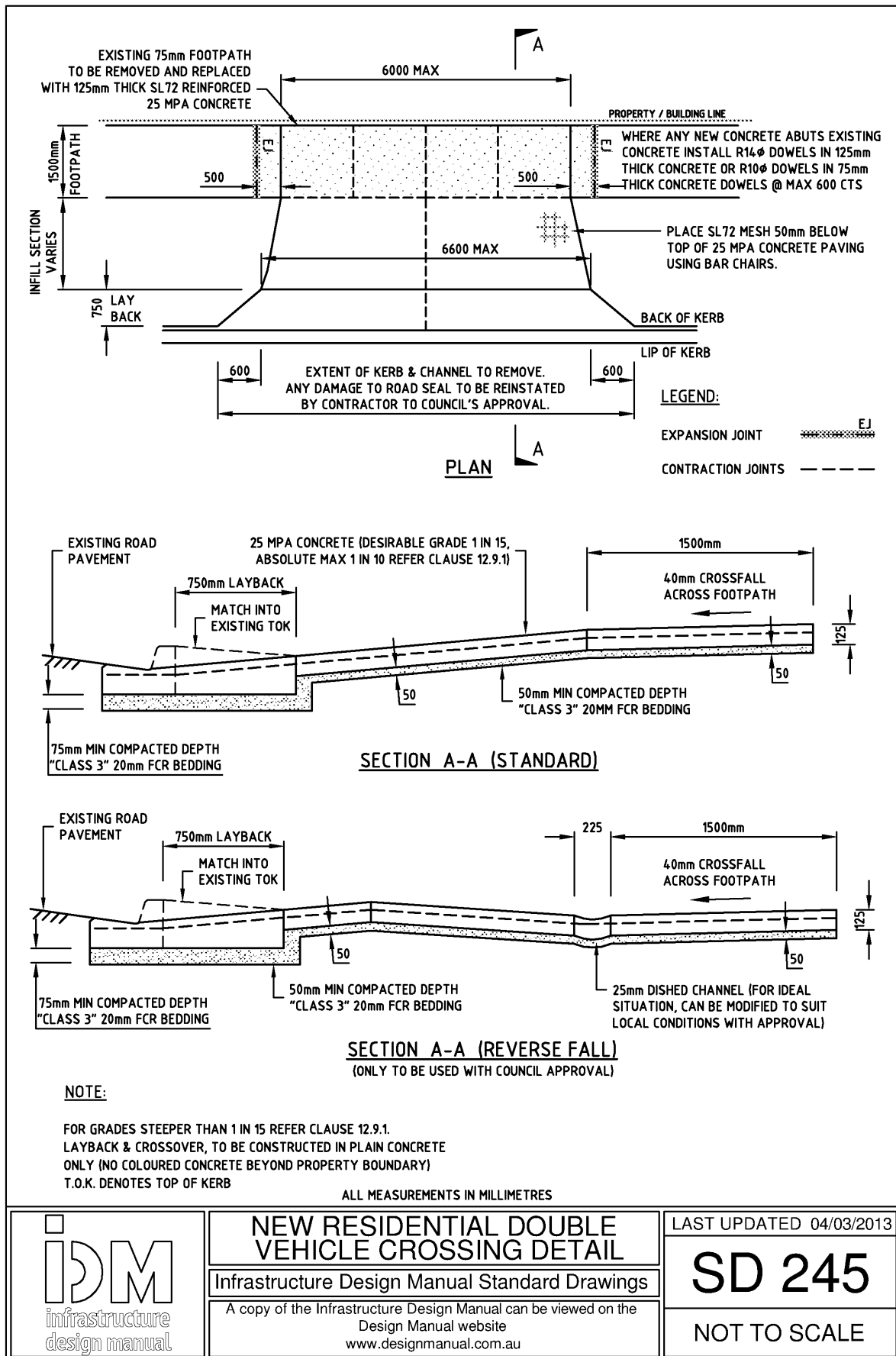
\* 'D' DENOTES DEPTH OF FOOTPATH

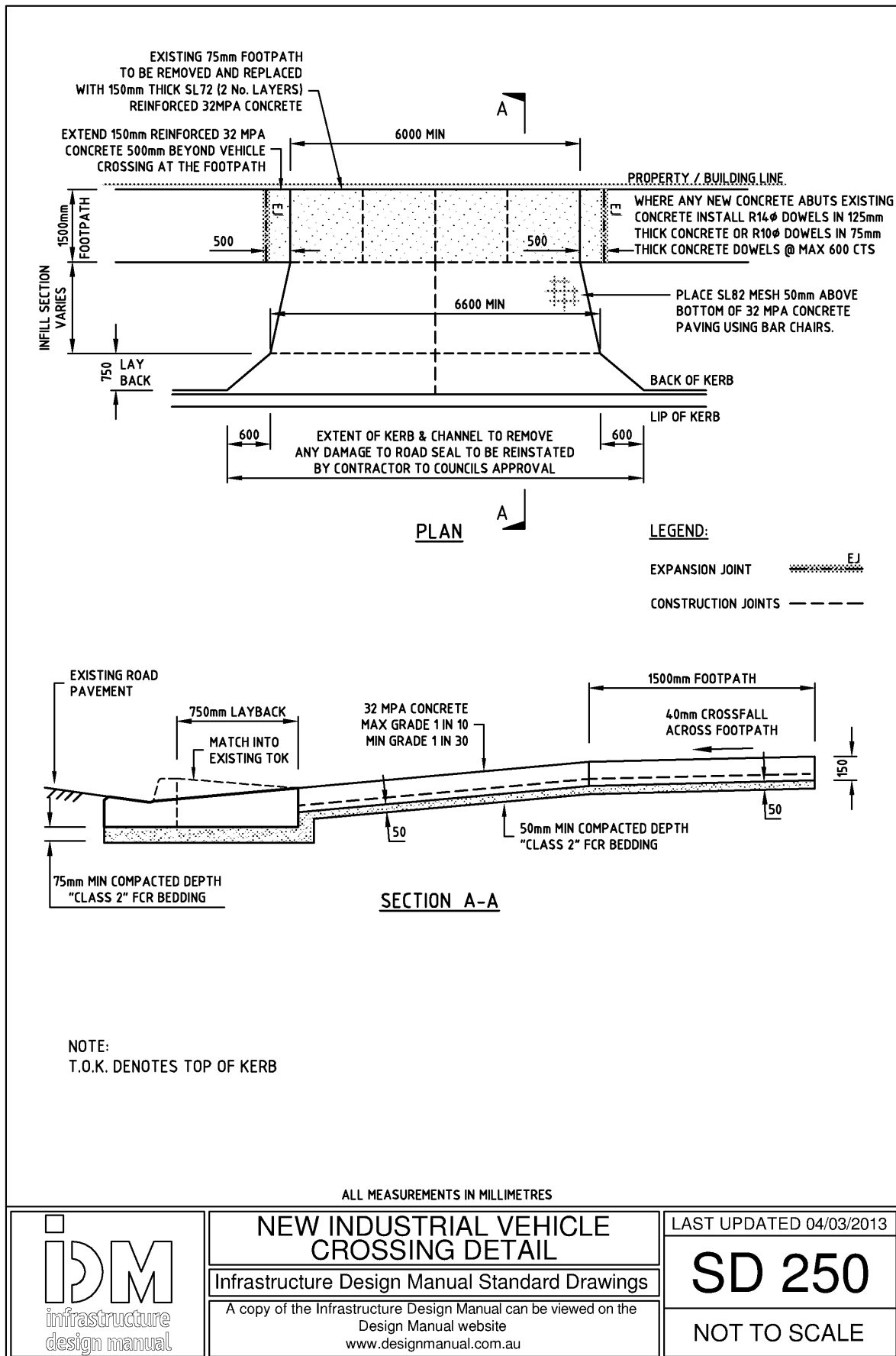
ALL MEASUREMENTS IN MILLIMETRES

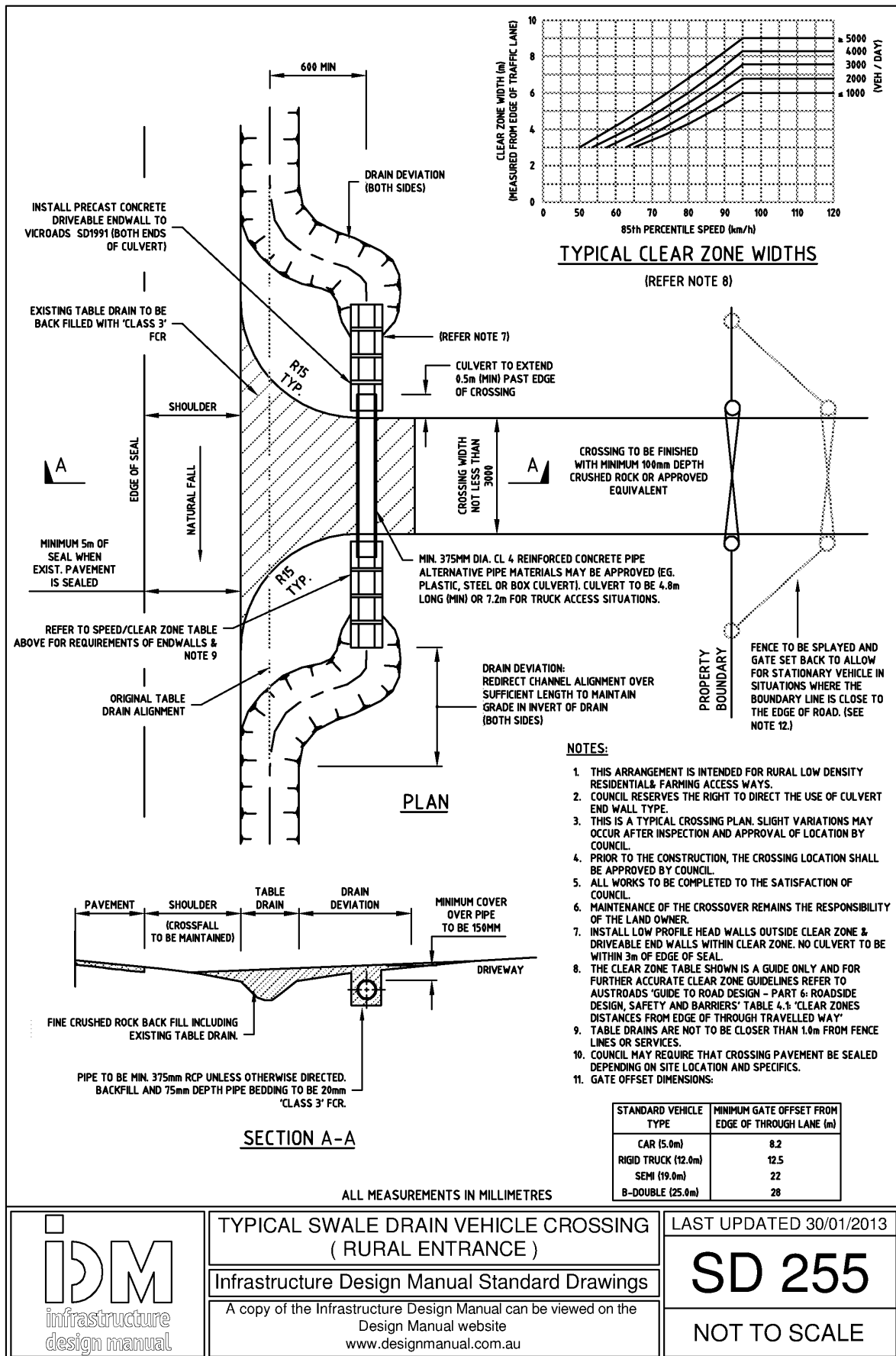
|                                                                                     |                                                                                                                                                                  |  |                         |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|
|  | REINFORCED CONCRETE PAVEMENT<br>TYPICAL JOINT DETAILS                                                                                                            |  | LAST UPDATED 25/08/2010 |
|                                                                                     | Infrastructure Design Manual Standard Drawings                                                                                                                   |  | <b>SD 225</b>           |
|                                                                                     | A copy of the Infrastructure Design Manual can be viewed on the<br>Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> |  | SCALE 1:10              |
|                                                                                     |                                                                                                                                                                  |  |                         |

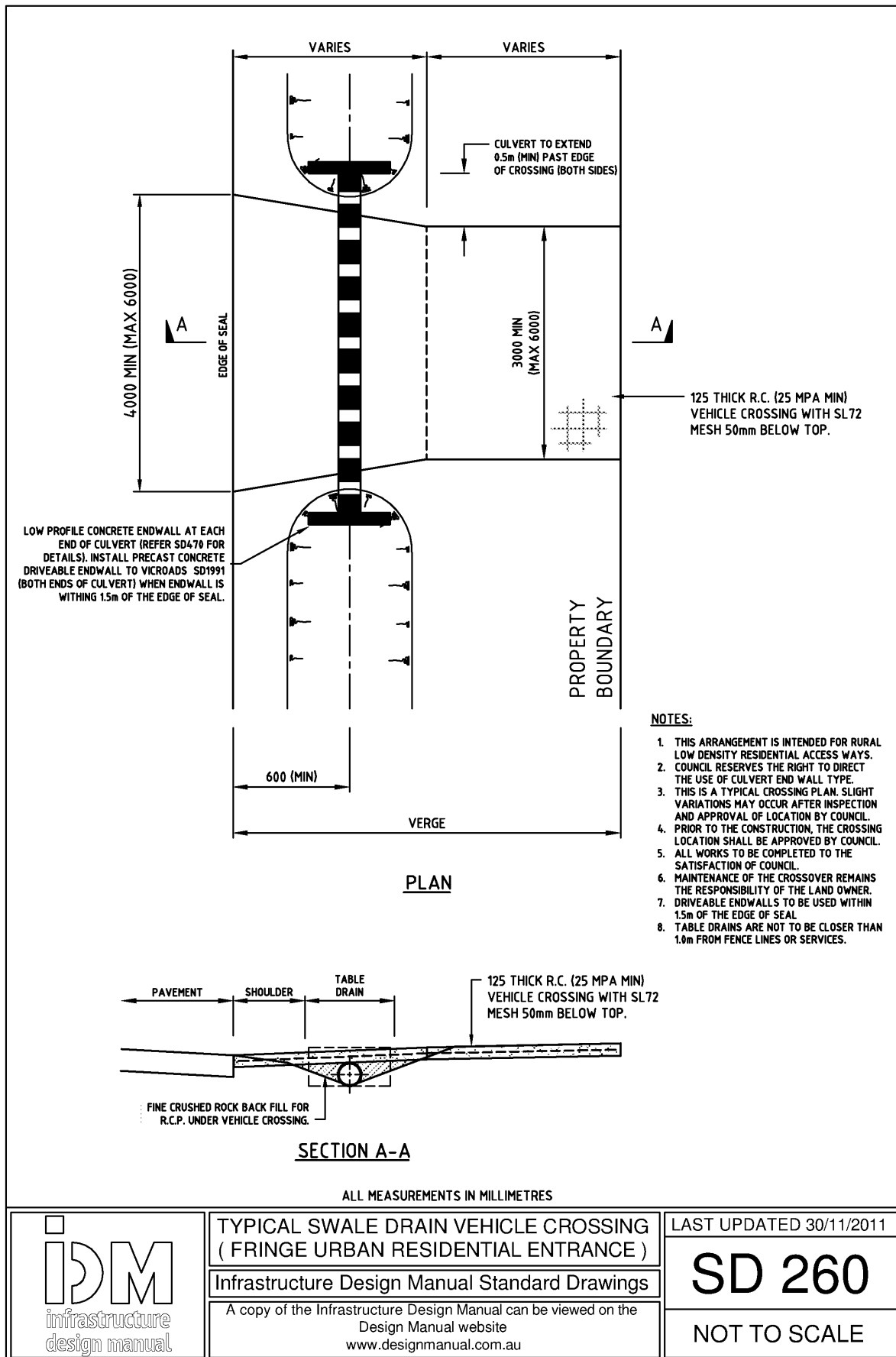




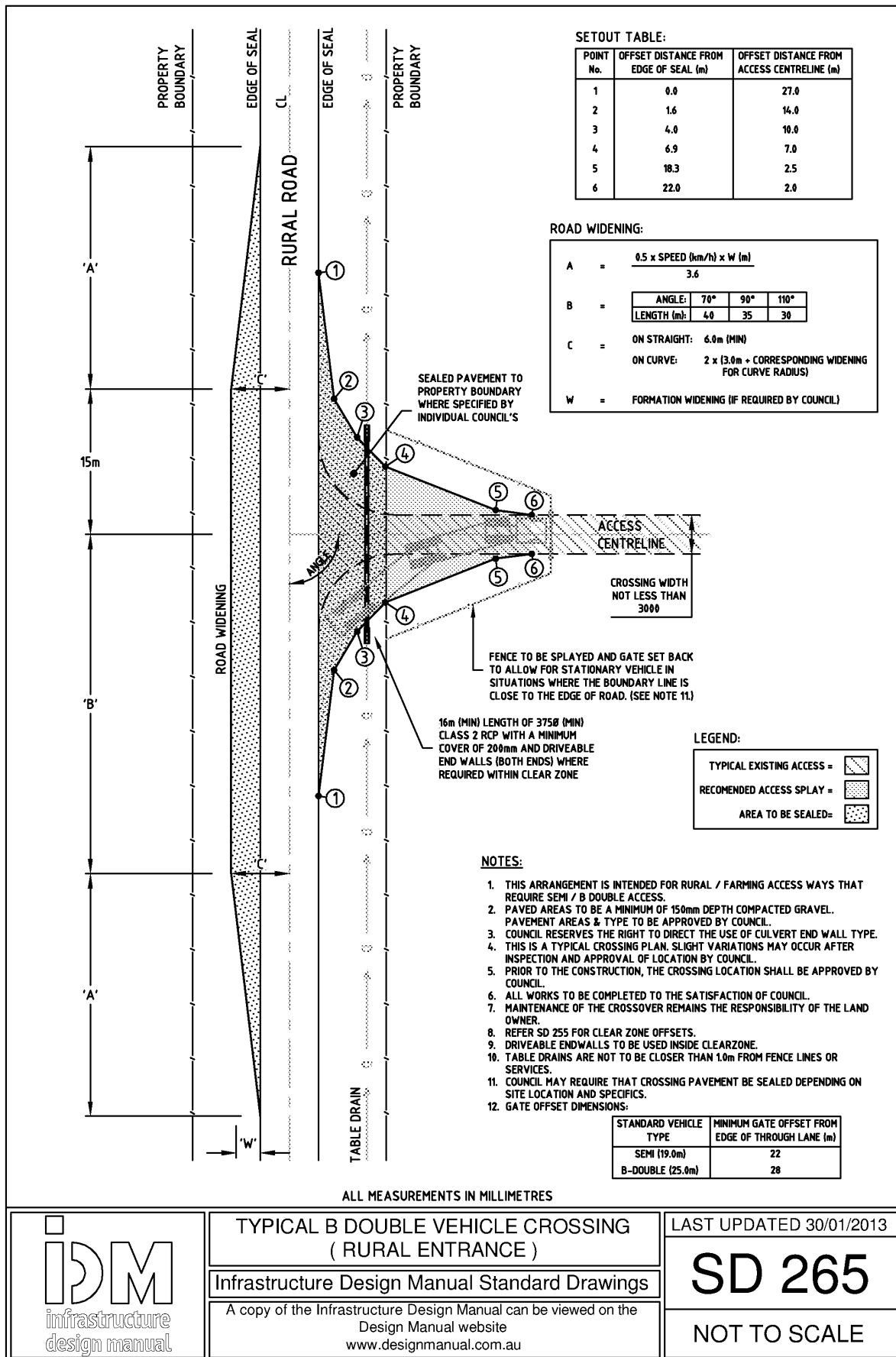


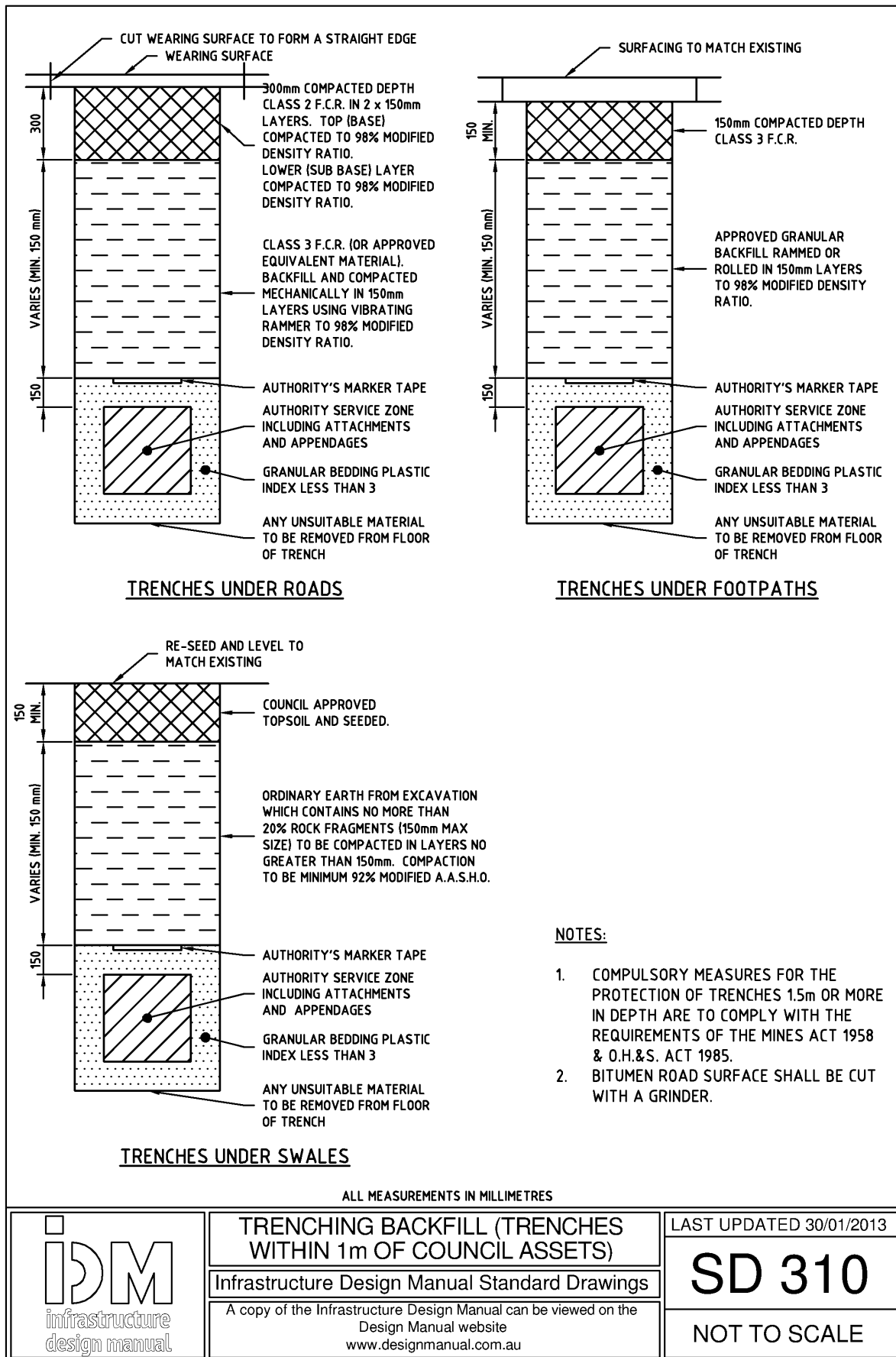


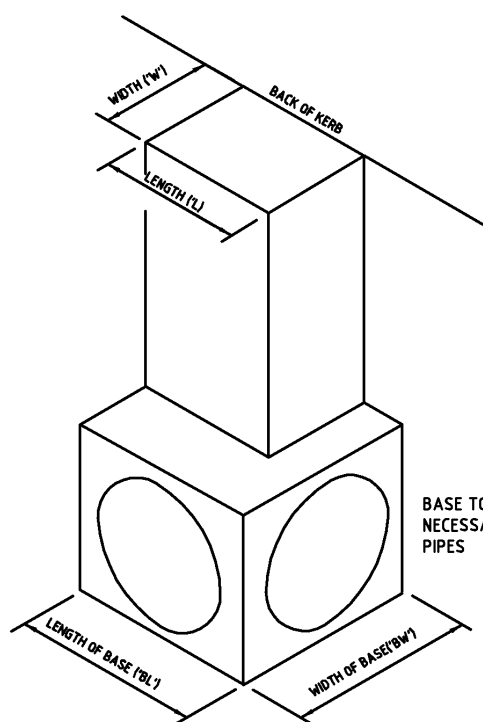




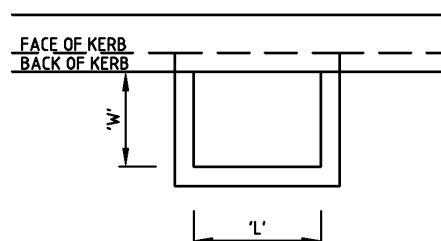




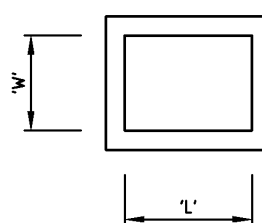




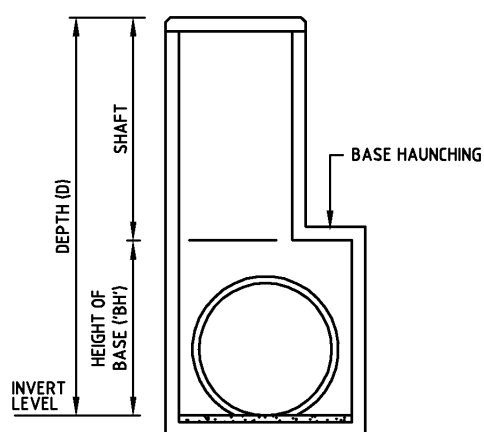
**INTERNAL PIT DIMENSIONS**



**PLAN**  
SIDE ENTRY PIT



**PLAN**  
JUNCTION PIT, GRATED PIT AND INLET CATCH PIT



**SHAFT CONFIGURATIONS**

PIT WITH HAUNCHED BASE

**STANDARD PIT LISTING**

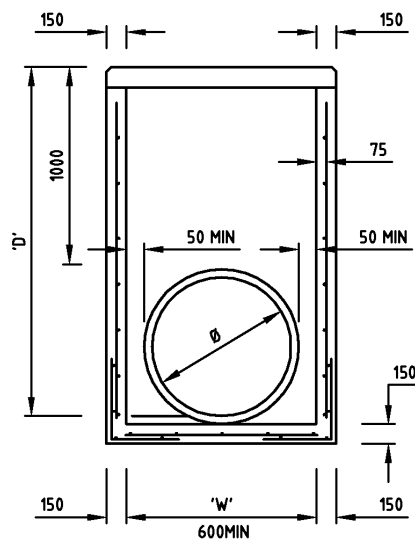
| PIT TYPE        | COVER TYPE                          | SD DRG. NO.                             |
|-----------------|-------------------------------------|-----------------------------------------|
| UNHAUNCHED      |                                     | SD405                                   |
| HAUNCHED        |                                     | SD410                                   |
| JUNCTION        | CAST IRON<br>CONCRETE<br>FIBREGLASS | SD425                                   |
| GRATED          | MILD STEEL/CAST IRON                | SD425                                   |
| SIDE ENTRY      | CAST IRON<br>CONCRETE<br>FIBREGLASS | SD430, SD435,<br>SD440, SD445,<br>SD450 |
| DEPRESSED GRATE | MILD STEEL/CAST IRON                | SD455                                   |
| INLET CATCH     | CONCRETE                            | SD460                                   |

**NOTES:**

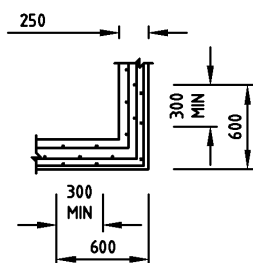
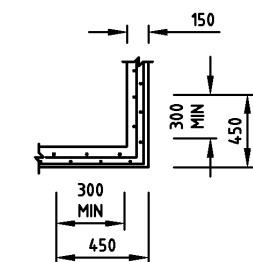
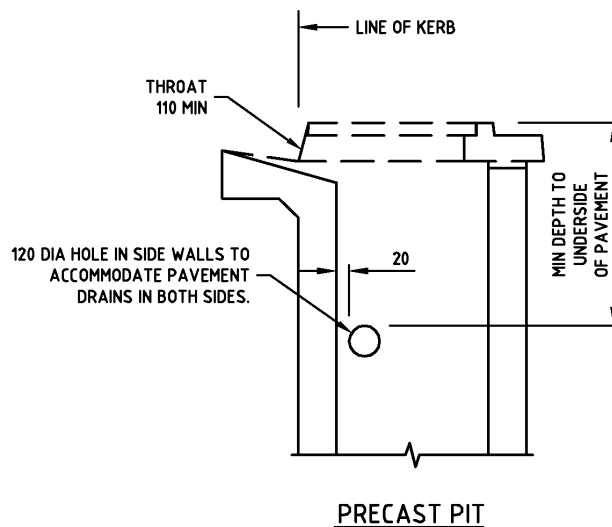
REFER SPECIFIC STANDARD DRAWINGS FOR FULL DIMENSIONS.

ALL MEASUREMENTS IN MILLIMETRES

|  |                                                                                                                                                                  |                         |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
|  | <b>TYPICAL PIT DIMENSIONING<br/>AND SETTING OUT DETAIL</b>                                                                                                       | LAST UPDATED 30/01/2013 |
|  | Infrastructure Design Manual Standard Drawings                                                                                                                   | <b>SD 400</b>           |
|  | A copy of the Infrastructure Design Manual can be viewed on the<br>Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> | <b>NOT TO SCALE</b>     |



**PITS UP TO 3600mm DEPTH**



**PLAN VIEW  
CORNER DETAILS**

**REINFORCEMENT DETAILS**

| PIT LENGTH 'L'<br>OR WIDTH 'W' | REINFORCEMENT |
|--------------------------------|---------------|
| UP TO 1200                     | SL92          |
| 1201 TO 1800                   | RL918         |
| 1801 TO 2400                   | RL1218        |

**NOTES:**

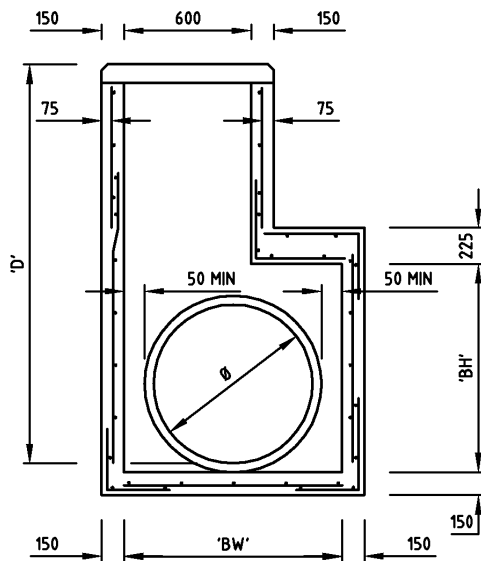
1. MINIMUM PIT SIZES:

| PIPE DIAMETER  |                | BASE DIMENSIONS 'W' |
|----------------|----------------|---------------------|
| JP             | SEP            |                     |
| UP TO 450Ø     | UP TO 450Ø     | 600                 |
| 450Ø & UPWARDS | 450Ø & UPWARDS | 900                 |

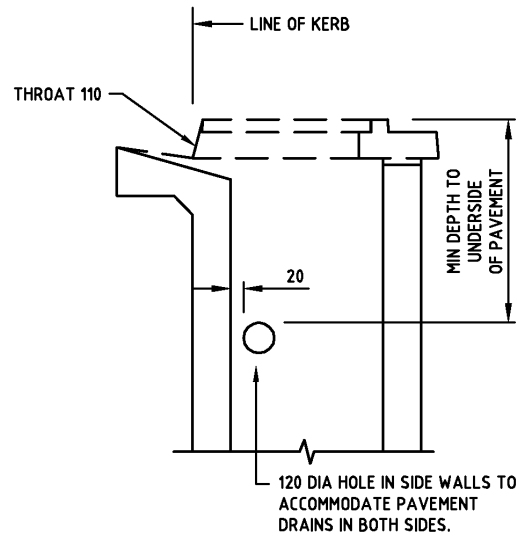
- PIPES GREATER THAN 450mm DIA. MAY REQUIRE HAUNCHING. REFER TO SD410.
- FOR DETAILS OF SPECIFIC PITS, REFER TO PIT SCHEDULE.
- PIT REINFORCEMENT SHALL HAVE 300mm MIN LAPS. CLEAR COVER TO BE 50mm MIN. CORNER RETURN REINFORCEMENT MAY BE FABRIC OR EQUIVALENT BARS.
- FOR TOP OF PIT DETAILS, REFER TO PIT SCHEDULE AND RELEVANT STANDARD DRAWINGS.
- PRECAST PITS WITH THINNER WALLS AND LESS STEEL MAY BE ACCEPTED WHERE THE MANUFACTURER CAN DEMONSTRATE THAT THE PITS HAVE ADEQUATE CAPACITY TO SUPPORT A COMBINATION OF THE FOLLOWING LOADS:  
LATERAL LOADS - EARTH PRESSURE WITH 210 kN SURCHARGE  
- HYDROSTATIC PRESSURE  
- COMPACTION PRESSURE (25 kPa MIN)  
- VERTICAL LOAD 210 kN
- SUBSURFACE DRAIN HOLES TO BE SEALED IF NOT USED.
- PIT LENGTH 'L' REFER TO SD400.
- CONCRETE STRENGTH F'C = 25MPa. (MIN) AT 28 DAYS.

ALL MEASUREMENTS IN MILLIMETRES

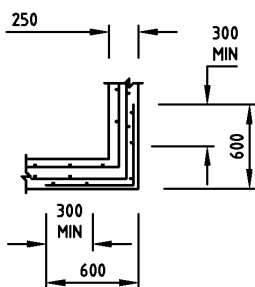
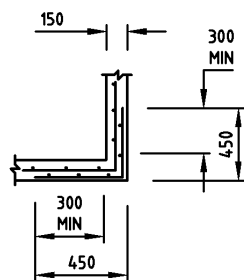
|  |                                                                                                                                                                  |                         |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
|  | UNHAUNCHED PITS<br>(450Ø MAX. PIPE)                                                                                                                              | LAST UPDATED 30/01/2013 |
|  | Infrastructure Design Manual Standard Drawings                                                                                                                   | <b>SD 405</b>           |
|  | A copy of the Infrastructure Design Manual can be viewed on the<br>Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> | NOT TO SCALE            |



**PITS UP TO 3600mm DEPTH**



**PRECAST PIT**



**PLAN VIEW  
CORNER DETAILS**

**NOTES:**

1. PIPES LESS THAN 525mm DIA. MAY NOT REQUIRE HAUNCHING. REFER SD405.
2. PITS WITH HAUNCHING IN TWO DIRECTIONS REQUIRE SPECIAL STRUCTURAL DESIGN.
3. FOR DETAILS OF SPECIFIC PITS, REFER TO PIT SCHEDULE.
4. PIT REINFORCEMENT SHALL HAVE 300mm MIN LAPS. CLEAR COVER TO BE 50mm MIN. CORNER RETURN REINFORCEMENT MAY BE FABRIC OR EQUIVALENT BARS.
5. FOR TOP OF PIT DETAILS, REFER TO PIT SCHEDULE AND RELEVANT STANDARD DRAWINGS.
6. PRECAST PITS WITH THINNER WALLS AND LESS STEEL MAY BE ACCEPTED WHERE THE MANUFACTURER CAN DEMONSTRATE THAT THE PITS HAVE ADEQUATE CAPACITY TO SUPPORT A COMBINATION OF THE FOLLOWING LOADS:  
LATERAL LOADS - EARTH PRESSURE WITH 210kN SURCHARGE  
- HYDROSTATIC PRESSURE  
- COMPACTION PRESSURE (25 kPa MIN)  
- VERTICAL LOAD 210 kN
7. SUBSURFACE DRAIN HOLES TO BE SEALED IF NOT USED.
8. CONCRETE STRENGTH F'C = 25MPa. (MIN) AT 28 DAYS.

**REINFORCEMENT DETAILS**

| PIT BASE LENGTH 'BL'<br>OR BASE WIDTH 'BW' | REINFORCEMENT |
|--------------------------------------------|---------------|
| UP TO 1200                                 | SL92          |
| 1201 TO 1800                               | RL918         |
| 1801 TO 2400                               | RL1218        |

**PIT SIZING**

| 'BW' & 'BH'<br>(mm) | 'Ø'<br>(mm) |
|---------------------|-------------|
| 900                 | 525         |
| "                   | 600         |
| "                   | 675         |
| "                   | 750         |
| "                   | 825         |
| 1200                | 900         |
| "                   | 975         |
| "                   | 1050        |
| "                   | 1125        |
| 1500                | 1200        |

ALL MEASUREMENTS IN MILLIMETRES



**HAUNCHED PITS**

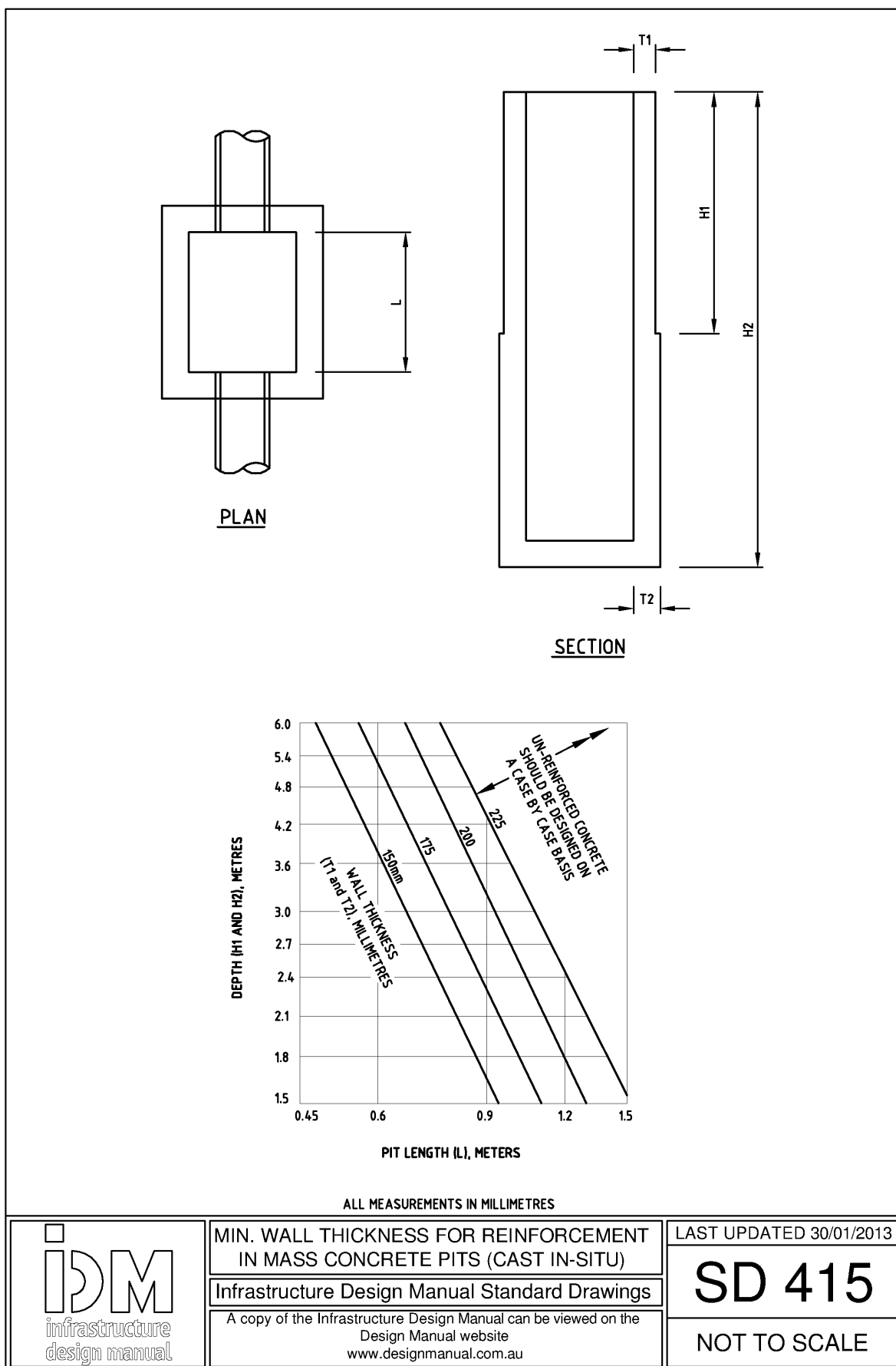
Infrastructure Design Manual Standard Drawings

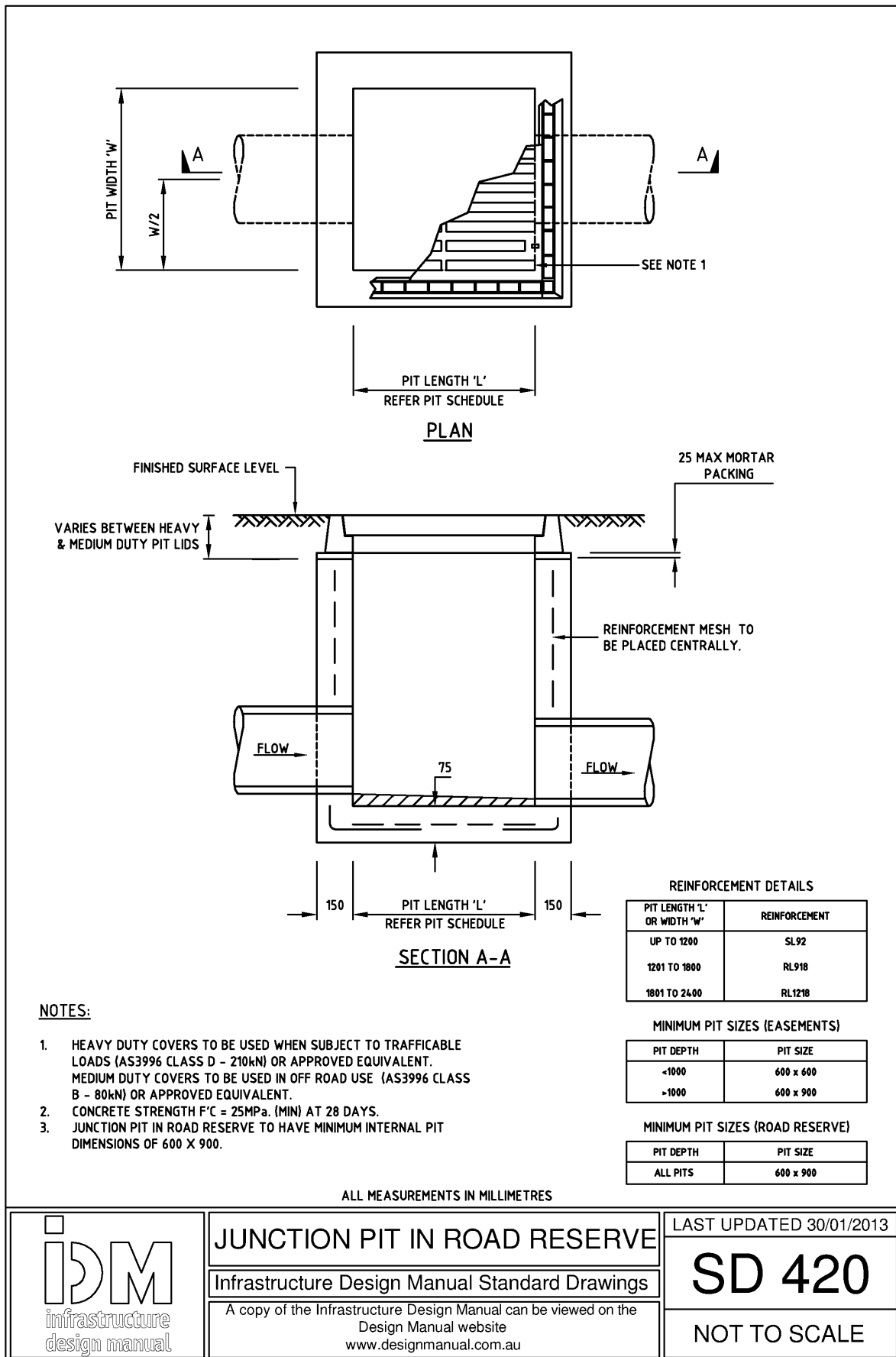
A copy of the Infrastructure Design Manual can be viewed on the  
Design Manual website  
[www.designmanual.com.au](http://www.designmanual.com.au)

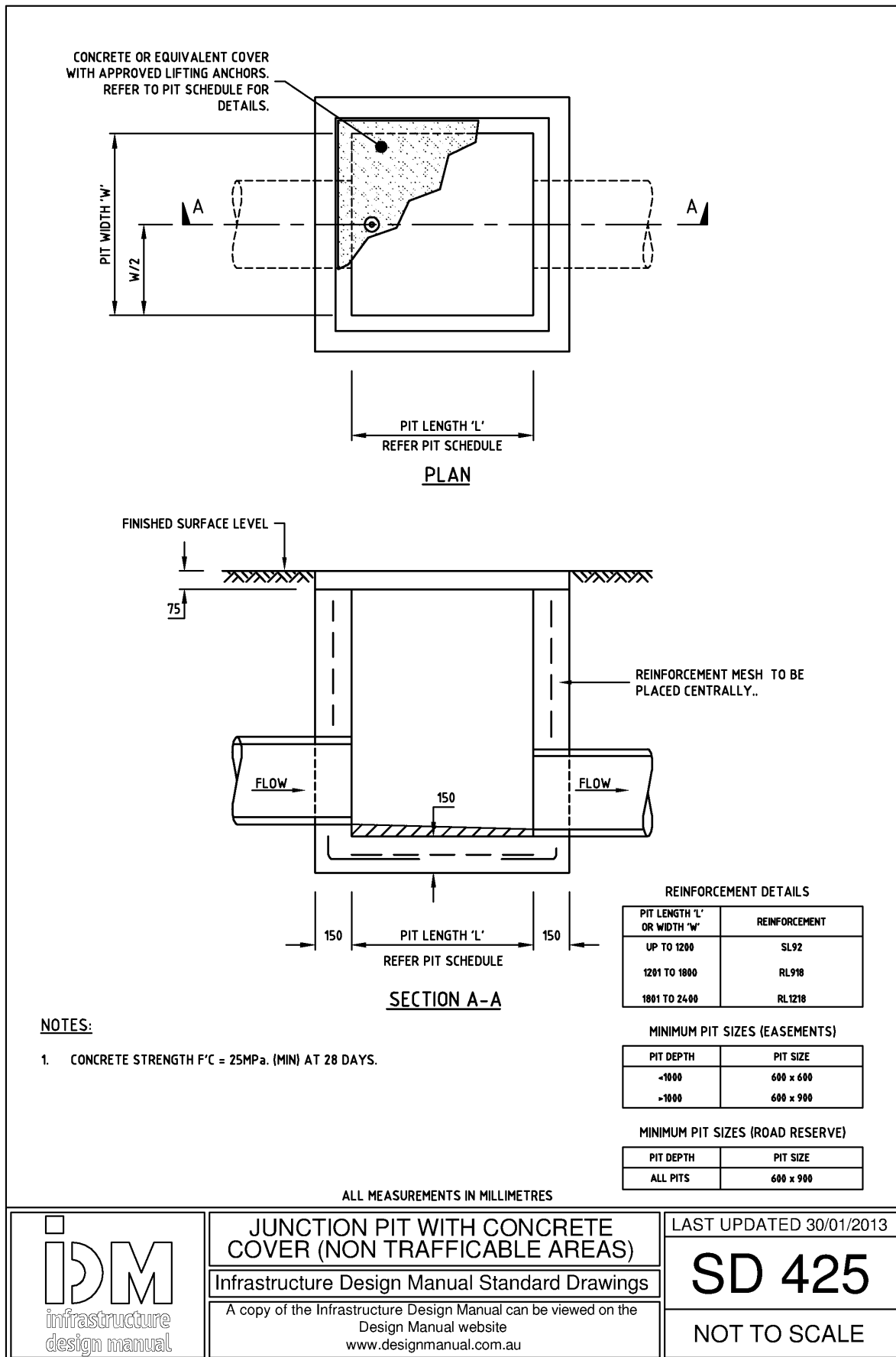
LAST UPDATED 30/01/2013

**SD 410**

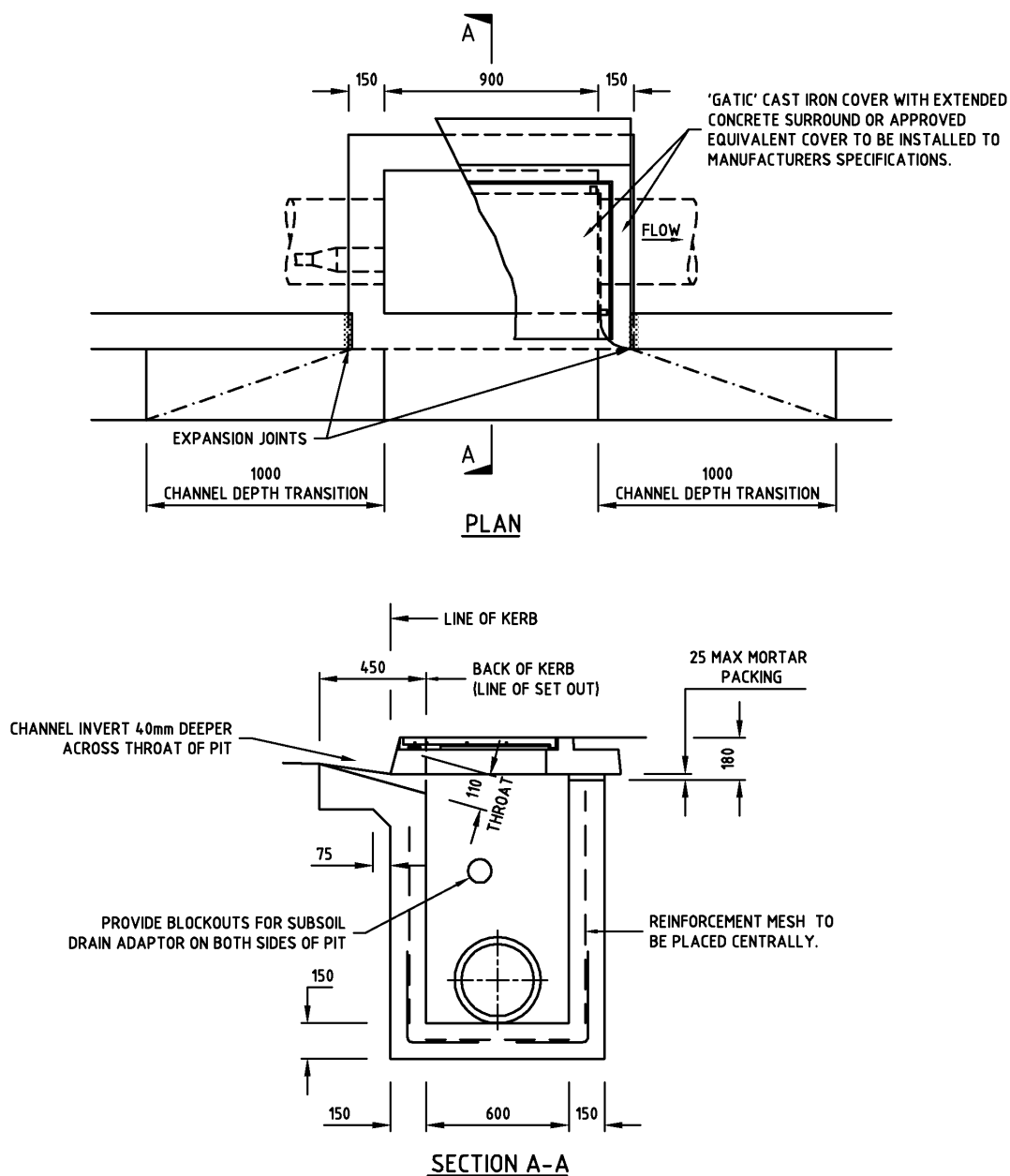
NOT TO SCALE











REINFORCEMENT DETAILS

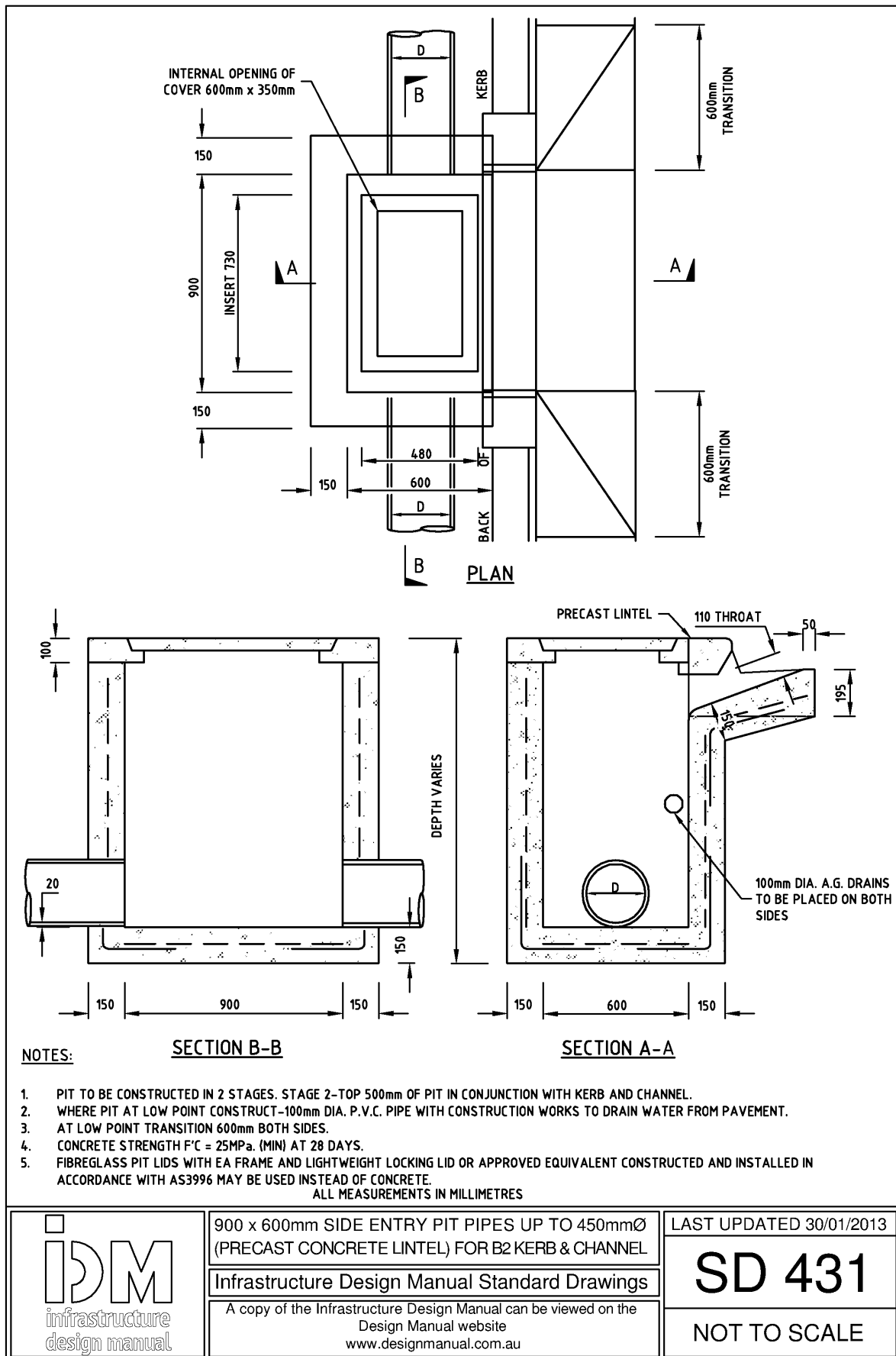
| PIT LENGTH 'L' OR WIDTH 'W' | REINFORCEMENT |
|-----------------------------|---------------|
| UP TO 1200                  | SL92          |
| 1201 TO 1800                | RL918         |
| 1801 TO 2400                | RL1218        |

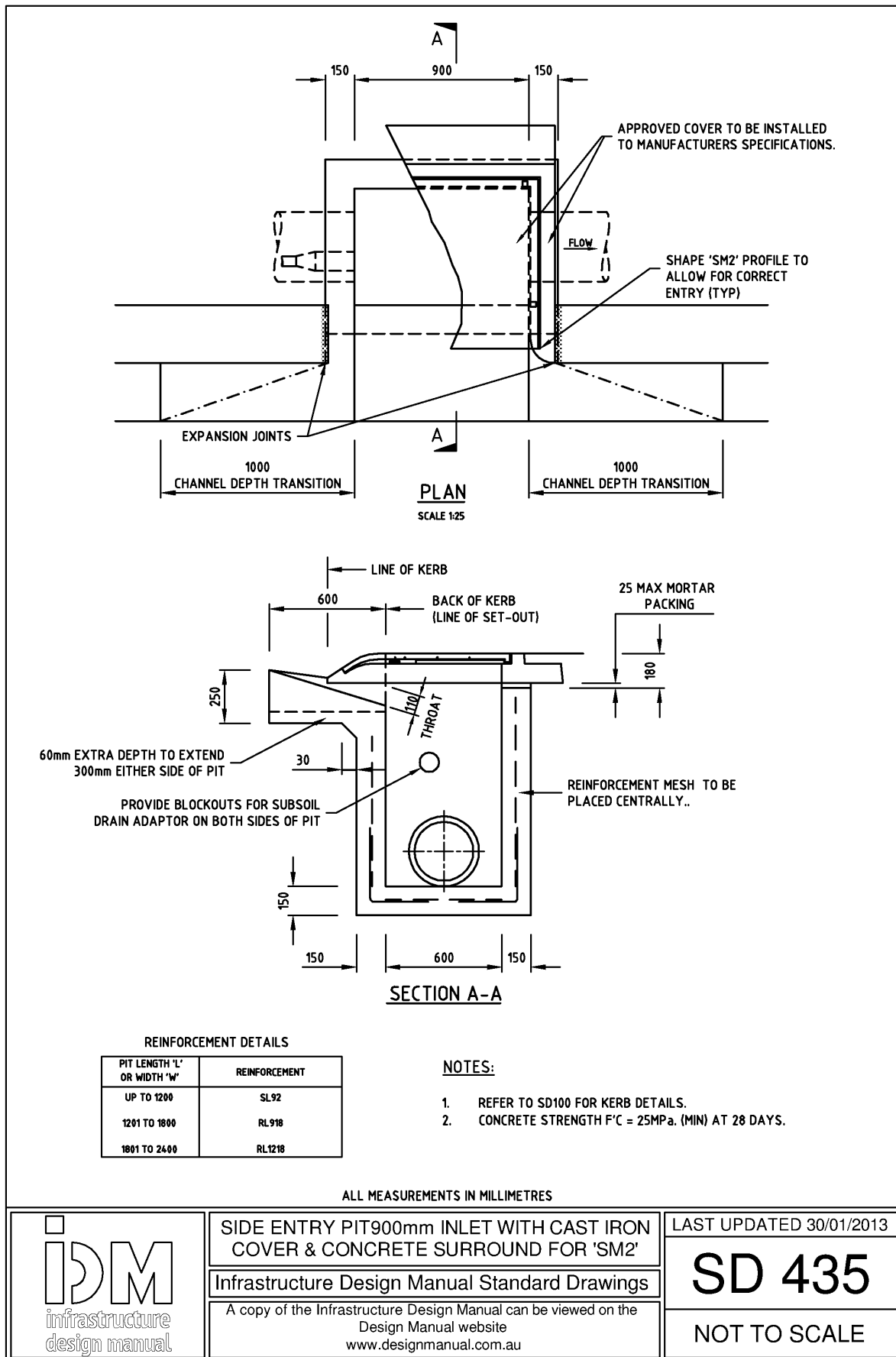
NOTES:

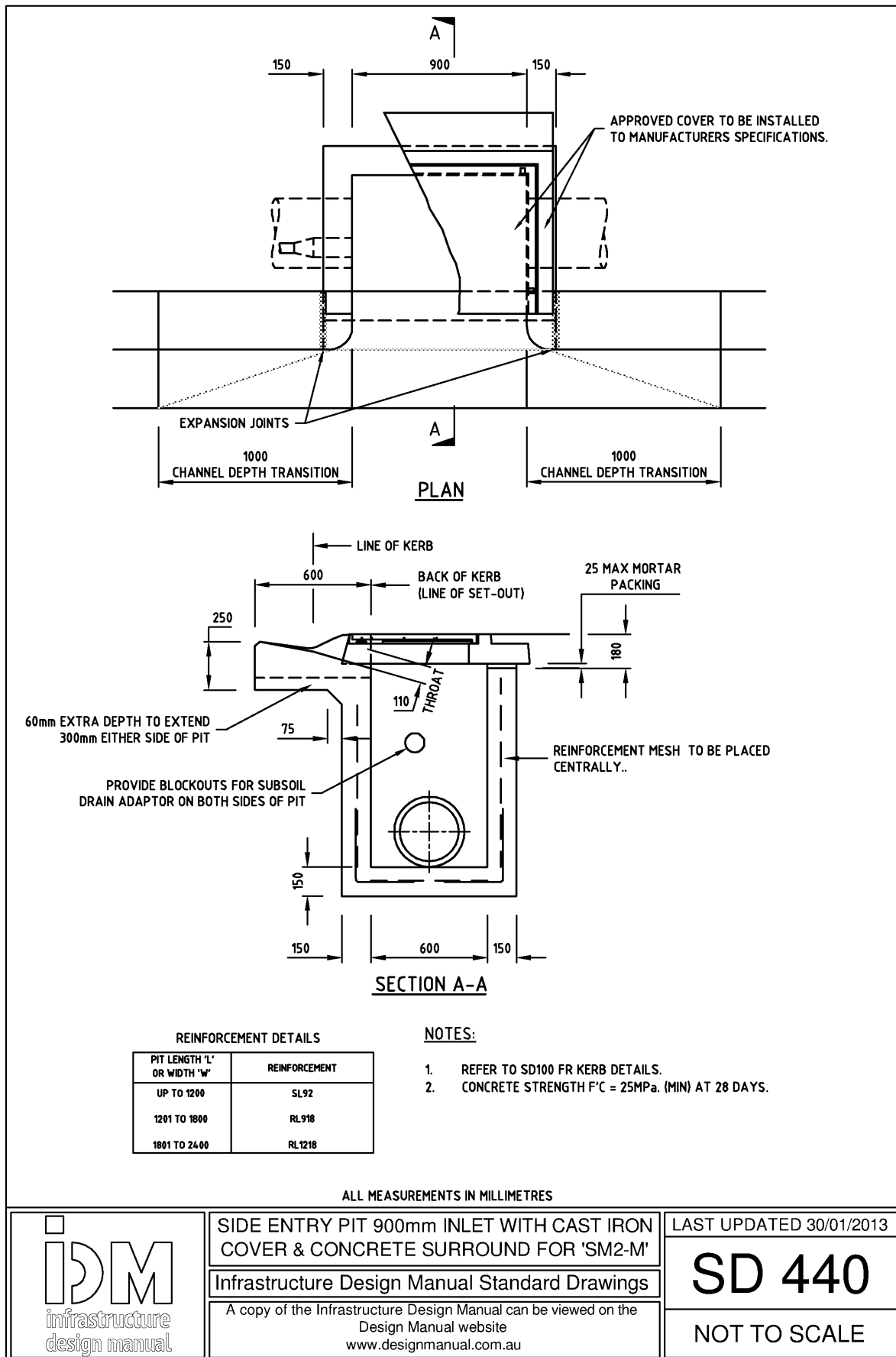
1. REFER TO SD100 FOR KERB DETAILS.
2. CONCRETE STRENGTH F'C = 25MPa. (MIN) AT 28 DAYS.

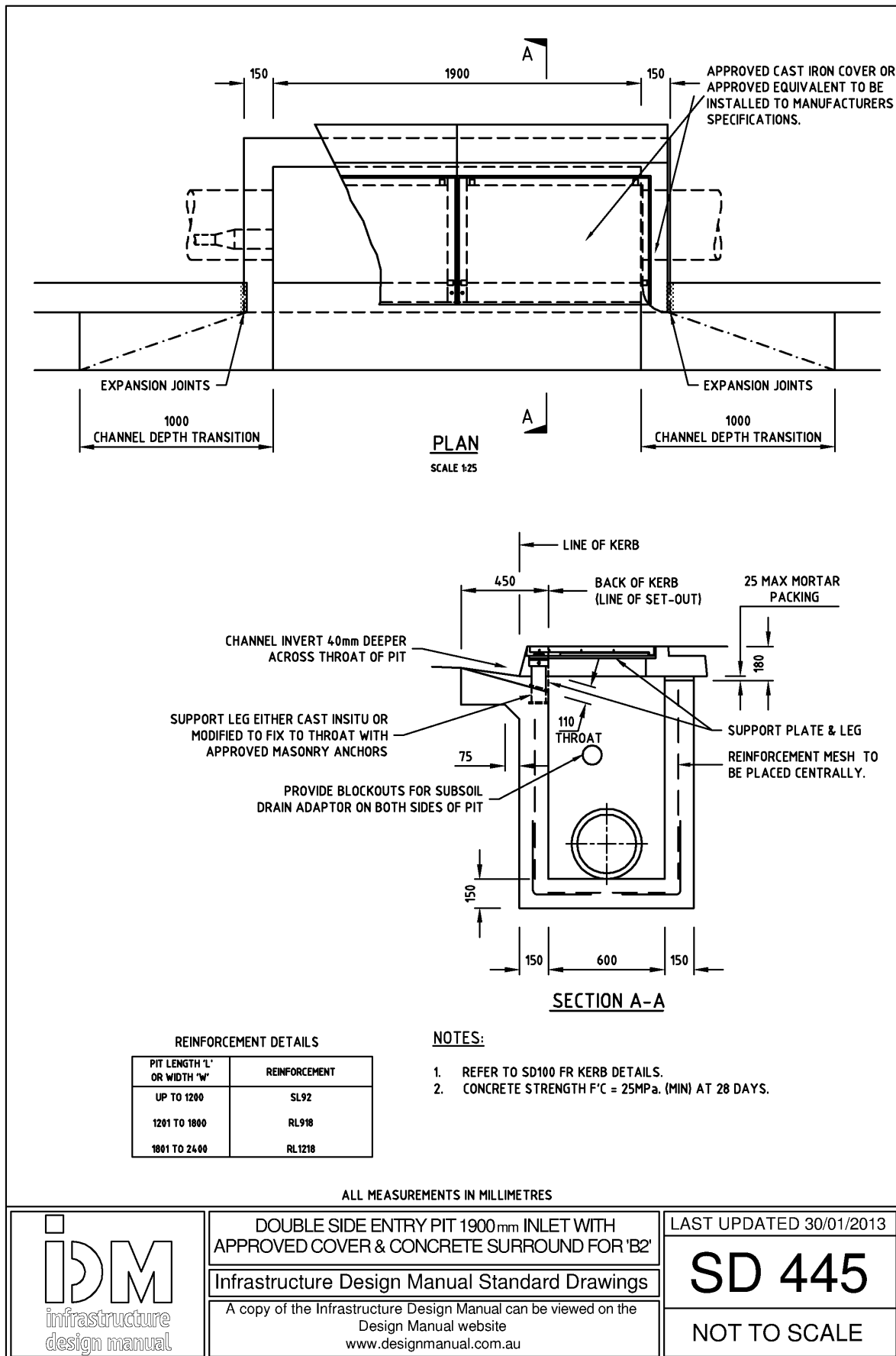
ALL MEASUREMENTS IN MILLIMETRES

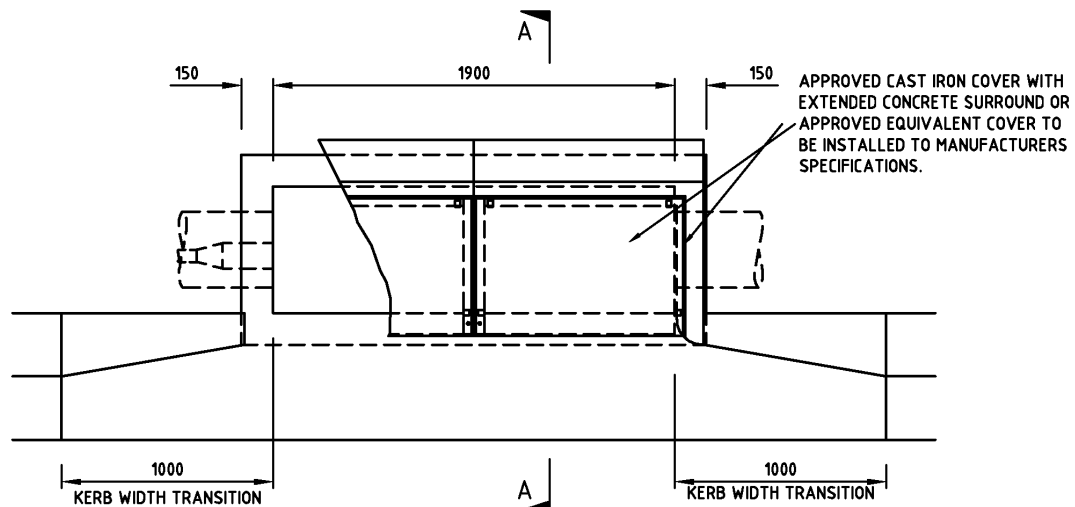
|  |                                                                                                                                                               |                         |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
|  | SIDE ENTRY PIT 900mm INLET WITH CAST IRON COVER & CONCRETE SURROUND FOR 'B2'                                                                                  | LAST UPDATED 30/01/2013 |
|  | Infrastructure Design Manual Standard Drawings                                                                                                                | <b>SD 430</b>           |
|  | A copy of the Infrastructure Design Manual can be viewed on the Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> | NOT TO SCALE            |
|  |                                                                                                                                                               |                         |



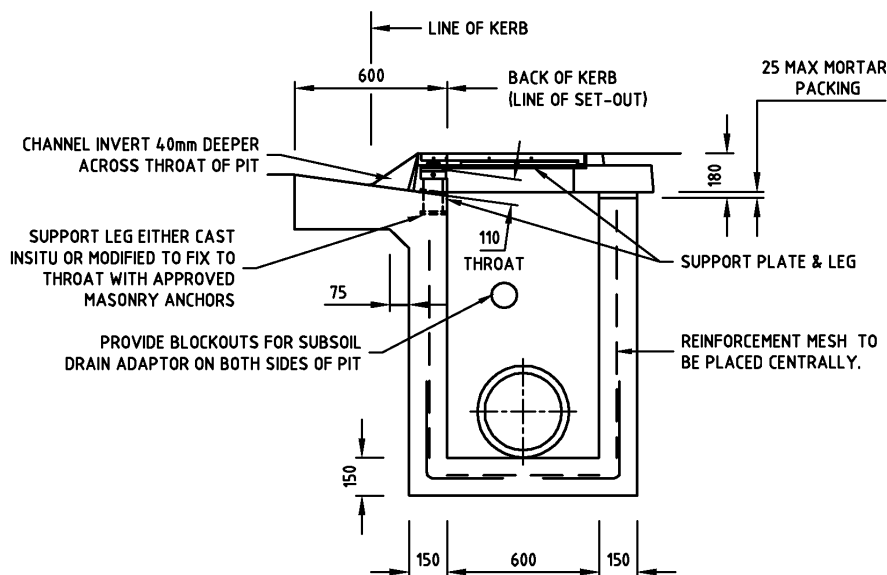








PLAN



SECTION A-A

NOTES:

1. REFER TO SD100 FR KERB DETAILS.
2. CONCRETE STRENGTH F'C = 25MPa. (MIN) AT 28 DAYS.

REINFORCEMENT DETAILS

| PIT LENGTH 'L' OR WIDTH 'W' | REINFORCEMENT |
|-----------------------------|---------------|
| UP TO 1200                  | SL 92         |
| 1201 TO 1800                | RL 918        |
| 1801 TO 2400                | RL 1218       |

ALL MEASUREMENTS IN MILLIMETRES



DOUBLE SIDE ENTRY PIT 1900mm INLET WITH CAST IRON COVER & CONCRETE SURROUND FOR 'SM2'

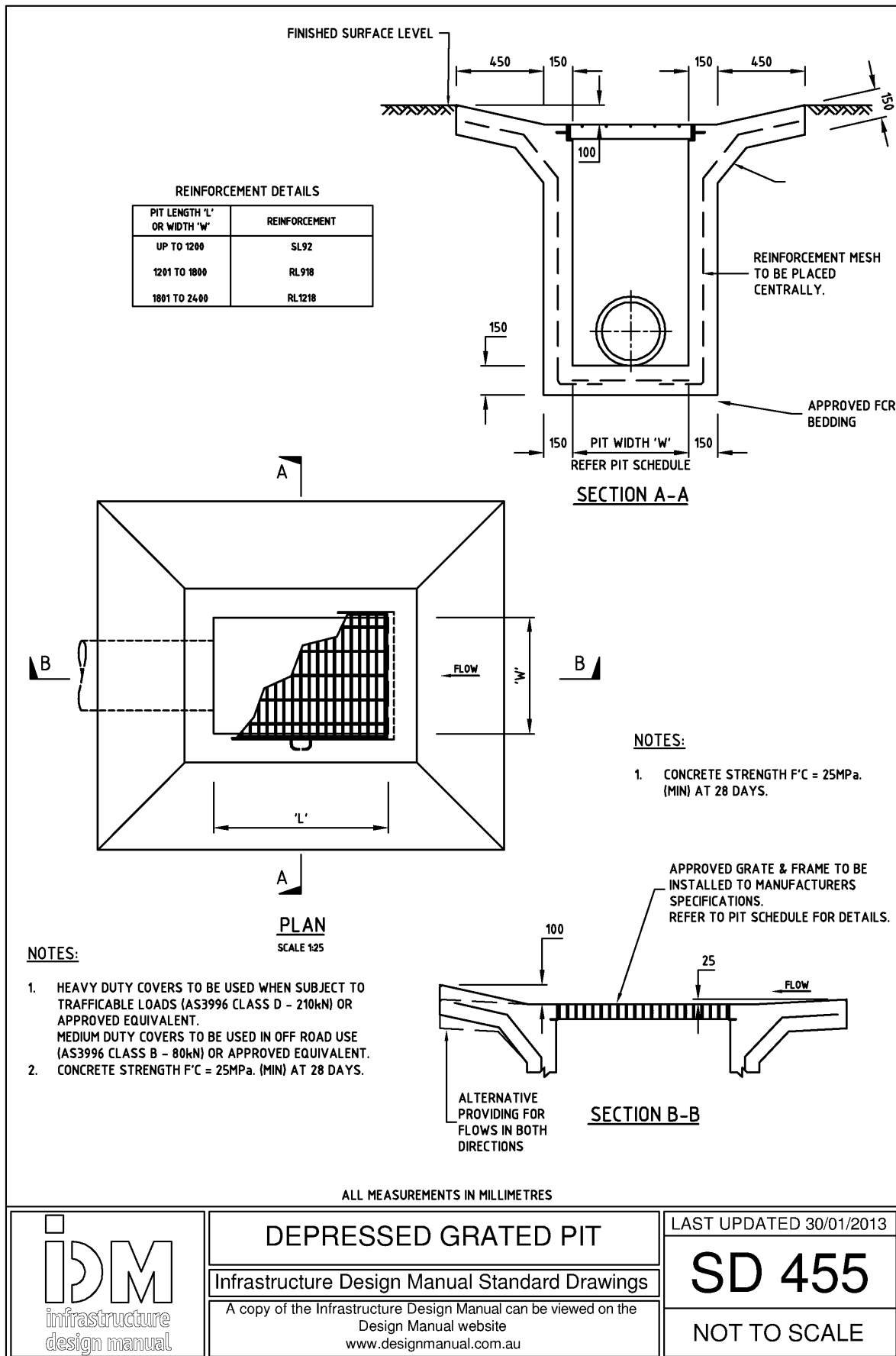
Infrastructure Design Manual Standard Drawings

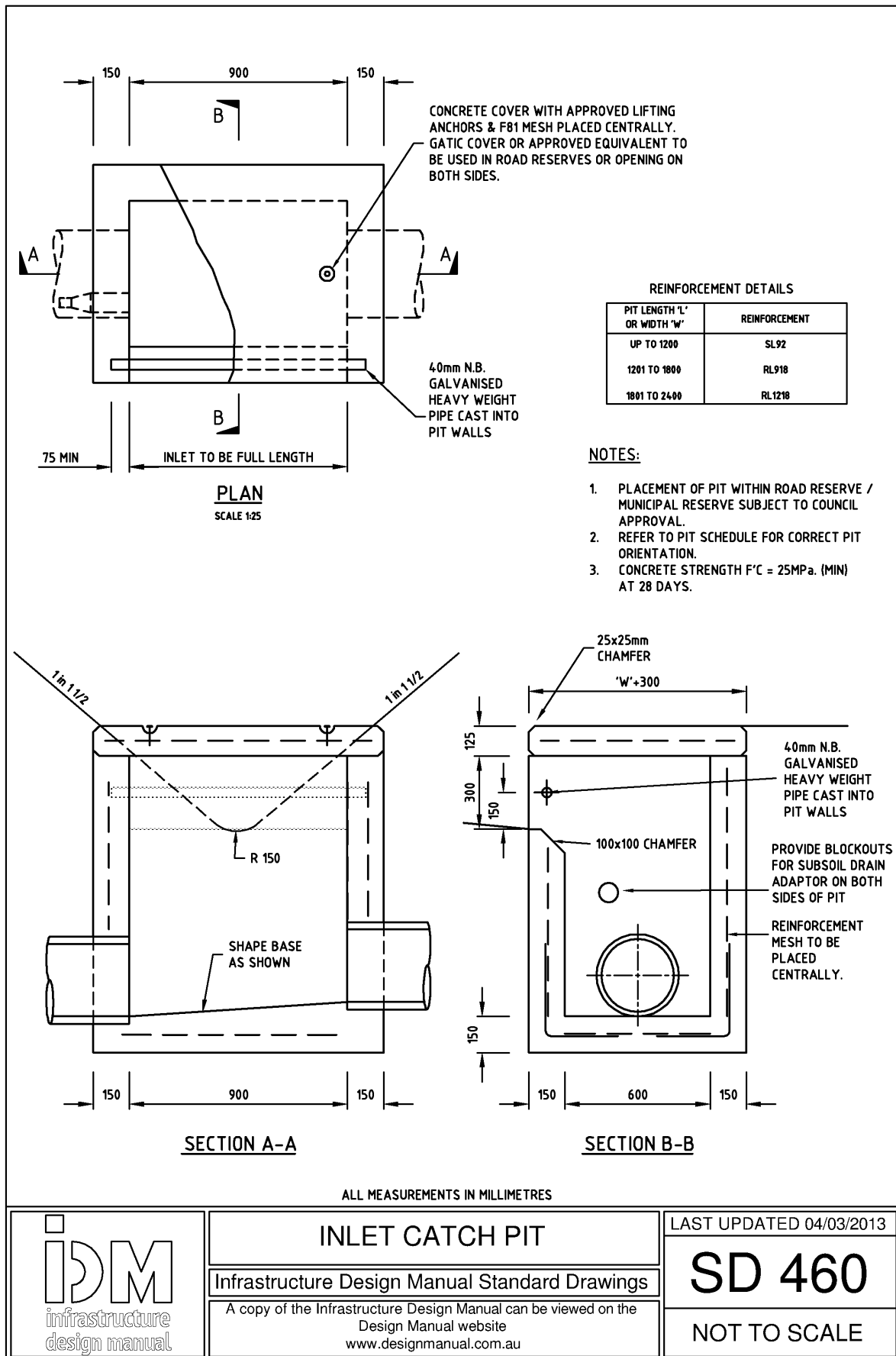
A copy of the Infrastructure Design Manual can be viewed on the Design Manual website  
[www.designmanual.com.au](http://www.designmanual.com.au)

LAST UPDATED 30/01/2013

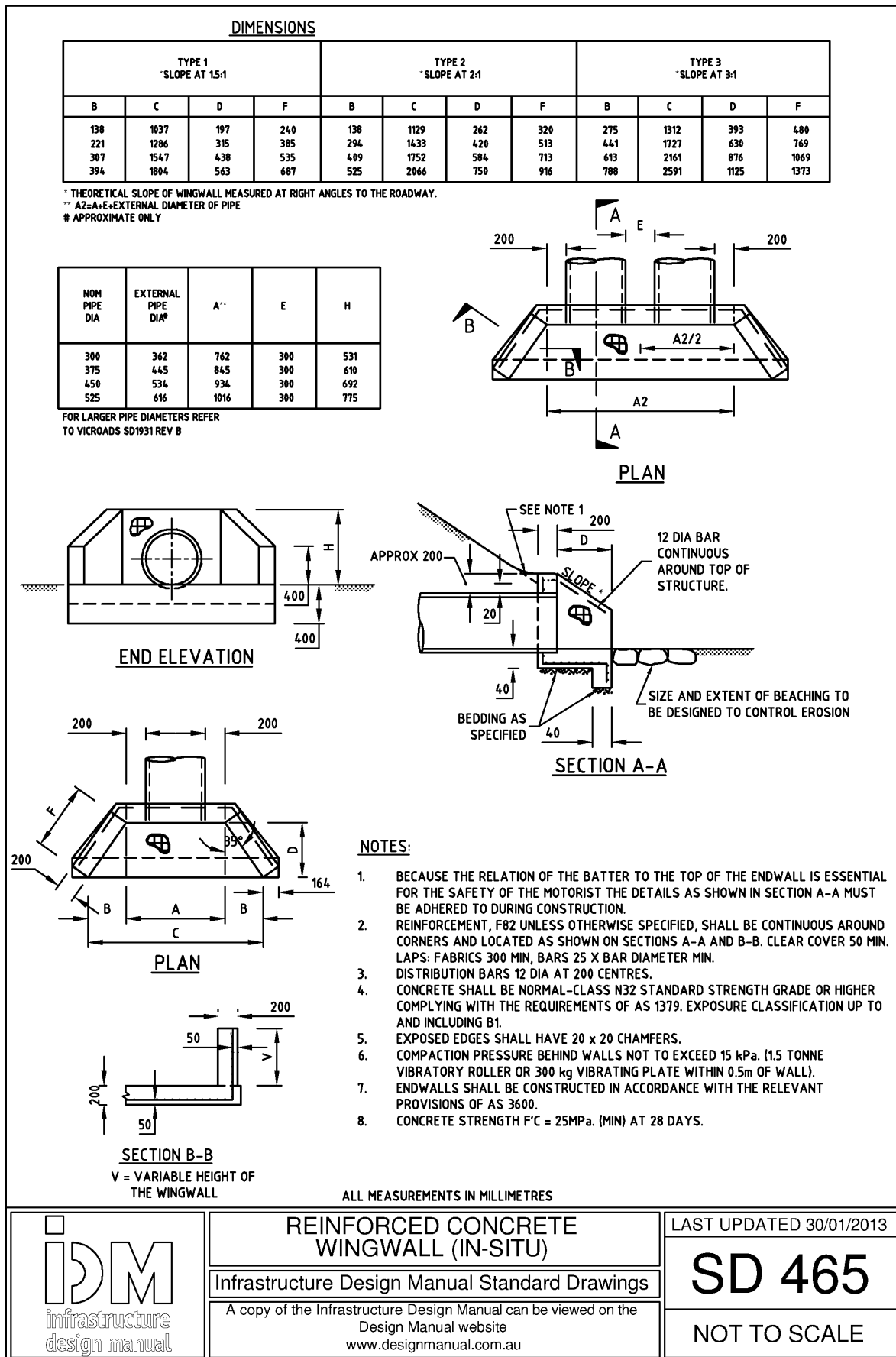
SD 450

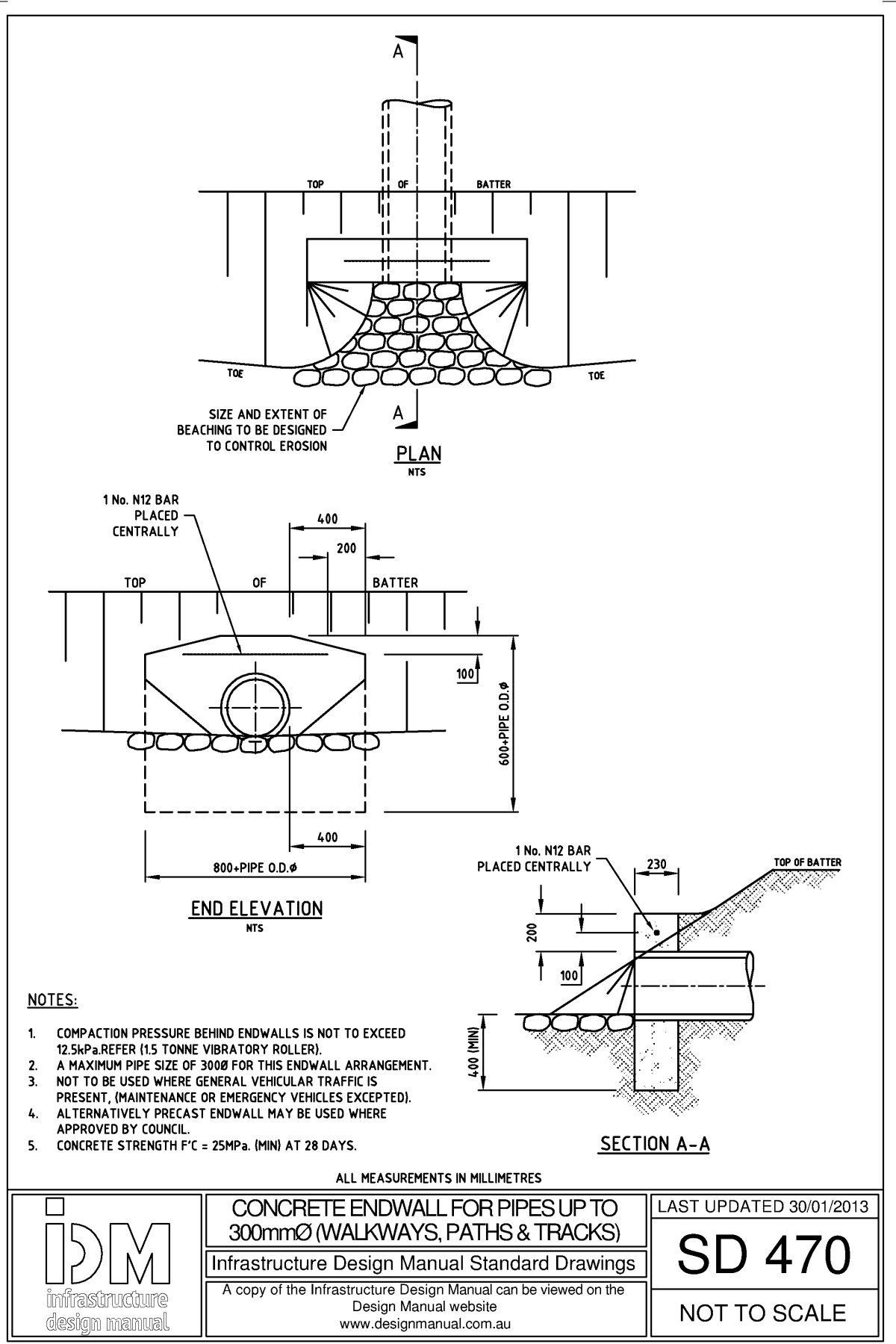
NOT TO SCALE

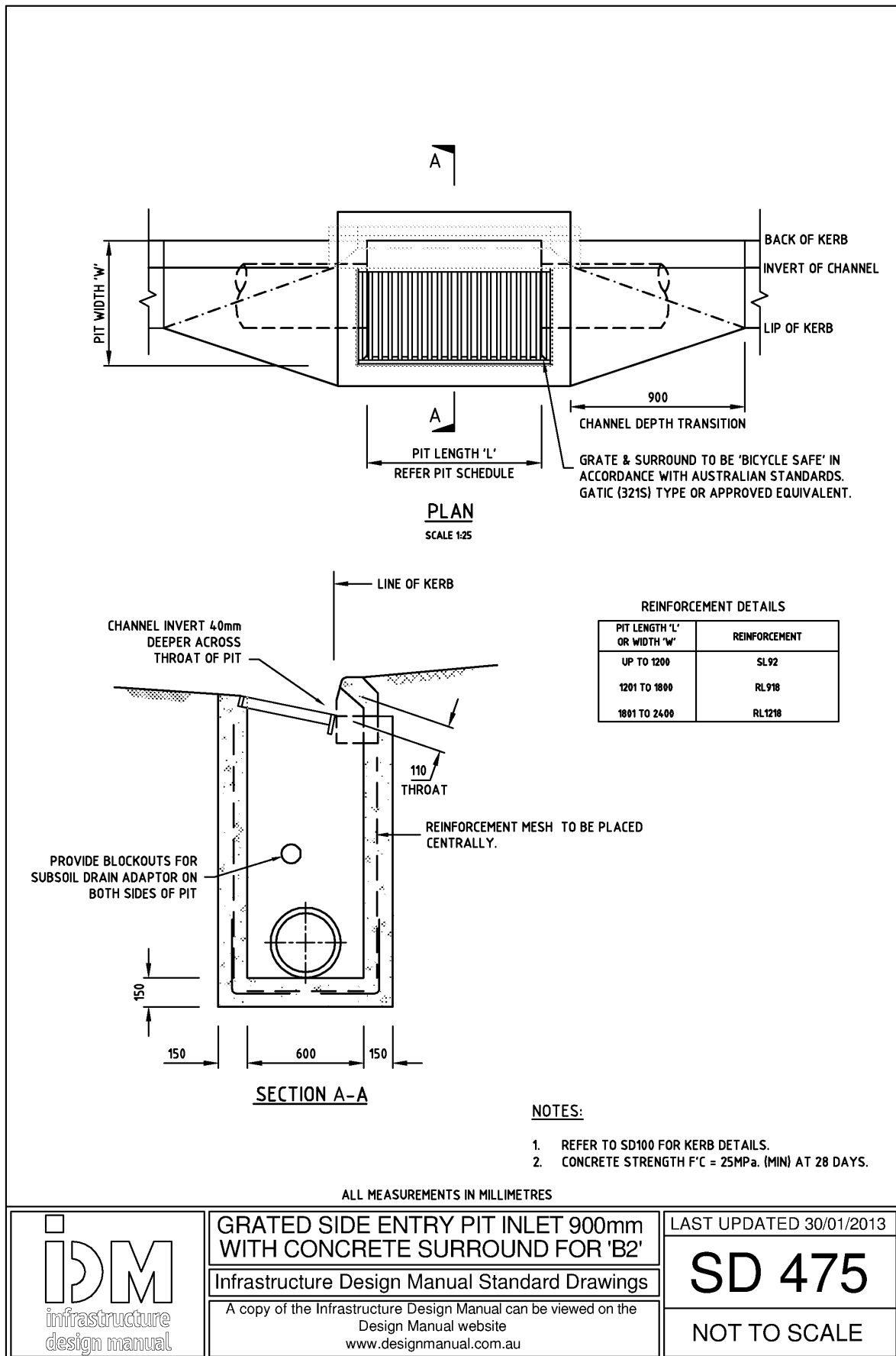


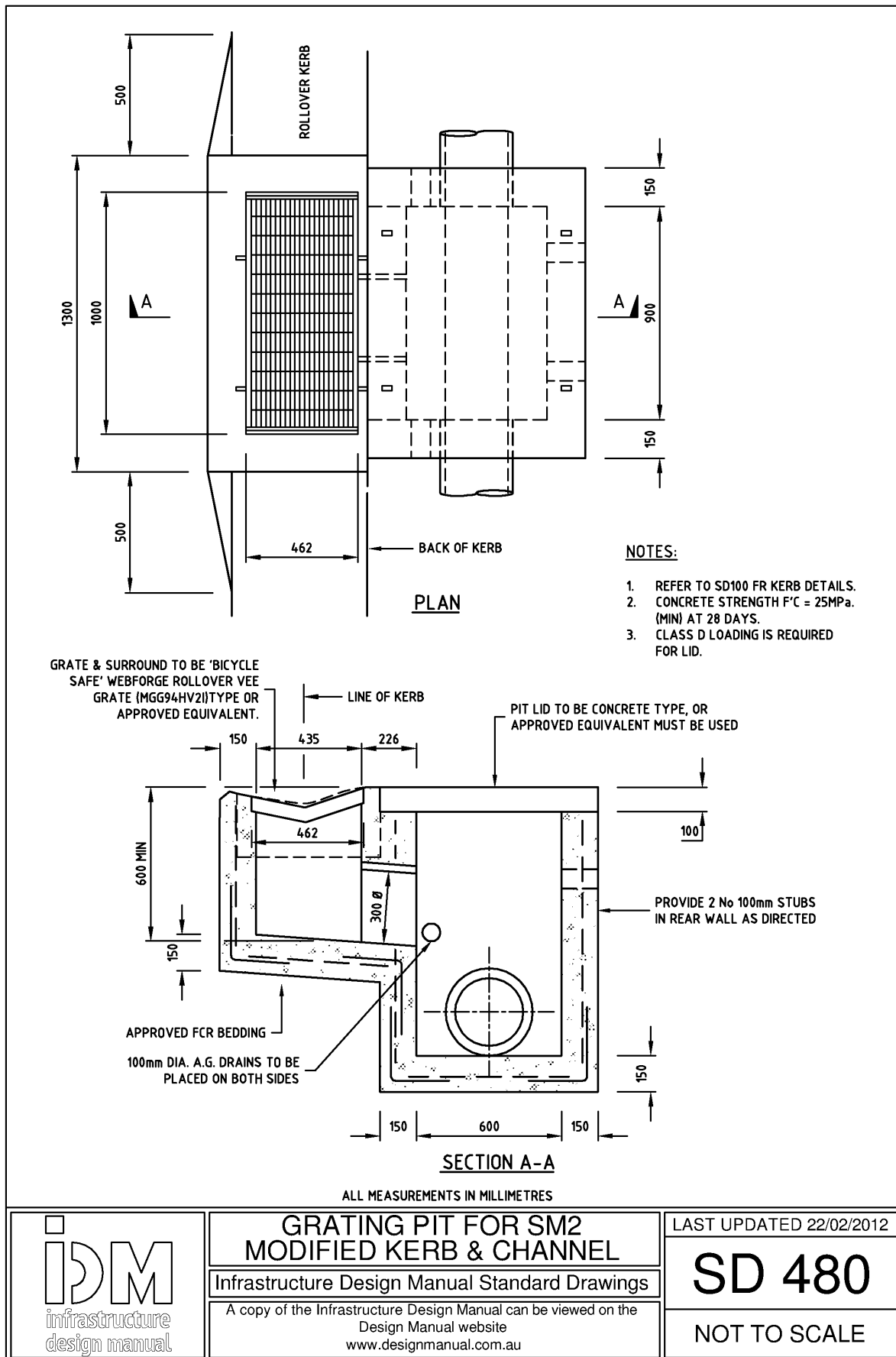


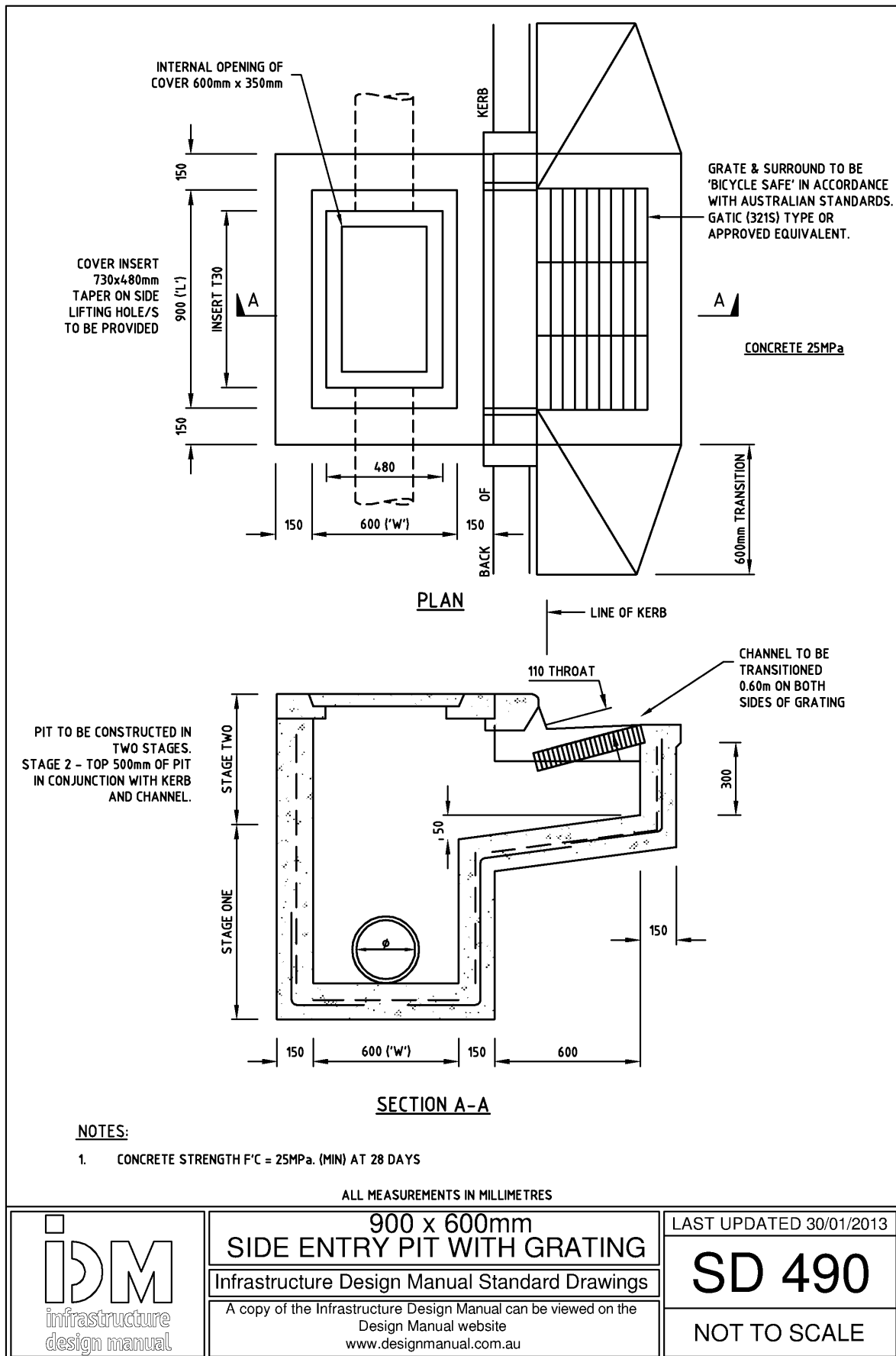














1. EDGE CONCRETE AROUND PERIMETER OF GRATE.
2. TOP OF GRATE 50mm BELOW EDGE OF PATH.
3. DO NOT BOND GRATE TO CONCRETE TO ALLOW EASY ACCESS TO PIT.
4. CONCRETE TO BE SMOOTH TROWELLED FINISH.
5. GRATE FRAME TO BE OILED IF INSTALLED IN WET CONCRETE.
6. CONCRETE STRENGTH  $f'c = 25\text{MPa}$  (MIN) AT 28 DAYS

ALL MEASUREMENTS IN MILLIMETRES



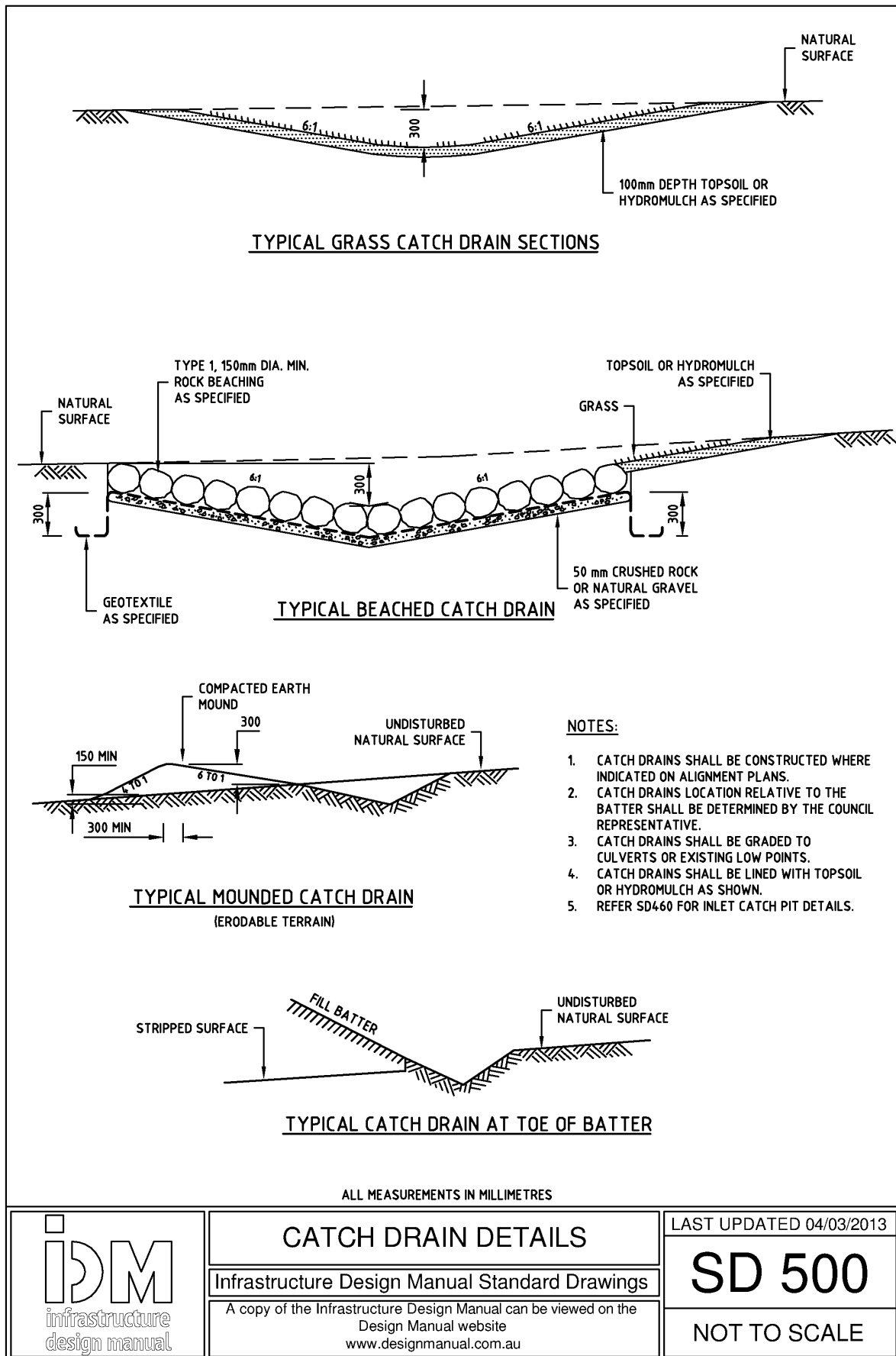
Infrastructure Design Manual Standard Drawings

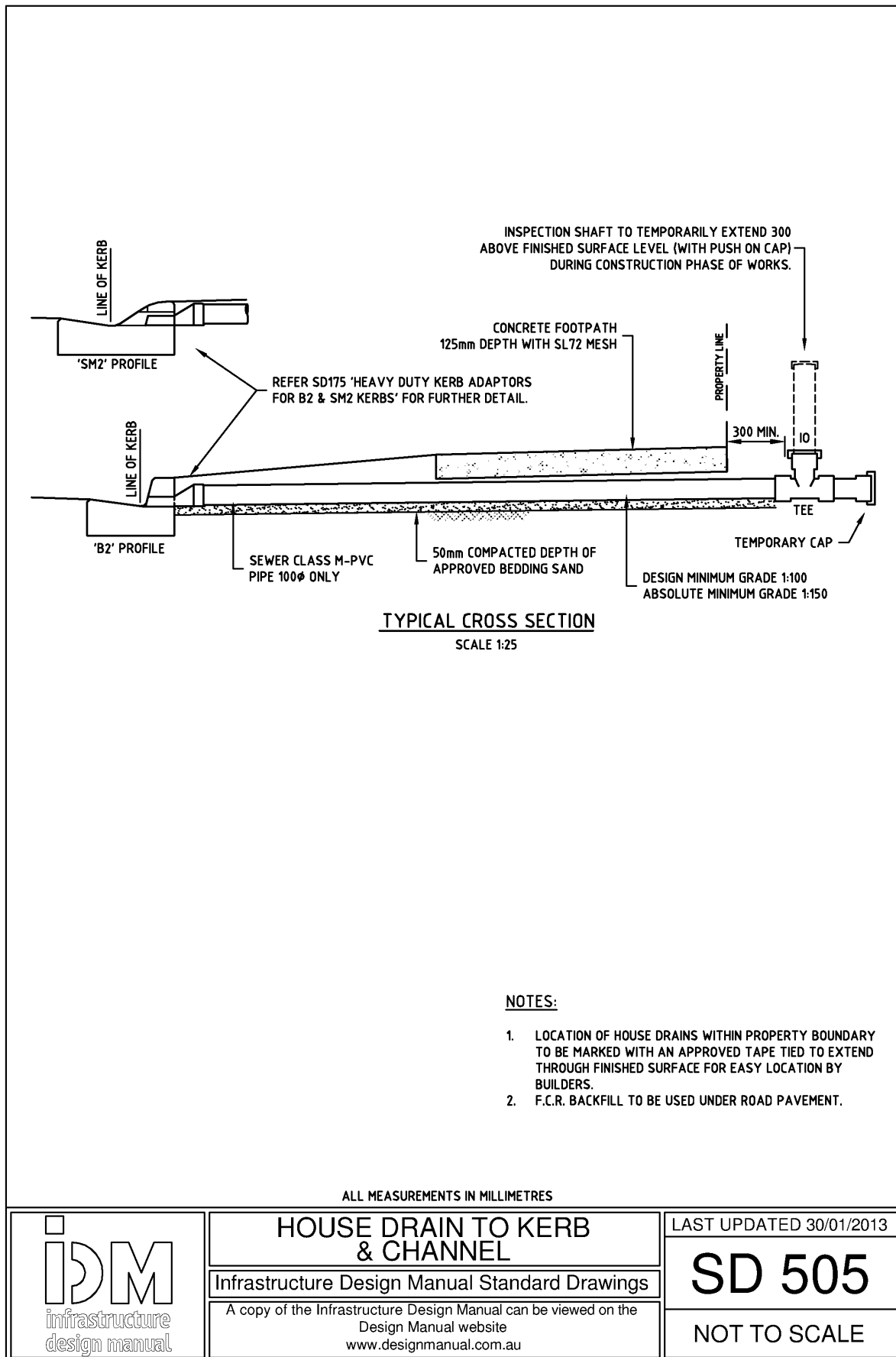
A copy of the Infrastructure Design Manual can be viewed on the  
Design Manual website  
[www.designmanual.com.au](http://www.designmanual.com.au)

LAST UPDATED 30/01/2013

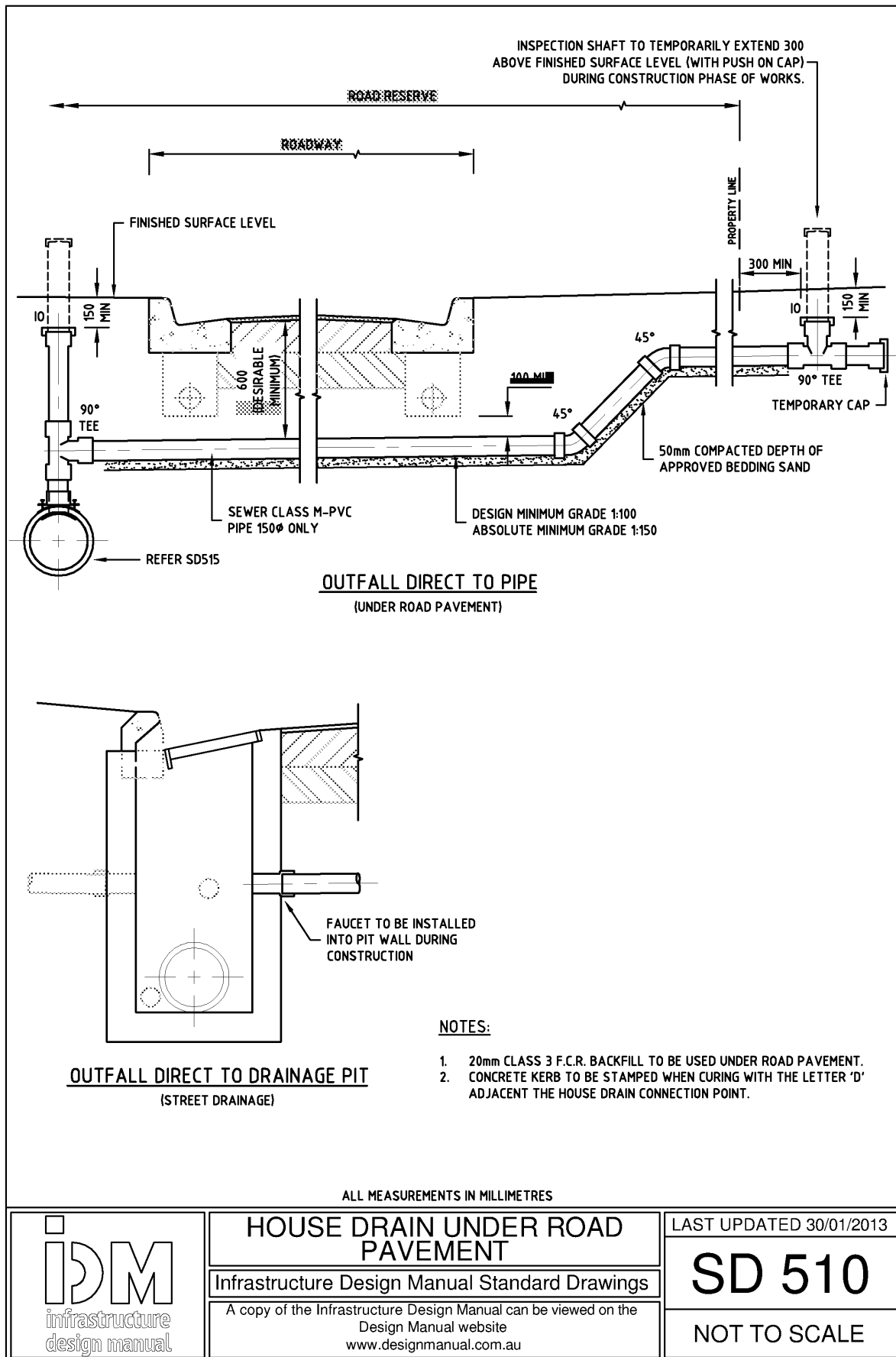
SD 495

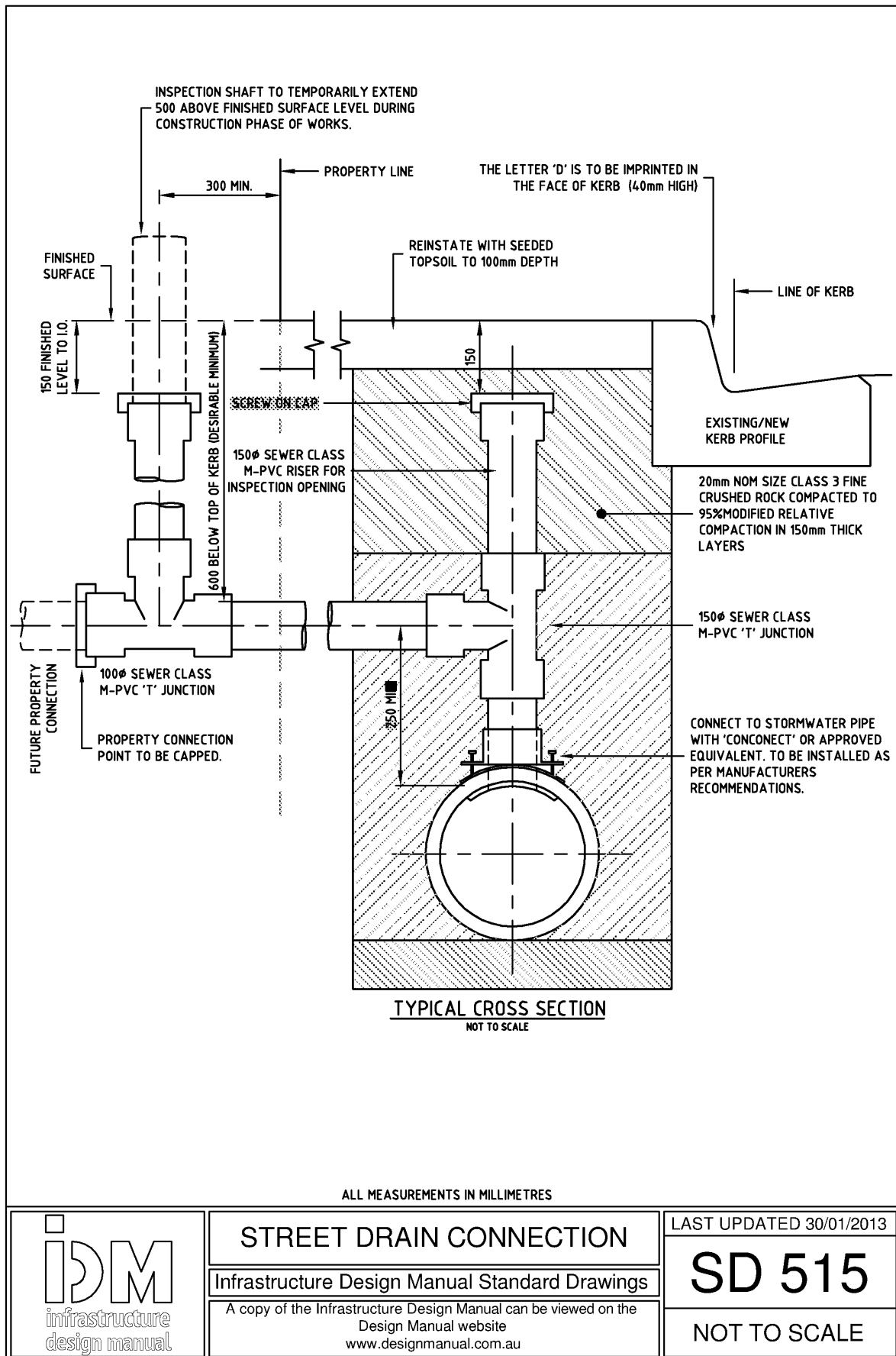
NOT TO SCALE

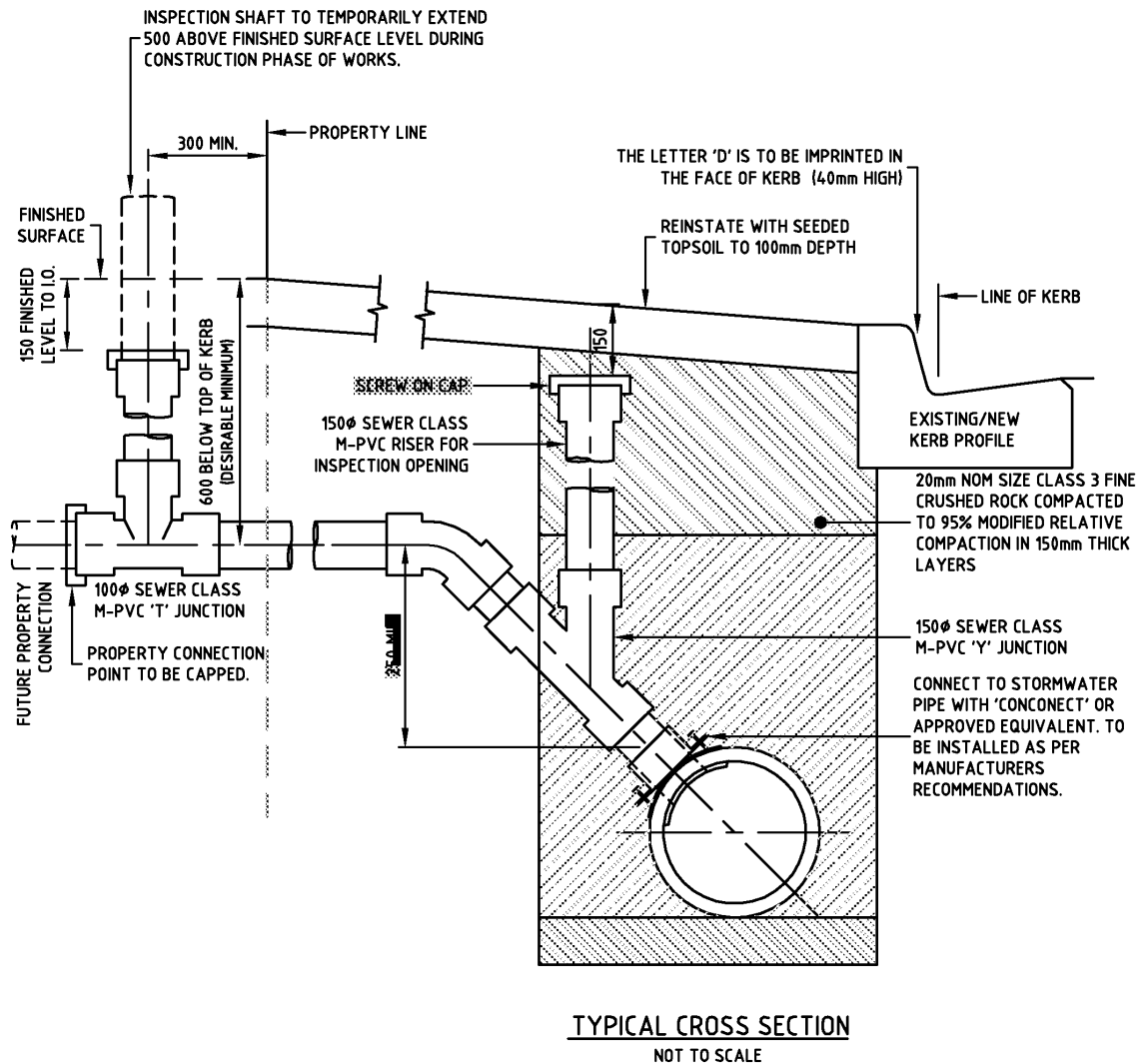












ALL MEASUREMENTS IN MILLIMETRES



STREET DRAIN CONNECTION  
(45° TO PIPE WHERE COVER LIMITED)

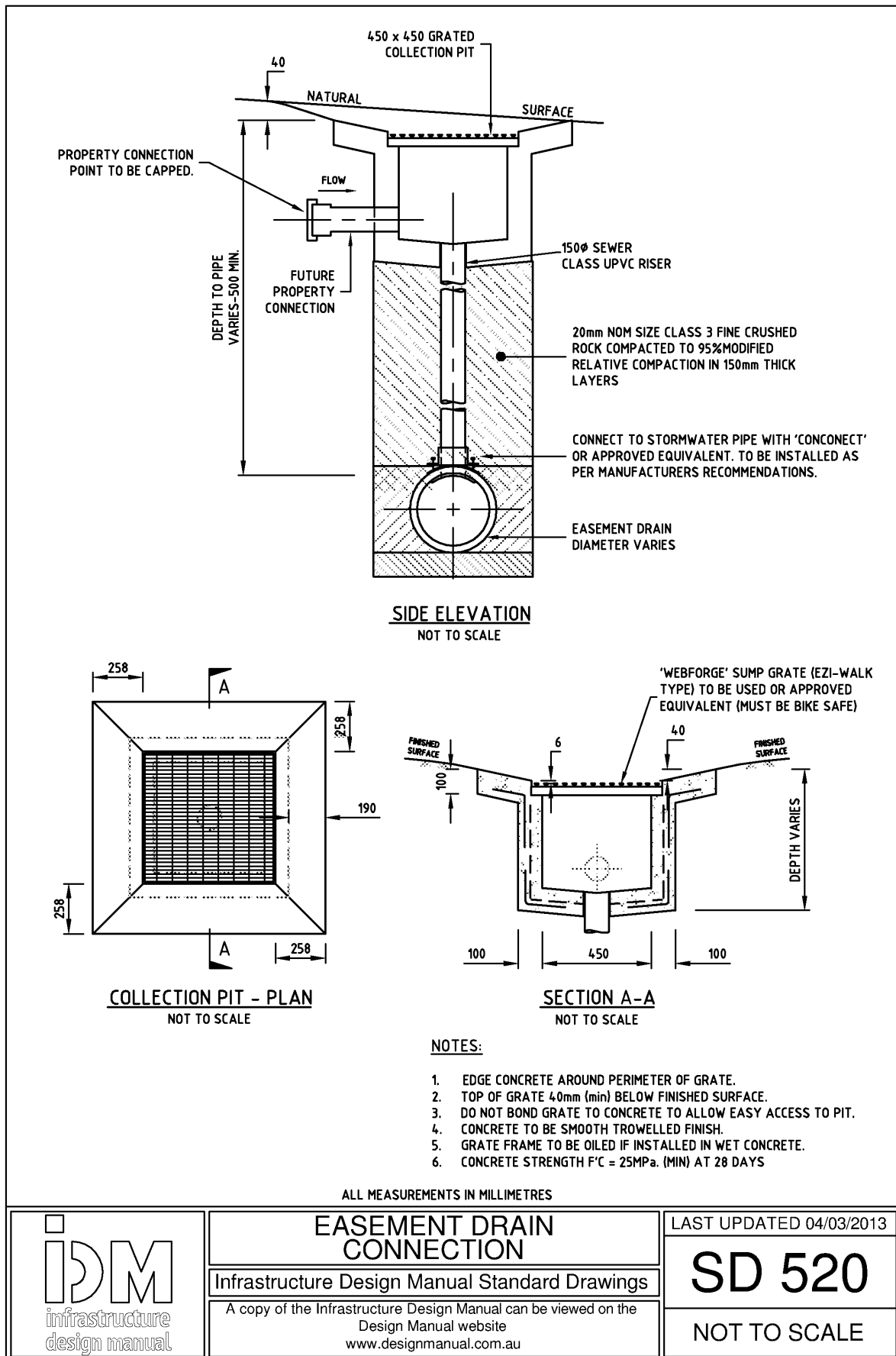
Infrastructure Design Manual Standard Drawings

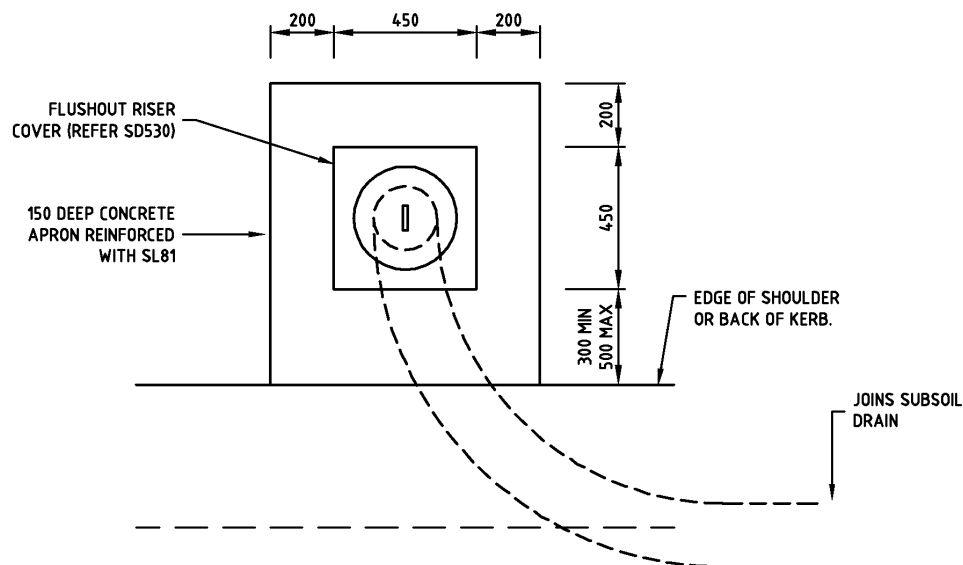
A copy of the Infrastructure Design Manual can be viewed on the  
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[www.designmanual.com.au](http://www.designmanual.com.au)

LAST UPDATED 31/01/2013

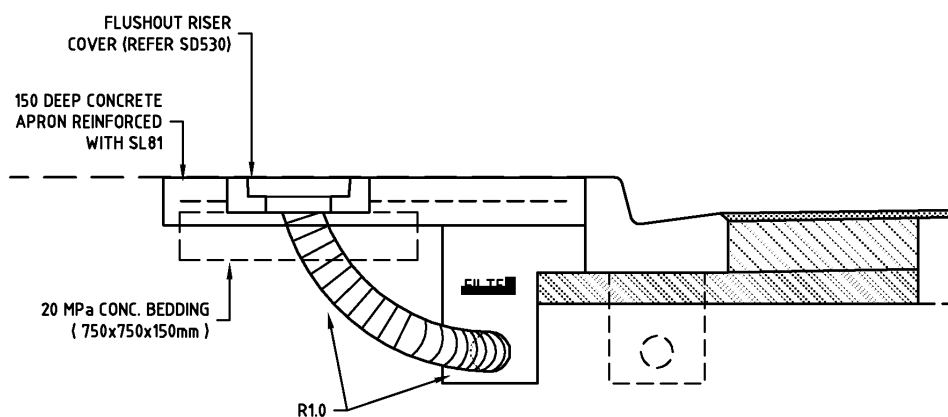
SD 516

NOT TO SCALE





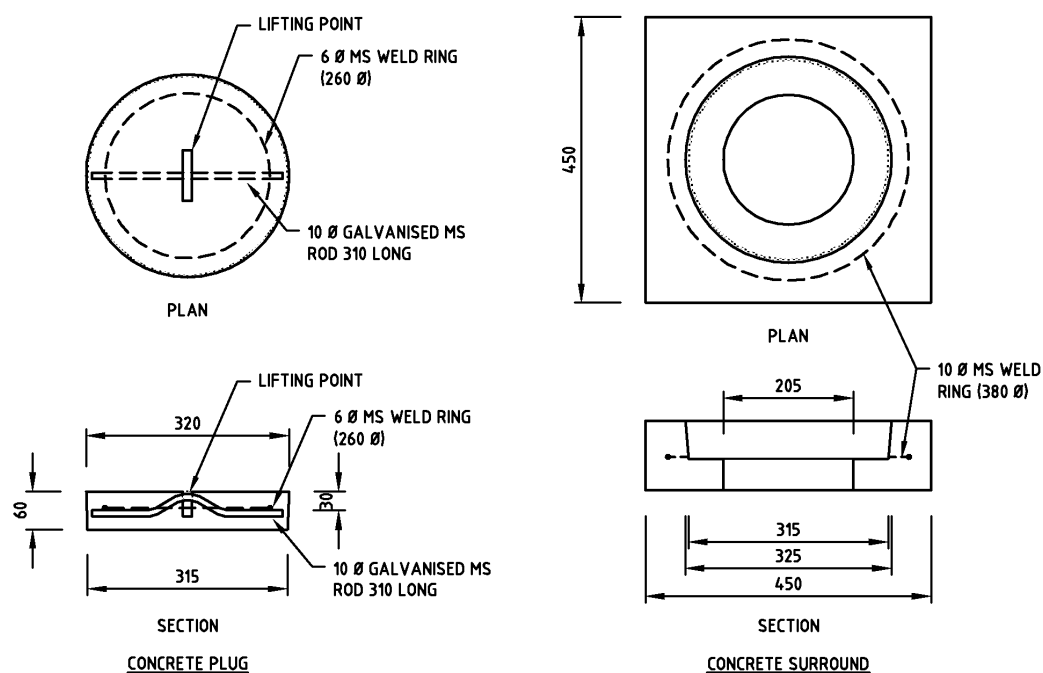
TYPICAL FLUSHOUT RISER PLAN



TYPICAL FLUSHOUT RISER SECTION

ALL MEASUREMENTS IN MILLIMETRES

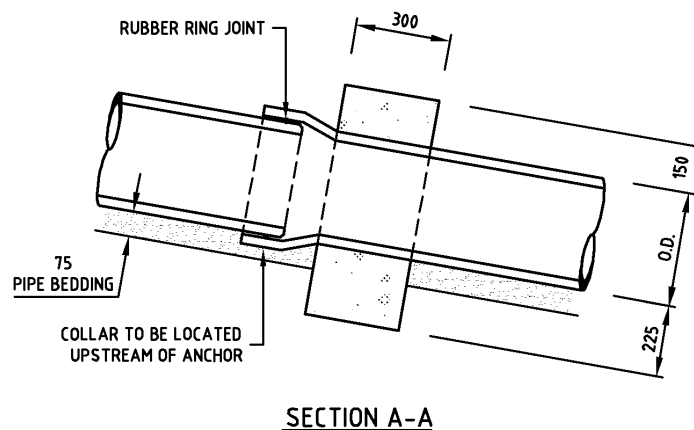
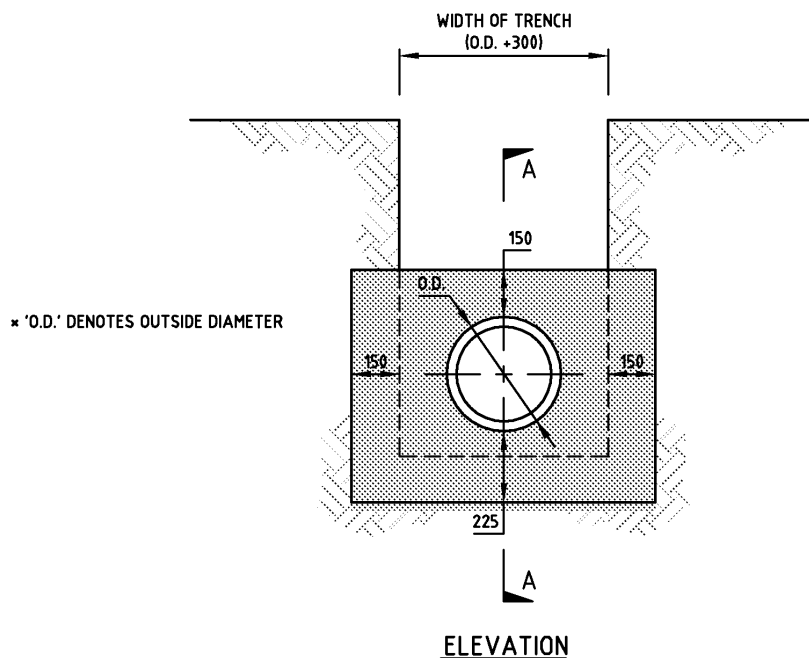
|                                                                                     |                                                                                                                                                               |  |                         |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|
|  | FLUSHOUT RISER DETAIL                                                                                                                                         |  | LAST UPDATED 25/08/2010 |
|                                                                                     | Infrastructure Design Manual Standard Drawings                                                                                                                |  | <b>SD 525</b>           |
|                                                                                     | A copy of the Infrastructure Design Manual can be viewed on the Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> |  | NOT TO SCALE            |
|                                                                                     |                                                                                                                                                               |  |                         |



FLUSHOUT RISER COVER DETAIL

ALL MEASUREMENTS IN MILLIMETRES

|                                                                                     |                                                                                                                                                                  |  |                         |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|
|  | FLUSHOUT RISER COVER DETAIL                                                                                                                                      |  | LAST UPDATED 25/08/2010 |
|                                                                                     | Infrastructure Design Manual Standard Drawings                                                                                                                   |  | <b>SD 530</b>           |
|                                                                                     | A copy of the Infrastructure Design Manual can be viewed on the<br>Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> |  | NOT TO SCALE            |
|                                                                                     |                                                                                                                                                                  |  |                         |

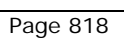


**NOTES:**

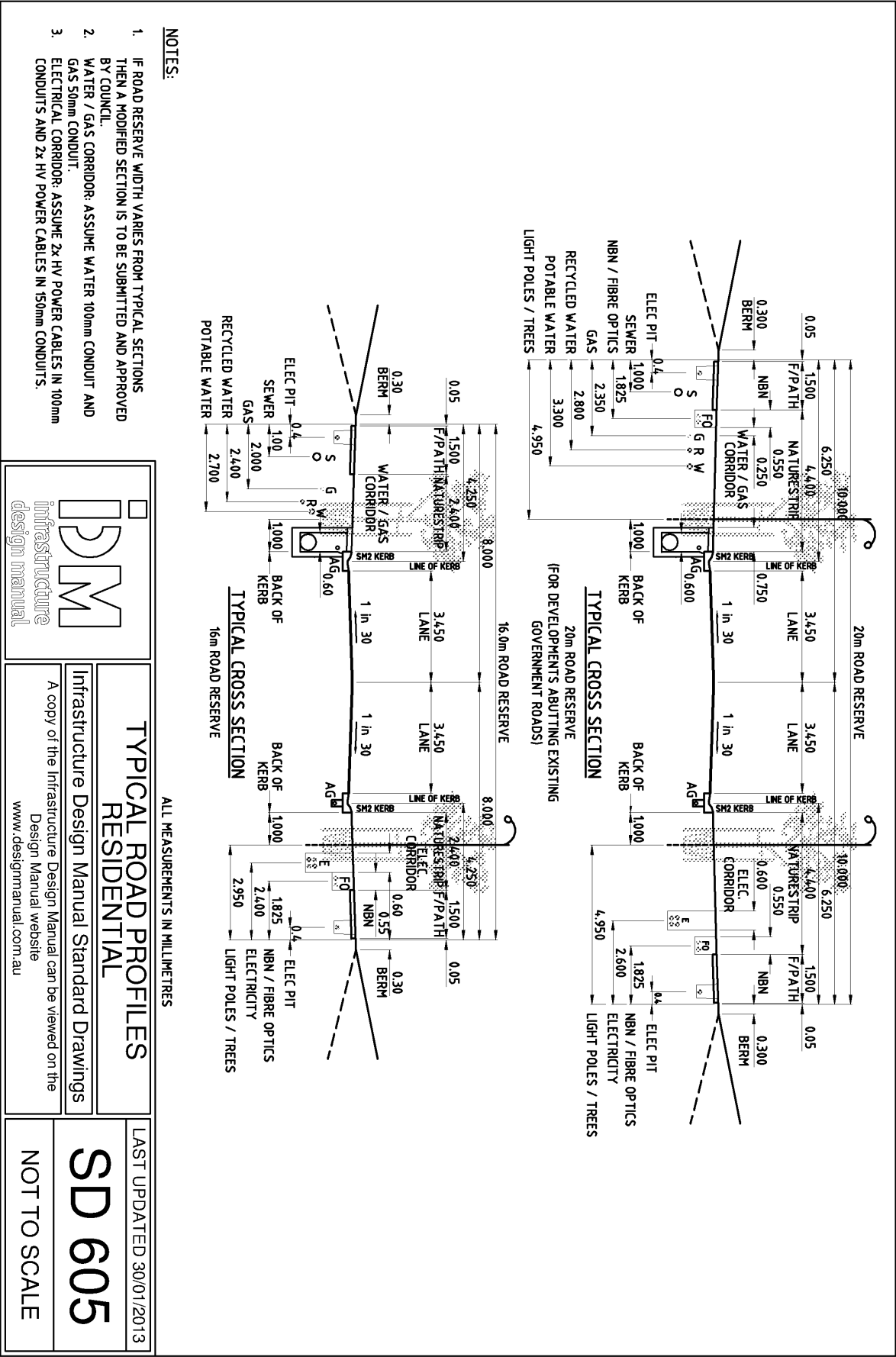
1. FOR USE ON PIPE AT GRADES OF 1 IN 10 OR GREATER.
2. TO BE CONSTRUCTED AT A MAXIMUM OF 10m CTRS.
3. CONCRETE STRENGTH TO BE 25MPa.

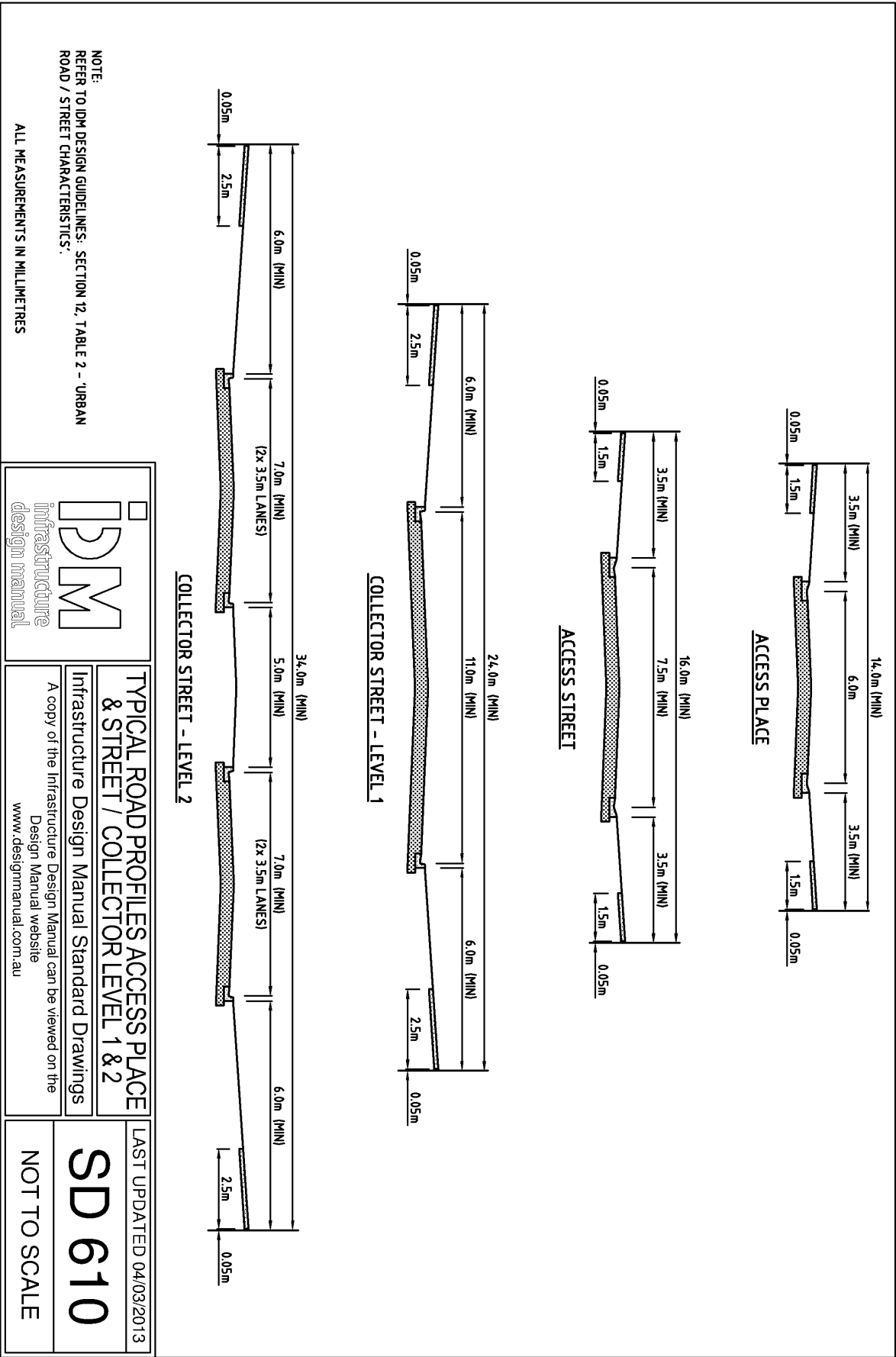
ALL MEASUREMENTS IN MILLIMETRES

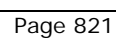
|                                                                                     |                                                                                                                                                                  |  |                         |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|
|  | <b>DRAINAGE PIPE ANCHOR BLOCK</b>                                                                                                                                |  | LAST UPDATED 30/11/2011 |
|                                                                                     | Infrastructure Design Manual Standard Drawings                                                                                                                   |  | <b>SD 535</b>           |
|                                                                                     | A copy of the Infrastructure Design Manual can be viewed on the<br>Design Manual website<br><a href="http://www.designmanual.com.au">www.designmanual.com.au</a> |  | NOT TO SCALE            |
|                                                                                     |                                                                                                                                                                  |  |                         |

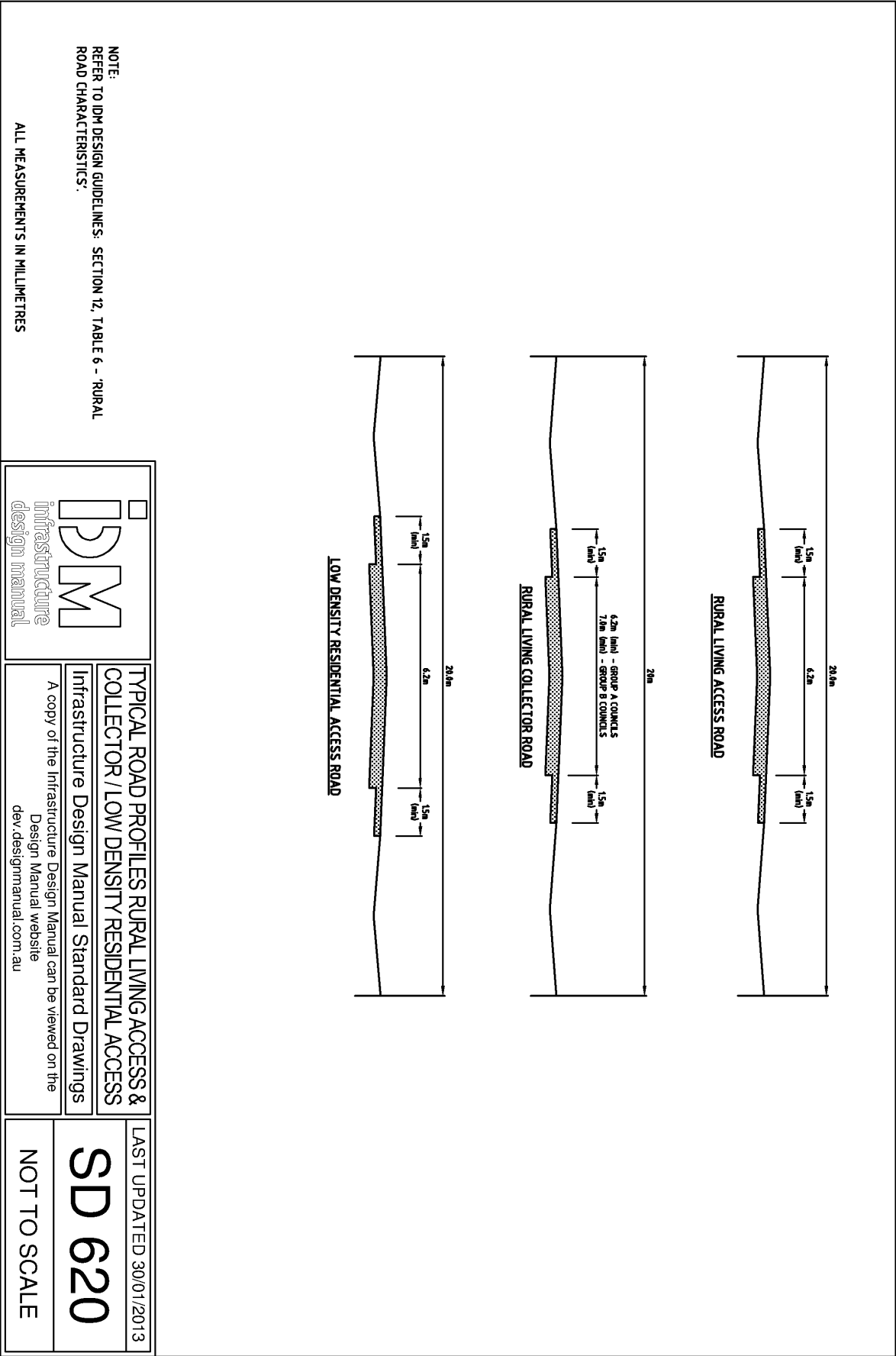


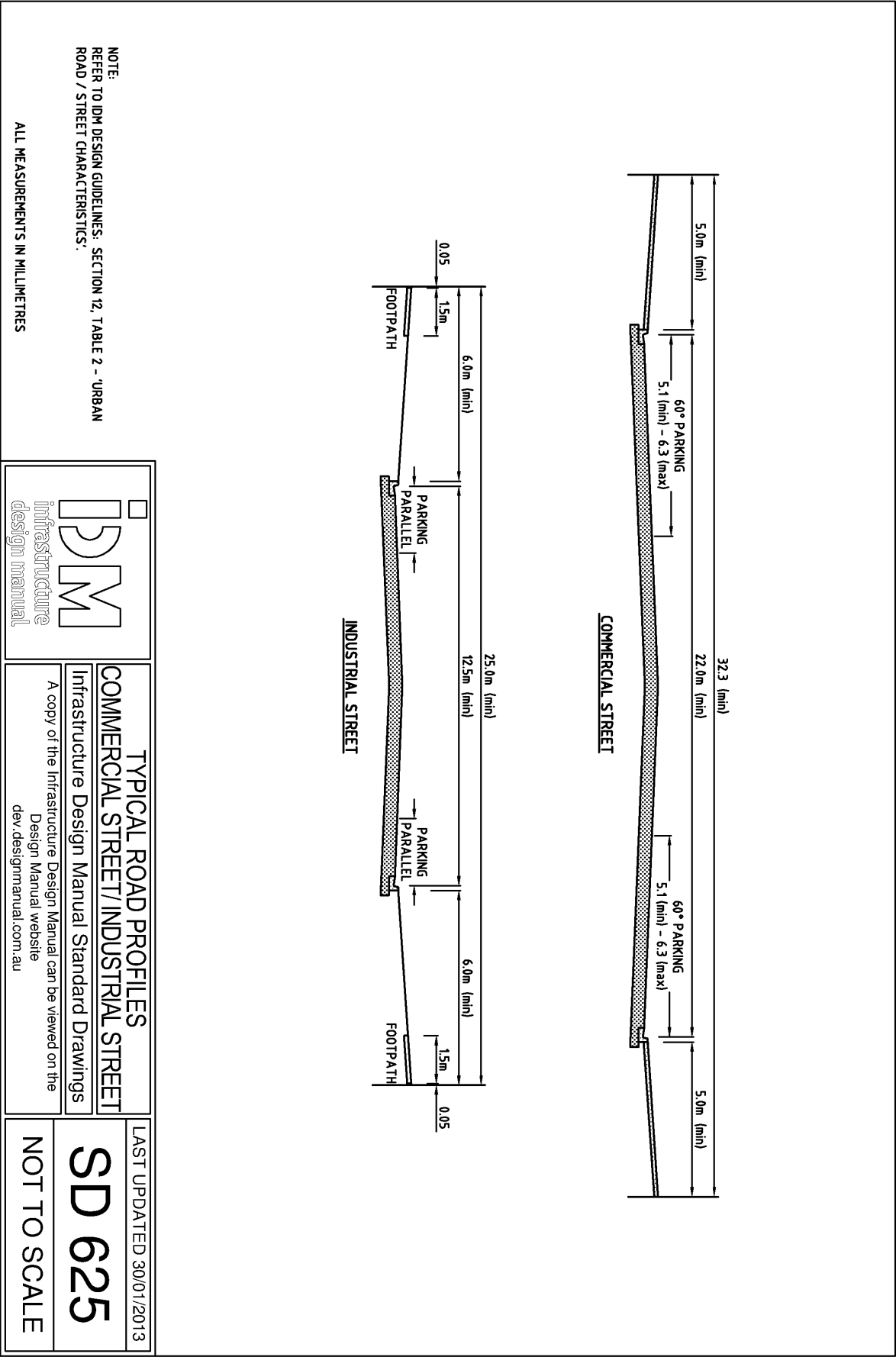














## **Colac Otway Shire Council**

### **IDM Adoption Report**

October 2013

WATER | ENERGY & RESOURCES | ENVIRONMENT | PROPERTY & BUILDINGS | TRANSPORTATION

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# **1. Introduction**

## **1.1 Context**

The Infrastructure Design Manual (IDM) is a Victorian reference document that sets out the engineering requirements for the development of infrastructure in relation to land development. It intends to provide clear and consistent direction towards the engineering requirements that will satisfy council strategies and policies and provides a standardised approach for developments.

The IDM has been adopted by many regional councils throughout Victoria and it is understood that Colac Otway Shire Council (Council) wishes to consider formally adopting the IDM. GHD has been engaged by Council to assist in the adoption process.

## **1.2 Purpose of this report**

This report is to summarise the outcomes of consultation with Council officers as a consensus basis for determining the suitability of the formal adoption of the IDM by Council. It is to describe the identified potential benefits and issues for consideration, as well as to outline Council officer views on appropriate standards for Colac Otway where discretion is provided within the IDM.

## **1.3 Scope and Limitations**

GHD has liaised with Council officers to consider the differences between the current Council approach and the requirements of the IDM to develop an appreciation of the likely benefits and issues that could arise due to implementation. This consultation included telephone interviews and a half-day workshop session.

To develop an understanding of the broader benefits and issues for Council, GHD also completed a high-level review of the recent adoption of the IDM by other regional councils. This involved a review of different adoption processes and experiences outlined by councils and the IDM Group.

This report has been prepared by GHD for Colac Otway Shire Council and may only be used and relied on by Colac Otway Shire Council for the purpose agreed between GHD and the Colac Otway Shire Council as set out in Section 1.2 of this report.

GHD otherwise disclaims responsibility to any person other than Colac Otway Shire Council arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.



## 2. The IDM

### 2.1 Outline of the IDM

#### 2.1.1 Overview

The IDM has been accepted by a majority of rural and regional councils in Victoria as a common set of infrastructure standards. Approximately 20 councils have formally adopted the IDM and as of September 2012, only three regional councils have indicated an intention not to adopt the IDM. Figure 1 graphically presents the extent of adoption of the IDM.

#### 2.1.2 Objectives

The objectives of the IDM are to clearly document Council requirements for the design of future Council infrastructure, to standardise development submissions and to ensure that minimum design criteria are met in regard to design and construction.

To support the standardisation of the design and development of infrastructure that is to become council infrastructure, a council adopting the IDM is to make every endeavour to follow the requirements of the manual except in the case of highly extenuating circumstances. Council may waive minimum requirements in these cases. The IDM outlines circumstances for Council to consider approving a lower standard, such as for the protection of native vegetation or to match in with specified neighbourhood character. If there is a difference between the IDM and other council policies, the IDM is to take precedence.

However, the structure of the IDM is such that each section within the IDM has its own objectives. This allows for new and innovative approaches to be considered for approval by councils subject to the objectives being met even if the specific requirements of the manual are not. This may include proposals that go above the minimum standards specified in the IDM.

It is also noted that while the IDM sets the minimum standards that Council will approve, it does not remove the requirement for proponents to prepare supporting designs.

#### 2.1.3 Selection Tables

To provide the flexibility to reflect local context for different municipalities, the IDM provides a number of Selection Tables which enable councils to choose standards. Specifically, there are 18 Selection Tables which allow for variations in requirements due to factors such as topography and climate. An action for Council in the adoption of the IDM will be to confirm the requirement for each Selection Table. This is addressed as part of this report.

#### 2.1.4 Relationship to Planning Scheme

It is understood that at present the standards and objectives included within Clause 56 of the Victorian Planning Provisions (VPP) provide a performance-based framework for the approval and implementation of residential subdivision development. Within this framework, engineering standards and requirements have been developed by individual councils.

It is the intention of the IDM that the standards in the document are to complement Clause 56 of the VPP. In particular, the document aims to provide detailed guidance on how a council's standards are to be achieved in meeting the objectives, standards and decision guidelines.

## 2.2 Background

### 2.2.1 Development

The Infrastructure Design Manual was originally developed by the Shire of Campaspe, City of Greater Shepparton and the City of Greater Bendigo. Their joint initiative came from recognising the benefits of councils working together towards consistent requirements and standards for the design and development of infrastructure. The first version of the IDM came into effect in October 2007. It is intended for the IDM to be a live document, able to be amended. Reflecting this intent, a fourth version of the IDM is currently in draft form published in August 2012.

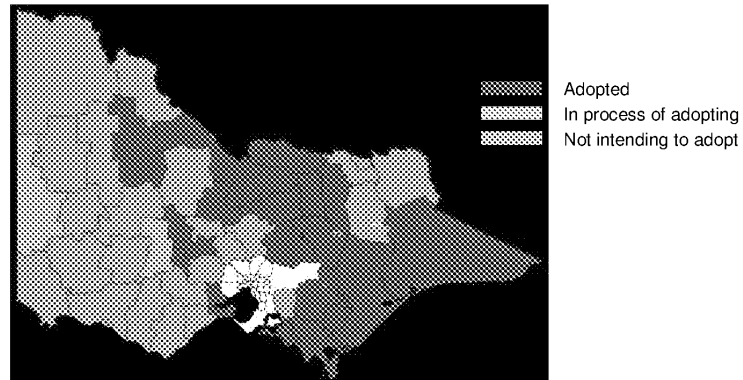


Figure 1 Adoption of IDM (IDM Group, August 2011)

### 2.2.2 Administration

The IDM Group represents those councils that have joined as members. While the IDM was established out of a small collection of councils, the rapid adoption of the document has led to consideration to a more formal governance structure. In this regard, since 2011 the IDM Group has been working towards a structure of a formal association.

A proposed structure for an interim board has been implemented that consists of the Chairman of the IDM Group as well as eight members from Local Government. Member councils were invited to nominate persons for the interim board.

An Infrastructure Standards Committee also has been formed to give stakeholders an opportunity to put forward their views and for the group to develop strategic alliances to assist in achieving its aims.

### 2.2.3 Fees

A joining fee and annual maintenance fee is payable to the IDM Group, which provides for the update and standardisation of the drawings and information, technical support for the manual, as well as meeting and training costs.

A new annual fee structure has been proposed based on council size for the 2012/13 financial year. The annual maintenance fee is \$3,000 for most councils or \$500 for a select number of small councils. Colac Otway has not been classified as a small council for this purpose.

## 2.3 Adoption Process

The adoption process followed by several councils for the IDM is outlined in Figure 2. It is recognised that Council has been considering adoption for a period of time and external stakeholder consultation was undertaken for the overall south west region in early 2011 on behalf of seven councils.

All known local developers, consultants and construction contractors were invited to attend two briefing sessions; one in Warrnambool and another in Colac. This provided developers and consultants the opportunity to inform themselves on the contents of the IDM and made the region aware of Council's intention to adopt the IDM. Further engagement with external stakeholders could be considered prior to formal endorsement by Council.



Figure 2 Adoption Process

Consultation with external stakeholders and internal parties has been a strong aspect of the progressive adoption of the IDM.

Internal stakeholder consultation within Council has been undertaken over a similar period. It is understood that written feedback was sought from interested parties in addition to the consultation that is detailed in this report.

## 3. Council Consultation

### 3.1 Objectives

In assessing the adoption of the IDM for Council, consultation was considered as an important process. The intent was to understand the potential impacts and opportunities to various departments of Council and to gain a consensus view on the appropriateness of recommending Council to adopt the IDM.

### 3.2 Current Council Practices

It is understood that there has not been a working set of Council guidelines and standards, resulting in the approval of infrastructure design on a case by case basis. This process places the responsibility on the developer to demonstrate the appropriateness of the design to the approval of Council, typically with respect to applicable Standards. Recently Council has started to use the IDM as a reference to provide direction to developers for the design and construction of infrastructure, which will become Council assets upon completion.

Discussions with Council has highlighted that a key concern stemming from current practices is the ongoing maintenance of infrastructure once it is transferred from the developer to the Council. There is a recognised difficulty in providing for the maintenance of various differing assets across the municipality.

### 3.3 Consultation Approach

In identifying benefits and potential issues for consideration by Council in the adoption of the IDM, a facilitated consultation approach was taken. This was to work towards a consensus decision on recommendation to adopt the IDM as Council's guidelines and standards. This approach included the following phases:

- Review of the most recent draft version of the IDM (Version 3.1) by GHD to familiarise with the proposed changes and future directions;
- Preliminary consultation with Council officers involved in infrastructure and maintenance to identify specific areas of concern;

- High level review of experiences for other councils in moving to adopt the IDM, to outline potential resolutions to adoption issues; and
- Workshop consultation session with a broad representation of Council officers, to explore the range of views on the potential benefits and issues for the IDM and to gain consensus decision on whether to recommend IDM adoption.

### 3.3.1 Preliminary Consultation

To begin to gain an appreciation for Council's view of key issues to be considered as part of the adoption of the IDM, GHD spoke with

- Neil Allen, General Manager Infrastructure & Services; and
- Greg Anderton, Manager Cosworks.

These discussions focussed on current issues, identified IDM benefits and potential IDM issues to be considered. A summary of these issues are outlined below in Table 1 and discussed in more detail in Section 3.4 and Section 3.5.

**Table 1 Outcomes of Preliminary Consultation**

| Key benefits and current issues                                                                                                                                                                                        | Issues identified for further consideration                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Clearly documented requirements could remove the subjectivity of minimum design requirements</li> </ul>                                                                       | <ul style="list-style-type: none"> <li>• There should be the ability to provide flexibility to adopt to varying conditions</li> </ul>                                                  |
| <ul style="list-style-type: none"> <li>• Could support upfront thinking about the longer term maintenance requirements for infrastructure</li> </ul>                                                                   | <ul style="list-style-type: none"> <li>• Minimum pipe diameters are a potential concern to be further considered</li> </ul>                                                            |
| <ul style="list-style-type: none"> <li>• Could provide a defensible document of local standards to the position of developers that a different approach has been applied elsewhere</li> </ul>                          | <ul style="list-style-type: none"> <li>• The IDM may not address all concerns, particularly for pavement design where the IDM does not necessarily prescribe specifications</li> </ul> |
| <ul style="list-style-type: none"> <li>• Has the potential to simplify the maintenance requirements, with benefits in terms of familiarity, replacement parts and potentially cost savings</li> </ul>                  | <ul style="list-style-type: none"> <li>• There is a need for Council to ensure its own projects are equivalent to the IDM standards</li> </ul>                                         |
| <ul style="list-style-type: none"> <li>• There is a current need to ensure that the appropriate pavement and road cross-sections are selected particular to Colac Otway and have these applied consistently</li> </ul> |                                                                                                                                                                                        |

Overall, this preliminary consultation identified that there was support for adopting a set of consistent infrastructure standards as provided by the IDM.

### 3.3.2 Workshop Consultation

A facilitated workshop session was held with broad representation from Council, to explore the range of views on the potential benefits and issues for the IDM and consensus decision of recommending adoption. The following areas of Council participated:

- Infrastructure & Services
- Major Contracts
- Sustainable Assets
- Capital Works
- Cosworks
- Planning & Building
- Environment & Community Safety
- Recreation, Arts & Culture

The outcomes of the workshop contributed to the discussion of identified IDM benefits and potential issues to be considered, as outlined in Section 3.4 and Section 3.5.

### 3.4 Potential Benefits

Through a review of existing Council processes, the draft version of latest IDM and consultation with internal stakeholders, a concise set of potential benefits has been identified. These include:

- Clear requirements;
- More efficient processes;
- Supports upfront thinking; and
- Reduced maintenance.

#### 3.4.1 Clear requirements

One of the key objectives of the IDM is to clearly document councils' requirements for infrastructure. Having a clear standard documented by Council could eliminate the disagreements that can arise between developers and Council. The widespread use of the IDM in Victoria could also eliminate the scope for disagreement with minimum design requirements.

Additionally, a document of Council specific requirements (as provided by Selection Tables of the IDM) would provide a defensible document of local standards to the position of developers that a different approach has been applied elsewhere. Additionally, the following benefits are considered by Council:

- Ability to have consistency with neighbouring councils would have overall value for the region; and
- Important that Council has a clear starting point for minimum standards as a starting point for future infrastructure.

#### 3.4.2 More efficient processes

Currently, the range of designs put to Council by developers can become challenging. This can be across all areas of infrastructure; however this is especially the case where there is limited guidance such as in areas of:

- Lighting; and
- Street furniture.

The minimum standards of the IDM would be expected to provide consistent and clear guidance. The IDM also provides clear direction as to when information is required to be provided as well as clear explanations of approvals and checklist tools. Accordingly, adopting the IDM can allow for a more efficient and timely approvals process, with clear benefits for both developers and Council.

It was highlighted in discussions that being able to provide guidance to developers upfront during the planning application phase would be beneficial to Council and limit the scope of rework or negotiations at a later stage.

Experience from other regions where the IDM has been adopted suggests a positive response from developers. The IDM allows for a quicker understanding of local requirements for developers to be able to work across different locations. Local consultation across the south-west region is understood to have supported this trend.

Separately, there are benefits to Council gained from the sharing of ideas and practices within the IDM Group. In adopting the IDM, Council could achieve efficiency gains from the resources of a larger organisation and the IDM Group commitment to ongoing development of the infrastructure standards.

#### **3.4.3 Supports upfront thinking**

The setting of clear minimum standards, including the decision outlined in the Selection Tables, allows for Council to proactively consider the longer term maintenance requirements for infrastructure. This could reduce the need for Council upgrades shortly after construction. For example, Cosworks has indicated that some road constructions have required upgrade works within several years of opening, an issue that could have been avoided with more rigorous standards and improved upfront thinking. As an additional example, there have been instances where assets have been designed without providing sufficient access for maintenance machinery.

As previously stated, while the IDM sets the minimum standards that Council will approve, it does not remove the requirement for proponents to prepare supporting designs. Equally, it does not remove the requirement as part of consideration for planning approvals for there to be discussions between the Planning and Infrastructure departments at Council.

#### **3.4.4 Reduced maintenance**

It was identified that having consistent standards across Council has the potential to simplify the maintenance requirements. Moving from multiple designs from each developer to a consolidated set of standards has clear maintenance benefits, in terms of familiarity, replacement parts and potentially cost savings.

### **3.5 Potential Issues**

The consultation raised a number of potential issues for Council in adopting the IDM. These have been summarised as:

- Issues relating to Standards or requirements; and
- Issues relating to processes of the adoption.

These have been captured in Table 2, with a response to each issue which was developed through the workshop. In summary, there are issues relating to standards that may benefit from discussion with the IDM Group and there are issues that could be resolved from minor changes to internal Council practices. Overall, the issues discussion did not identify any serious flaws to Council adopting the IDM.



Table 2 Potential Issues: Standards

| Issue                                                    | Considerations                                                                                                                                                                                                                                                                      | Response                                                                                                                                                                                                                                   |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Potential for IDM requirements to be excessively onerous | Minimum standard set by IDM may be too onerous for some situations, e.g. standard of road for property owner / small developer providing access to limited number of users.                                                                                                         | Outlined that IDM provides discretion to Council in responding to exceptional circumstances, such as neighbourhood character.<br><br>However, the intent is to specify a minimum standard requirement that should be applied consistently. |
| Balance between capital cost and ongoing maintenance     | Council should clearly not be accepting infrastructure that needs maintenance after a short term. However in adopting minimum standards, Council should consider the burden of higher requirements on developers and on Council (as an infrastructure developer).                   | Balance between capital cost and ongoing maintenance able to be applied through Selection Tables                                                                                                                                           |
| Pipe dimensions                                          | The selection of appropriate pipe diameters was identified as a potential issue. Pipes of inadequate diameter result more easily in blockages, creating additional maintenance obligations.                                                                                         | If there is a difference of opinion with IDM standards, this can be raised through the IDM Group                                                                                                                                           |
| Consistency with road widths and pavements               | Discussions identified that it would desirable to have consistency of road widths and pavements for different road types / traffic volumes.                                                                                                                                         | The IDM provides clear guidance on road widths and seals. Pavement construction tends to depend on local conditions.                                                                                                                       |
| Car parking in lieu                                      | Parking provided by contribution in accordance with an identified Parking Strategy within 100m of a development site (Clause 14.3) may not be consistent with current Council approach especially as a parking strategy for Colac and Apollo Bay has just been approved by Council. | The requirements of the IDM are not particularly clear. If there is a difference of opinion with IDM standards, this should be raised through the IDM Group                                                                                |

**Table 3 Potential Issues: Impacts of Adoption**

| Issue                                                  | Considerations                                                                                                                                                                                               | Response                                                                                              |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Decision to vary from IDM may be subjective            | Need to consider impacts when a decision is made by Council to vary from standards for exceptional circumstances, as outlined in Clause 1.6 of IDM.                                                          | A decision to approve a variation from standards will require careful consideration and reporting.    |
| Neighbourhood character                                | Where a neighbourhood character plan has been developed (requiring variation to IDM Standards), Council could develop methods to ensure those recommendations are consistently applied as part of approvals. | Can be addressed by Council to provide consistency of information                                     |
| Council Strategies                                     | Important that the IDM has interface with existing and future Council strategies (i.e. Public Open Space Strategy / Lighting of open space).                                                                 | Applicable strategies may need to be reviewed to identify any misalignment and rectify as appropriate |
| Financial impact, governance and intellectual property | Range of points discussed regarding the ownership and cost structure of the IDM Group.                                                                                                                       | IDM Group improvements underway regarding governance structure, as well as review of annual fees.     |
| Review                                                 | In the start-up period, it was suggested that use of the IDM be reviewed regularly by Council.                                                                                                               | Possible consideration                                                                                |

### 3.6 Future Directions

#### 3.6.1 Input into the IDM Group

It is noted that the IDM seeks input from councils and practitioners in an effort for continuous improvement to the document. There are current directions for the IDM which are not yet reflected in the latest draft version. For example, the IDM Group is in the process of developing a green civil infrastructure section for the IDM provide alternative design and construction standards to achieve greater sustainability outcomes.

In adopting the IDM, Council would be able to provide input to the IDM to seek changes and to have additional material included. For example, discussions highlighted that cycle path design guidelines, pipe dimensions and standard road structures could be matters that Council could raise through the IDM Group.

#### 3.6.2 Victorian Planning Provisions

To give the statutory weight to the IDM, the IDM Group has advised that councils make reference to the IDM in the Municipal Strategic Statement (MSS). The intent is that in interpreting the contents of the Planning Scheme, a reference to the IDM will lend support to Council's adopted standards.



If the IDM is adopted by Council, then future consideration could be made to including a reference within the MSS.

An intent of the IDM is that the standards in the document are to complement the VPP. In particular, the document aims to provide detailed guidance on how a council's standards are to be achieved in meeting the objectives, standards and decision guidelines of Clause 56 of the VPP.

Currently five councils have included the IDM as a reference document within the MSS. Of these, two councils have included further reference within clauses of the MSS identifying objectives or functions, such as "Key Influences". Table 4 lists these councils.

**Table 4 Reference to IDM in Planning Schemes**

| Council            | Clause                    | Date       |
|--------------------|---------------------------|------------|
| Benalla            | 21.03 Key Influences      | 19/04/2012 |
|                    | 21.09 Infrastructure      | 19/04/2012 |
|                    | 21.10 Reference Documents | 19/04/2012 |
| Greater Shepparton | 21.07 Infrastructure      | 23/07/2009 |
|                    | 21.09 Reference Documents | 23/07/2009 |
| Murrindindi        | 21.12 Reference Documents | 01/12/2011 |
| Greater Bendigo    | 21.10 Reference Documents | 07/04/2011 |
| Campaspe           | 21.05 Reference Documents | 15/12/2011 |

In addition to the above, Greater Shepparton and Wangaratta have specific reference to the IDM within schedules to Design and Development Overlays and Development Plan Overlays.

It has been indicated that in the event of a matter relating to the IDM appearing before VCAT, it is the role of VCAT to interpret the contents of the Planning Scheme and a reference to the IDM will lend support to Council's adopted standards.

A review of VCAT decisions through the Australasian Legal Information Institute website (AustLii) has highlighted two rulings with reference to the IDM:

- Forrest v Greater Bendigo CC & Anor [2009] VCAT 1245 (29 June 2009)
- D'Agostino v Greater Shepparton CC [2010] VCAT 2017 (14 December 2010)

It is noted that the decision involving Greater Bendigo occurred before inclusion of the IDM in its Planning Scheme, and the decision involving Greater Shepparton occurred after reference was included to the IDM in its Planning Scheme.

The VCAT decision was made in favour of Greater Shepparton, with no change to conditions of permit. If required, additional information on the relevance of the IDM to that decision could be sought from a legal practitioner.

For a further seven VCAT decisions, reference to the IDM was made as part of conditions of permit, with no change to proposed permit conditions.

### 3.7 Recommendation

On the basis of the identified benefits and the options to resolve potential issues, the workshop participants recommended that Council move to formally adopt the IDM as the guidelines and standards for Colac Otway Shire.

## 4. Selection Tables

### 4.1 Overview

As outlined in Section 2.1, the IDM provides a number of Selection Tables which enable councils to choose standards. This is to allow flexibility for the manual to reflect local context for different municipalities. Specifically, there are 18 Selection Tables for such variations in requirements. An action for Council in the adoption of the IDM is the confirmation of the requirement for each Selection Table.

### 4.2 Application to Colac Otway

As part of the internal workshop, each Selection Table was discussed to provide for a consensus view on the appropriate option for Council. Decisions were made with regard to current Council practices, impacts to maintenance, experience with different options available for selection, and the desired direction for future infrastructure.

Table 5 outlines each Selection Table and the applicable context. The preferred position for Council as well as a brief summary of the rationale, where applicable, is also provided.

**Table 5 Colac Otway Selection Tables**

| Selection Table                                                                                                                                                                                                      | Colac Otway Selection                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1 Access Lanes</b><br>For councils listed in Selection Table 1, Access Lanes are not considered desirable unless specific approval is obtained.                                                                   | <b>Council included in table</b><br>Rationale: Council experience suggests Access Lanes are less than desirable                                                             |
| <b>2 Kerb Profiles</b><br>Where kerbing is stated to be required by the IDM, the kerb profiles to be used within the municipality are as detailed in Selection Table 2.                                              | <b>Council included – SM2</b><br>Rationale: semi-mountable (SM2) is the current default kerb profile with municipality. Has previously been determined to be most suitable. |
| <b>3 Subsoil Drainage</b><br>For councils listed in Selection Table 3, subsoil drainage shall be provided below all kerb and channel laid within the boundaries of council unless specific conditions apply.         | <b>Council included in table</b><br>Rationale: current practices include subsoil drainage below kerb and channel                                                            |
| <b>4 For Rural Living Collector Roads</b><br>For councils listed in Selection Table 4, Rural Living Collector Roads to be constructed with a 7.0m wide seal                                                          | <b>Council not included in table</b><br>Rationale: current default position for this type of road within municipality is for 6.2m wide seal                                 |
| <b>5 For Low Density Residential Collector Roads</b><br>The width of seal to be applied for the construction of Low Density Residential Collector Roads within the municipality is as detailed in Selection Table 5. | <b>Council included – 6.2m seal</b><br>Rationale: current default position for this type of road within municipality is for 6.2m wide seal                                  |

|                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>6 For Rural Access</b><br>Minimum seal width, shoulder width and seal type for Rural Access Roads within the municipality is as detailed in Selection Table 6.                                                                                                                                                      | <b>Council included – Group A seal</b><br>Rationale: current default position for these types of roads within municipality has allowed flexibility for narrower seals                     |
| <b>7 Minimum Pavement Depth</b><br>For roads in which kerb and channel is to be constructed, the pavement thickness, including the thickness of surfacing shall not be less than that specified in Selection Table 7.                                                                                                  | <b>Council included – 300mm thickness</b><br>Rationale: experience of Cosworks for the ongoing maintenance obligations indicates that 300mm is more appropriate                           |
| <b>8 Vehicle Crossings</b><br>For councils listed in Selection Table 8, vehicle crossings are not required to be constructed at the time of development, as these may be constructed during later building works when the final location of the crossing is known.                                                     | <b>Council included – crossings not required</b><br>Rationale: experience of Council in the development of subdivisions indicates provision at time of building works is more appropriate |
| <b>9 Dust Suppression</b><br><br>Dust suppression works may be required where a proposed new house or an existing dwelling is likely to experience significant detrimental impacts arising from the dust generated by traffic travelling along a gravel road. The requirement for Council is as per Selection Table 9. | <b>Council included – dust suppression on case by case</b><br>Rationale: provides appropriate level of discretion to Council                                                              |
| <b>10 Tactile Ground Surface Indicators</b><br>Tactile Ground Surface Indicators (TGSIs) shall be provided in accordance with Australian Standard AS1428.4, unless indicated by inclusion in Selection Table 10.                                                                                                       | <b>Council not included in table</b><br>Rationale: no compelling reason to differ from Australian Standards                                                                               |
| <b>11 Differing Coefficients Of Runoff</b><br>The Councils listed in Selection Table 11 have differing coefficients of runoff for 1 in 5 year and 1 in 100 year ARIs. All other Councils use the default coefficients listed within the IDM.                                                                           | <b>Council not included in table</b><br>Rationale: no justification to adopt specifically different values                                                                                |
| <b>12 Minimum Pipe Grades</b><br>The absolute minimum grade of a stormwater pipe within the municipality is as per Selection Table 12. However, flatter grades may be approved where it is demonstrated that the velocities are greater than those listed in the headings of the table.                                | <b>Council included – minimum 1 in 500</b><br>Rationale: provides suitable level of discretion to Council.                                                                                |
| <b>13 Kerb Adaptors</b><br>Galvanised steel or UPVC adaptors are approved for use unless there is a specific Council requirement as detailed in Selection Table 13.                                                                                                                                                    | <b>Council included – galvanised steel</b><br>Rationale: experience with semi-mountable modified kerb profiles has the greater potential for damage for UPVC pipes                        |

|                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>14 Minimum Slope Of Earth</b></p> <p>For minor drainage systems in rural living, low density and rural areas the minimum slope of earth drains shall be as listed in Selection Table 14.</p>                                                                                                                                                                                 | <p><b>Council Included – minimum 1 in 500</b></p> <p>Rationale: typical current approach</p>                                                                                                               |
| <p><b>15 Shallow Groundwater Tables</b></p> <p>Significant areas of municipalities listed in Selection Table 15 are subject to shallow ground water tables and as a result it is desirable that all excavations are limited to 0.5 metres above the water table.</p>                                                                                                               | <p><b>Council not included in table</b></p> <p>Rationale: not applicable to Colac Otway</p>                                                                                                                |
| <p><b>16 Bioretention Basins and Rain Gardens</b></p> <p>The use of bioretention basins and rain gardens within the municipality is as per Selection Table 16.</p>                                                                                                                                                                                                                 | <p><b>Council Included – approved except in unsuitable locations</b></p> <p>Rationale: provides suitable level of discretion to Council</p>                                                                |
| <p><b>17 Vegetated Swales / Grass Swales / Buffer Strips</b></p> <p>Vegetated Swales, Grass Swales and Buffer Strips are approved for use in open space reserves within a residential (R1Z), central median strips on roads subject to road reserve width and services unless otherwise stated in Selection Table 17.</p>                                                          | <p><b>Council included – approved for use except in unsuitable locations for access, permanent subsurface flow conditions, etc.</b></p> <p>Rationale: provides suitable level of discretion to Council</p> |
| <p><b>18 Clear Zones</b></p> <p>All Councils, other than those listed in Selection Table 18, require as a minimum requirement that a 600mm impervious clear area is to be maintained from the edge of seal or invert of kerb or edge of gravel. In this area approved paving or similar materials will be used so that no regular maintenance of these areas will be required.</p> | <p><b>Council not included in table</b></p> <p>Rationale: no compelling reason to differ from default value</p>                                                                                            |

### 4.3 Summary

The consensus decisions for each of the Selection Tables, as noted in Table 5, provides flexibility for the IDM to reflect local context for Colac Otway, having regard to current Council practices, impacts to maintenance, experience with different options available for selection, and the desired direction for future infrastructure.



## **5. Next Steps**

The next steps following the adoption of the Infrastructure Design Manual (IDM) as the preferred infrastructure design standards for Colac Otway Shire could include:

- Stakeholder communication and information on the adoption of the IDM and time of its effect;
- Invitation to external stakeholders to discuss any outstanding issues;
- Provide training to relevant council officers and key stakeholders;
- Offer any feedback on standards to the IDM Group; and
- Provide a link to the IDM documents from Council website.

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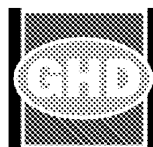
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**21.02**  
16/02/2012  
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**21.02-1**

18/06/2009  
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**VISION**

**Municipal Vision**

The current Council Plan (2005–2009) has the following vision for the municipality:

- Colac Otway Shire is naturally progressive and strives to achieve the best possible social, economic and environmental outcomes to create a vibrant, liveable community.

The Plan also identifies commitments and priority actions upon which Council will focus.

**21.02-2**

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**Land Use Vision**

In terms of land use development, Council has a vision around the following key land use themes.

**Townships**

- The Colac Structure Plan (2007) includes the following vision for Colac:
  - Colac will be a thriving town with a vibrant town centre that takes pride in its Lakeside location, is responsive to the housing needs of its residents and offers a variety of opportunities for employment and economic development.
- ✱ The Colac CBD and Entrances Project (2012) includes the following vision for Colac CBD:
  - Become known as the 'Botanic Garden City'.
  - Be a pedestrian-focussed place, accessible for people of all ages and abilities.
  - Grow as a thriving rural centre of retail, business and community services.
  - Connect to its natural systems of the Lake and creek corridors.
  - Proudly express its heritage in the built and natural environment.
  - Be renowned for its collection of great buildings from all eras of the City's development.
  - Present an impressive image along the Princes Highway corridor, from the edges of the City to its core.
- The Apollo Bay Structure Plan (2007) includes the following vision for Apollo Bay, Marengo and Skenes Creek:
  - Apollo Bay, Marengo and Skenes Creek will remain as distinct coastal settlements, each with a separate identity and local character;
  - The natural beauty of the area, with its unspoilt beaches set against a dramatic backdrop of rolling hills, provides the overarching character which unites the settlements, and should be reflected in new development;
  - The seaside fishing village character of Apollo Bay, focused around a robust working harbour, is highly valued and this character should be preserved and strengthened by new development;
  - Change should take place in Apollo Bay, Marengo and Skenes Creek with a demonstrated commitment to healthy lifestyles and ecological sustainability, and be responsive to the natural environment;
  - The settlements should continue to provide for high quality living, offering improved community facilities and services, as well as economic development opportunities, for a self sustaining lifestyle.
- The Kennett River, Wye River and Separation Creek Structure Plans (2008) include the following vision for Kennett River, Wye River and Separation Creek:
  - Kennett River, Wye River and Separation Creek will remain as distinct coastal towns nestled in the foothills of the Otway Ranges.

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- The primary role of the coastal towns will be to provide housing for permanent and part time residents and to provide a diverse range of holiday accommodation.
- The impact of the coastal towns on the natural environment will be as minimal as possible with coastal hazards, river flooding and water and wastewater being sustainably managed and vegetation acknowledged and valued.
- The coastal towns have a low growth capacity and all future growth will be contained within existing settlement boundaries.
- Major urban development will take place in the main, fully serviced centres of Colac and Apollo Bay.
- Urban development in Colac and Apollo Bay will be contained within settlement boundaries.
- Apollo Bay will develop to modest heights and scale and will provide a diversity of housing choice.
- Colac will develop to provide a diversity of housing choice.
- Major industrial and commercial development will occur in Colac.
- Less intensive residential and township development will take place in other, smaller settlements in a manner that contributes to the economic development of these townships.

**Cultural Heritage**

- The Koori culture of the Shire is acknowledged and will be celebrated.
- The Shire's significant cultural heritage resources will be conserved and enhanced.
- Any adaptation or development of heritage places or areas will be in a manner sympathetic to their significance.

**Rural living**

- Rural living will be directed to nominated areas.

**Agriculture**

- High quality agricultural land will be protected.
- Agricultural diversity and a sustainable forestry and timber industry will be encouraged in the region.
- Grazing and cropping farming practices are the preferred land uses in areas designated as "farmland of strategic significance".

**Tourism**

- Opportunities for tourism are provided to contribute to the growth of the Shire.
- Tourism growth will be managed sustainably and the environmental and landscape assets that attract tourists and new residents alike will be protected.
- Limited opportunities will be provided for tourist related activities in the Apollo Bay hinterland and the Otways.

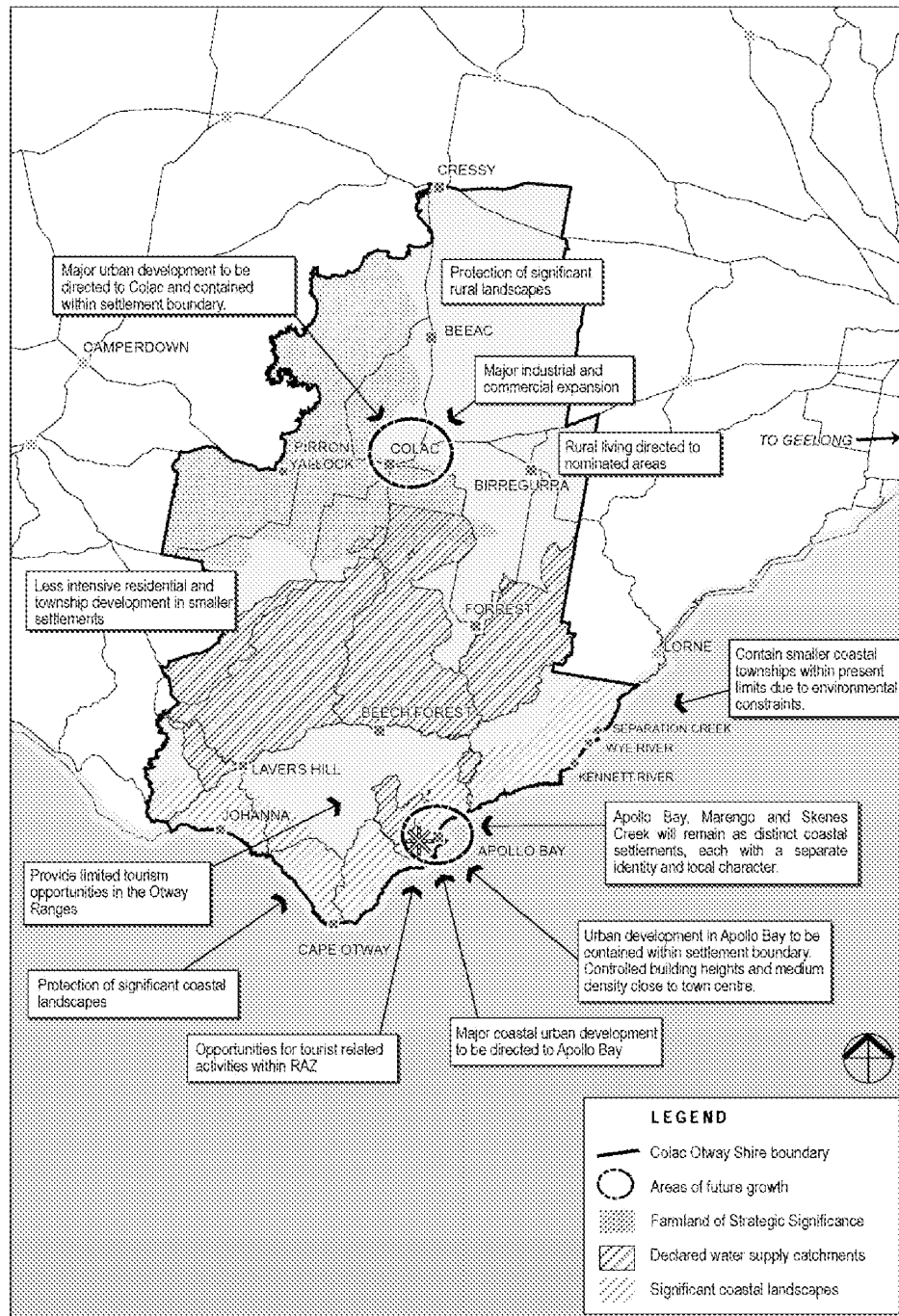
**Environmental features**

- Significant rural and coastal landscapes will be preserved and protected.
- Key natural assets such as declared water supply catchments, the coast, forested public land, rivers and watercourses, lakes and major geological features will be protected from inappropriate land use and development.
- Development will respond to environmental risks such as bushfire, flooding, landslip, erosion and salinity.

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- Those natural, physical and amenity features that contribute to the character of the Otway Ranges and Coast will be protected and enhanced for future generations.

Colac Otway Strategic Framework Plan



COLAC OTWAY PLANNING SCHEME

**21.03 SETTLEMENT**

16/02/2012

**21.03-1**

18/06/2009  
C55

**General**

**Overview**

- Colac is the major regional centre in the Shire for residential, service and manufacturing industry, retail, office services, recreation and education facilities.
- Apollo Bay is the major coastal urban centre in the Shire. It is experiencing high rates of development for both permanent and short-term (tourist) accommodation. It also provides a range of entertainment and recreational related facilities, including swimming, fishing, golf, cafes and restaurants.
- Colac and the coastal townships are experiencing increased rates of development.
- The management of residential, tourism and infrastructure development pressures, is required, particularly in coastal areas.
- The development of the major towns in the Shire should take place in accordance with the recently completed Structure Plans for Colac and Apollo Bay.
- Smaller coastal settlements occur at Kennett River, Marengo, Separation Creek, Skenes Creek and Wye River, where development is expected to occur within current settlement boundaries due to various environmental constraints to growth.
- Other townships are located at Alvie, Barwon Downs, Beeac, Beech Forest, Birregurra, Coragulac, Cororooke, Cressy, Forrest, Gellibrand, Kawarren, Lavers Hill, Pirron Yallock, Swan Marsh and Warrion.
- The future development of other townships in the Shire should proceed in a manner that contributes to the economic development of these townships, acknowledges and responds to environmental constraints and protects the broader landscapes within which these townships are located.
- Effluent disposal is a major problem in the smaller settlements, particularly in the peak periods with high tourist numbers.
- Rural residential living provides a desirable lifestyle for a number of residents and if appropriately located can reduce land use conflict in farming areas and contribute toward the economic development of small townships.
- There is a need to identify and designate suitable locations for rural living areas which do not take up high quality agricultural land and where an adequate level of services can be provided.
- There is a need to encourage excellence in the design of new development, including the layout of subdivisions and the recognition of cultural heritage.

**Objectives**

- To facilitate the development of the various settlements in the Shire in accordance with the needs of each local community.
- To facilitate a range of developments in an environmentally sensitive way to provide greater residential choice.
- To provide limited opportunities for rural living development where these do not detract from the key environmental qualities of the region and do not cause land use conflict in farming areas

**Strategies**

COLAC OTWAY PLANNING SCHEME

- Ensure that there is sufficient fully serviced residential land to meet the needs of the existing and future population.
- Encourage future residential development into existing zoned and serviced areas to avoid an oversupply of residential zoned land and to make the most effective use of infrastructure services.
- Provide opportunities for the provision of a wide range of housing choices for residents, short-term holiday residents and tourists.
- Ensure that development incorporates Environmentally Sustainable Development (ESD) practises.
- Promote a pattern of settlements in the coastal strip that balances between opportunity for growth and retention of environmental and cultural qualities.
- Restrict the expansion of other coastal settlements in accordance with environmental constraints.
- Ensure that development of the Colac and Apollo Bay airfields is not prejudiced by encroaching urban development.

21.03-2

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**Colac**

**Overview**

A Structure Plan for Colac was adopted by Council (February 2007) and articulates the preferred development future for this key centre of the municipality and broader region. Key issues to emerge from the Structure Plan include the need for:

- A township boundary to clearly identify the extent of future development and enable the protection of valuable farming land that surrounds the township.
- Consolidation around the town centre and activity nodes taking into account heritage constraints.
- Provision of a secondary commercial node to cater for the growing area of Elliminyt.
- Retention and enhancement of Colac's heritage assets.
- Protection of Lake Colac from inappropriate industrial development.
- Provision of an adequate supply of industrial land consolidated in east Colac.
- An increase in the amount of public open space (both linear and non-linear) and development of policy direction supporting future open space provision for residential development.
- Better integration between Colac and Lake Colac through design features and foreshore development.
- Increased opportunity for recreational linkages between key activity areas including Lake Colac.
- Urban design improvements for the enhancement of the Colac Town Centre and main street.
- Improved traffic management in Colac.
- Strategies to create a precinct to focus community learning through a multi-purpose education, recreation and community precinct.
- There is a need to identify a heavy vehicle by-pass of the Murray Street retail centre.

The *Colac CBD and Entrances Project (2012)* outlines proposals for the enhancement of Colac's CBD and its eastern and western entrances which focus on the design of building and spaces.

The Plan's key recommendations are to:

- Develop Colac as a 'Botanic Garden City' with thematic tree planting throughout the CBD, linking the Botanic Gardens, Beechy Precinct and Barongarook Creek corridor.

COLAC OTWAY PLANNING SCHEME

- Improve the eastern entrance to the CBD with enhanced landscaping and views to heritage buildings, widened pedestrian pathways over the Barangaroo Creek bridge and improved visibility to the Visitor Information Centre.
- Enhance priority streetscapes: Improve Murray Street West's streetscape with tree planting and other works, continuing the design theme of the central part of Murray Street. Improve Bromfield Street's streetscape with new tree planting, improved pedestrian access, bicycle lanes and the redevelopment of underused land at the rear of Murray Street shops with improved pedestrian links through to Murray Street. Upgrade Memorial Square's western edge with refurbished amenities and a shared space where pedestrians have priority which could ultimately be extended around the park and south along Gellibrand Street to the Station. Improve Murray Street East's streetscape with road side tree planting, upgraded footpath pavement, pedestrian crossings and street furniture, and infill planting where gaps exist.
- Improve the outer approaches to Colac with new landscaping, framing views to the Lake and emphasis on reducing the visual clutter of advertising signage.
- Improve the laneway network.
- Provide new and improved bicycle lanes.
- Apply built form guidelines to the CBD with emphasis on the inner retail areas to maintain the 'fine grain' character of these areas and to ensure a high quality of new architecture and the protection of heritage buildings.

**Objectives**

- To manage the growth of Colac consistent with its role as the major urban centre of the Shire.
- To enhance the built and natural environment of Colac.
- To develop a unifying design theme for Colac -- 'Colac Botanic Garden City' -- as a memorable and identifying feature of the town.
- To create landscape links between the main activity areas of the CBD and its principal open spaces.
- To improve the amenity and appearance of Colac's main pedestrian streets and town entrances.
- To create a pedestrian-focussed, accessible and well-connected public realm, particularly for those with limited mobility.
- To promote sustainable methods of transport, supporting walking and cycling as viable alternatives to car travel.
- To manage the road network to optimise its safety, efficiency and amenity for all road users.

**Strategies**

- Ensure that the development of Colac occurs generally in accordance with the strategic directions outlined in the Colac Framework Plan and the Colac CBD Framework Plan attached to this Clause.
- Encourage medium density development in the existing Colac town centre and ensure that infill housing proposals demonstrate that they are designed in a manner that is compatible and appropriate for the prevailing character and heritage values of the precinct.
- Create additional residential opportunities close to the Colac town centre.
- Retain heritage places and areas as significant components of Colac's character and attractiveness and encourage their adaptive re-use and restoration.
- Designate areas of rural land between Elliminyt and Colac (east and west of Colac - Lavers Hill Road) as rural lifestyle opportunities.



COLAC OTWAY PLANNING SCHEME

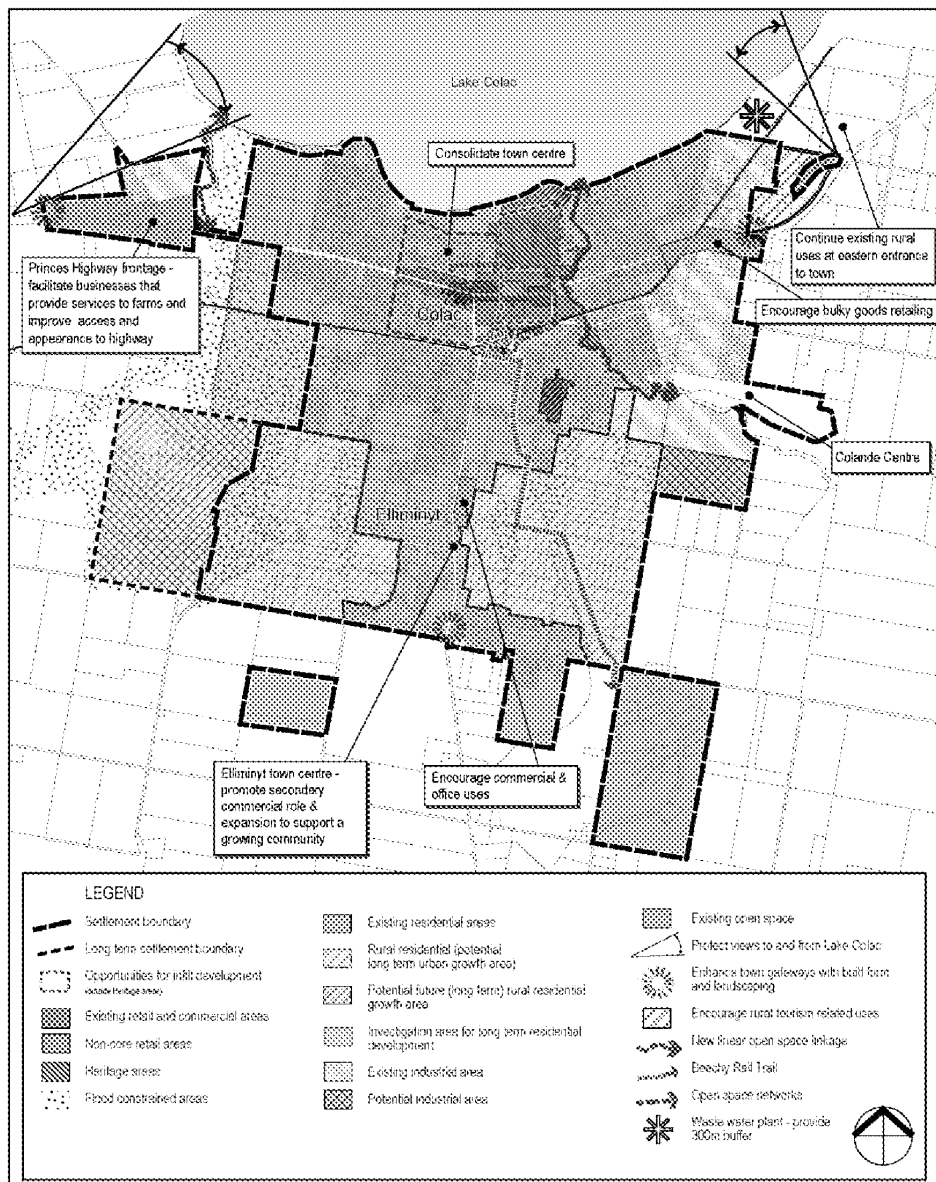
- Support an increase in the amount of usable public open space (both linear and non-linear) to support recreational land uses and linkages between activities.
- Discourage any additional or new industrial development adjacent to Lake Colac.
- Encourage the relocation of existing 'inappropriate' industrial uses out of the town centre.
- Identify new industrial opportunities in Colac East which provide areas suited to a diverse range of light to general industrial activities.
- Improve the appearance of existing industrial development in Colac to provide more attractive and inviting entrances to the town.
- Designate land in Elliminyt for a community / commercial node.
- Provide for commercial type uses on Colac-Lavers Hill Road.
- Provide opportunities for expansion of the east Colac Highway Business area.
- ✧ Ensure major retail and commercial developments locate within the Colac CBD (Business 1 and 2 zoned land only) rather than outside the town centre.
- ✧ **Enhance the west Colac Highway Business area.**
- Minimise the impact of the Colac Water Reclamation Plant on development on nearby land.
- Ensure that future use and development of the Colac Water Reclamation Plant is not detrimentally affected by allowing inconsistent and potentially conflicting development to occur within its buffer area.
- Create a multi-purpose education, recreation and community precinct to focus community learning.
- Investigate options for a heavy vehicle by-pass of the Murray Street retail centre.
- ✧ Encourage redevelopment of underused or vacant sites (e.g. surface car parks, vacant land at the rear of buildings, upper levels of single storey buildings) in the CBD.
- ✧ Encourage the upgrading of shopfronts and building facades in the CBD, particularly on Murray Street and around Memorial Square.
- ✧ Support innovative uses to that attract visitors and customers in disused areas in the Colac CBD.
- ✧ Encourage the removal of excessive roof top, above verandah and free standing signs, and other visually dominant signs, as sites are redeveloped.
- ✧ Develop a permeable network of active laneways and arcades in the CBD, including improved pedestrian thoroughfares between Murray and Bromfield Streets.
- ✧ Encourage and facilitate a high quality of architecture within the CBD through the implementation of building design guidelines.
- ✧ Encourage new development to provide an active frontage to the streetscapes and car parks, including the provision of active frontages to Bromfield Street for buildings fronting Murray Street.
- ✧ Encourage the reinstatement of verandahs on older buildings and encourage verandahs on new buildings for weather protection.
- ✧ Encourage planting on properties along the eastern and western entrances to Colac, particularly where it has potential to screen industrial activities.
- ✧ Undertake and implement a strategy for the co-ordination and design of all signage along the eastern and western entrance corridors to Colac.
- Encourage new development within the CBD to incorporate Environmentally Sustainable Design (ESD) initiatives.
- ✧ Maintain the 'fine grain' character of inner retail areas.

COLAC OTWAY PLANNING SCHEME



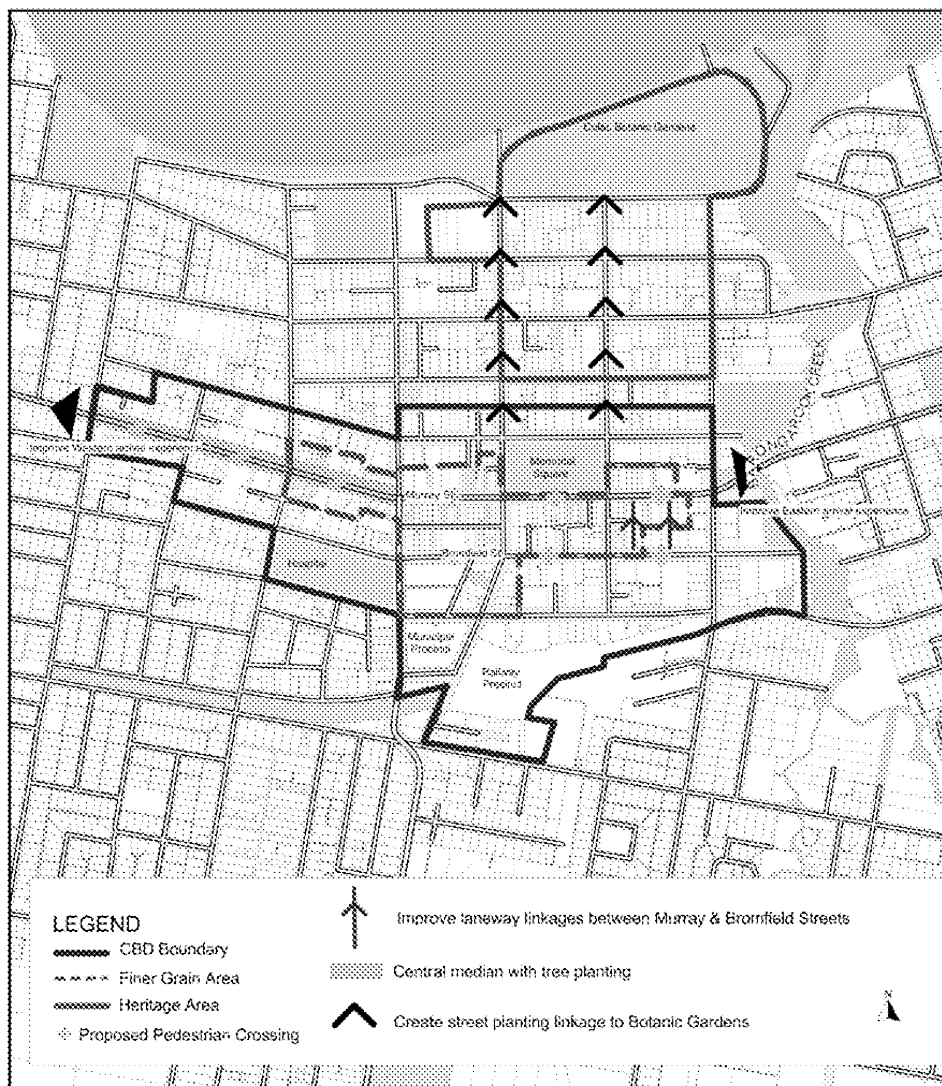
COLAC OTWAY PLANNING SCHEME

Colac Framework Plan



COLAC OTWAY PLANNING SCHEME

Colac CBD Framework Plan



COLAC OTWAY PLANNING SCHEME

**21.03-3 Apollo Bay and Marengo**

18/06/2009  
C55

**Overview**

A Structure Plan for Apollo Bay (including Marengo and Skenes Creek) was adopted by Council (April 2007) and articulates the preferred development future for this key coastal centre. Key issues to emerge from the Structure Plan were that:

- Apollo Bay, Marengo and Skenes Creek are to remain as distinct coastal settlements with development to be contained within coastal settlement boundaries.
- Each settlement has a separate identity and local character;
- A key role of Apollo Bay is to provide a diversity of housing opportunities consistent with its identity and local character;
- The natural beauty of the area, with its unspoilt beaches set against a dramatic backdrop of rolling hills, providing the overarching character which unites the settlements, to be reflected in new development;
- The seaside fishing village character of Apollo Bay, focused around a robust working harbour, is highly valued and this character should be preserved and strengthened by new development;
- Change in Apollo Bay, Marengo and Skenes Creek should take place with a demonstrated commitment to healthy lifestyles and ecological sustainability, and be responsive to the natural environment;
- The settlements should continue to provide for high quality living, offering improved community facilities and services, as well as economic development opportunities, for a self sustaining lifestyle.
- Water supply is a potential constraint to the future growth of Apollo Bay which can only proceed subject to the demonstrated availability of an adequate water supply.

**Objectives**

- To develop Apollo Bay as an attractive residential community which provides a high quality environment as a significant tourist centre.
- To retain Apollo Bay, Marengo and Skenes Creek as distinct coastal settlements with their own local character.
- To ensure that the natural beauty of the area is reflected in new development.
- To preserve the seaside village character of Apollo Bay.
- To ensure that change demonstrates a commitment to sustainability and is responsive to the natural environment.

**Strategies**

- Ensure that the development of Apollo Bay and Marengo occurs generally in accordance with the strategic directions outlined in the Apollo Bay Framework Plan attached to this Clause.

**Settlement Character and Form**

- Consolidate the town centre of Apollo Bay, limit building heights and provide a greater diversity of accommodation at higher densities within and in close proximity to the commercial area.
- In the residential areas outside the town centre of Apollo Bay, limit building heights and ensure upper levels are well articulated to respect the character of the area and provide for a more traditional dwelling density to contribute to a diversity of housing choice.
- Require new development and streetscape works in the Apollo Bay town centre to build on and reinforce the fishing village coastal character of the township, and contribute to the creation of a vibrant public realm.

COLAC OTWAY PLANNING SCHEME

- Reinforce and improve the informal character, accessibility and amenity of streetscapes in the residential areas of Apollo Bay, Marengo and Skenes Creek, reflecting the distinct existing and preferred future character of each settlement in new improvements.
- Achieve excellent architectural quality in new development or improvements to existing buildings in the town centre, drawing on the existing valued qualities of the centre and setting a new direction in the use of innovative, high quality design.
- Promote Apollo Bay and Marengo as leaders in environmental sustainability within the Great Ocean Road Region and improve the ecological integrity of environmental features within and around settlements.
- Conserve and enhance heritage places as a significant factor in developing tourism.

**The Size of Settlements**

- Utilise natural boundaries, where appropriate, to define settlement edges and set limits to urban expansion.
- Define and maintain a hard edge to the urban area of each of these settlements, particularly when viewed from the Great Ocean Road.
- Ensure that urban development results in the efficient utilisation of existing infrastructure and minimises the requirements for new infrastructure.
- Encourage infill development of medium density housing and accommodation within walking distance of the commercial area of Apollo Bay, to reduce the pressure to expand the urban area, and provide alternative housing choice.
- Facilitate non-urban form tourism accommodation development on land between the coastal settlement boundary and Wild Dog Creek.

**Activities: Business, Tourism, Community and Recreation**

- Intensify commercial and business land uses within the commercial area of Apollo Bay and ensure a future supply of Business Zoned land to meet demand.
- Develop the Apollo Bay Harbour Precinct with a tourism, fishing, boating, commercial and recreational focus strengthening links to the town centre of Apollo Bay and providing net community benefits.
- Encourage future recreation facilities to be located together with other community facilities in a central and accessible location.
- Ensure that community, health, education and recreation facilities are provided to meet the needs of current and projected future residents and visitors to the area.
- Support the growth of tourism as a major employer for the region.
- Provide for future industrial development while minimising offsite impacts on surrounding residential uses, the environment (particularly local waterways) and views from residential areas and the Great Ocean Road.

**Landscape Setting and Environment**

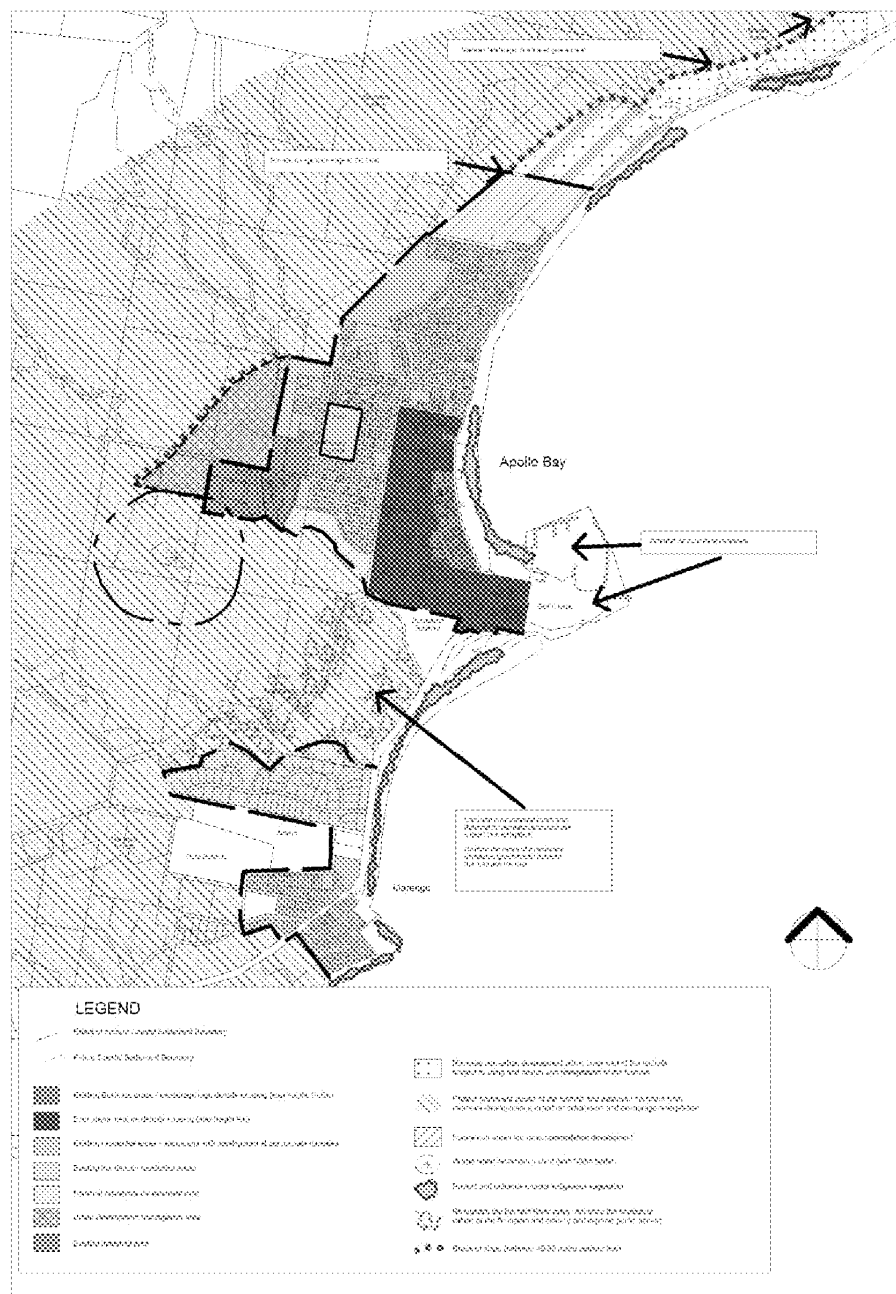
- Maintain the 'green-breaks' and landscape dominance between the settlements to ensure that each settlement remains distinct.
- Protect the Otway foothills as a scenic, undeveloped backdrop to Apollo Bay and Marengo.
- Recognise and protect ecological values and avoid development in areas at risk from the effects of flooding, wildfire, acid sulphate soil disturbance, erosion, landslip and salinity.
- Reinforce and enhance the identity and the sense of arrival and departure at the entrances to Apollo Bay and Marengo.
- Improve the appearance and amenity of the foreshore reserve in Apollo Bay and reduce the impact of the existing and future structures on the naturalness of the setting.
- Achieve improved visual and physical links between the Apollo Bay town centre and the beach.
- Protect and enhance the significant views and vistas available from the settlements, the beach and the harbour, as well as views available from key vantage points in the hills.

COLAC OTWAY PLANNING SCHEME

**Access**

- Strengthen the pedestrian and cyclist connections between Marengo, Apollo Bay and Skenes Creek.
- Create a highly walkable town centre in Apollo Bay with safe and convenient access to shops, community facilities and recreational activities.
- Manage the orderly flow of traffic at all times of the year and enhance pedestrian safety and movement.
- Support, promote and improve public transport.
- Ensure continued and improved air access to the Apollo Bay region.

## Apollo Bay, Marengo and Skenes Creek Framework Plan





COLAC OTWAY PLANNING SCHEME

**21.03-4**

18/06/2009  
C55

**Birregurra**

**Overview**

The township of Birregurra is located approximately 20 kilometres east of Colac and approximately 6 kilometres to the south of the Princes Highway. Birregurra has been described as traditionally a workers town, being a home for workers in the timber and farming sectors. The town is also home for a number of people who commute to Lorne, Colac and Geelong for work. Over the years the population of Birregurra has been affected by a range of events including a reduction of services available within the township and fluctuating agricultural markets.

Development pressures, high costs of accommodation for tourists and workers and an increase in tourist numbers in Lorne and other coastal communities has seen more people exploring nearby towns such as Birregurra for accommodation and recreation. This seasonal influx of visitors provides important business development and employment opportunities within Birregurra.

Birregurra is an attractive town for many reasons including for:

- The built form of the town and the many period style buildings throughout the town and in particular along the south side of Main Street with attractive shop fronts many with verandahs.
- The Church precinct located on the elevated land to the south of the town.
- The extent and variety of exotic and native vegetation existing throughout the town. The extent of the vegetation is clearly seen due to the elevated nature of the land, particularly on the southern side of the town.
- The topography of the land surrounding the town including the Barwon River valley and associated tributaries and undulating farming land.

The Birregurra Township Master Plan Report was adopted by Council (January 2003) and identifies urban design and built form opportunities to improve the presentation of this important centre in the municipality.

**Objectives**

- To facilitate development of Birregurra as a community with a viable economic future.
- To maintain and enhance the quality of Birregurra as an attractive residential environment.
- To facilitate the provision of infrastructure to support the development of Birregurra in an environmentally sensitive way.

**Strategies**

- Identify and protect historical and other key features of the community.
- Require all new development to provide for the retention and absorption of wastewater within the boundary of any lot in accordance with the Septic Tanks Code of Practice, subject to provision of a new sewerage scheme.
- Limit rural residential development to the south west of the town.
- Encourage commercial development in the existing centre to be sympathetic to existing streetscapes.
- Encourage the development of small-scale economic activity which complements the resources and industries of the region and which encourages tourism.
- Encourage the location of small-scale tourist accommodation facilities in the community.
- Facilitate new industries related to the existing sawmill.
- Retain Birregurra's heritage assets as important components of its character and attractiveness.

COLAC OTWAY PLANNING SCHEME

**21.03-5**

18/06/2009  
C55

**Skenes Creek**

**Overview**

Skenes Creek is a coastal hamlet set on rolling topography at the base of the Otway Ranges. There is a sense of openness to the town created by the spacious siting of buildings and expansive views to the coast and hillsides. A green wedge corridor through the centre of the township links the town with a vegetated hillside backdrop and is enhanced by regeneration of indigenous and appropriate coastal shrubs around dwellings and public areas.

**Objective**

- To protect the nationally significant Great Ocean Road Region landscape and the distinctive landscape qualities and coastal setting of Skenes Creek township.

**Strategies**

- Ensure new development responds to the above key issues and achieves the following Preferred Character Statement for the Character Areas identified at Schedule 4 to Clause 43.02.

**Skenes Creek Precinct 1 – Preferred Character Statement**

This precinct provides a native 'green wedge' for the whole township, extending from the hill slopes behind the town to the Great Ocean Road. The character of the precinct will be strengthened by the planting and regeneration of indigenous and native vegetation. Dwellings will be set far enough apart to accommodate substantial native bush areas including canopy trees, and will be set substantially below the vegetation canopy. The semi-rural feel of the area will be retained by the lack of fencing and frequent unmade roads. Views to the dwellings will be softened by native vegetation in frontages to major roads and in the public domain along road verges.

**Skenes Creek Precinct 2 – Preferred Character Statement**

This precinct will continue to be characterised by diverse coastal dwellings set amongst established coastal gardens. The sense of openness will be maintained by setting the buildings apart, minimising intrusive front fencing, and encouraging building forms that respect views to the surrounding hills and coast. The precinct will be united by consistent mature plantings of native and exotic coastal species in the public and private domains.

**21.03-6**

16/02/2012  
C58

**Kennett River, Wye River and Separation Creek**

**Overview**

The structure plan for Kennett River, Wye River and Separation Creek articulates the preferred development future for these coastal townships. Key issues to emerge from the structure plan were that:

- Kennett River, Wye River and Separation Creek will remain as distinct coastal townships nestled in the foothills of the Otway Ranges.
- The primary roles of the townships will be to provide housing for permanent and part time residents and to provide a diverse range of holiday accommodation.
- The existing and preferred character of the townships is characterised by low scale buildings which respond to the constraints of the topography in their coastal location and generally sit below the predominant tree canopy height.
- The informal, open and spacious character of the townships is highly valued and should be preserved and strengthened by new development.



COLAC OTWAY PLANNING SCHEME

- The impact of the townships on the natural environment will be as minimal as possible with water and wastewater being sustainably managed and vegetation acknowledged and valued.
- Future development within the townships should respond appropriately to a range of acknowledged environmental constraints including land slip, wildfire threat, coastal inundation and erosion, storm water management, water supply and effluent disposal.
- The townships have a low growth capacity and all future growth will be contained within existing urban or appropriately zoned land.

**Objectives**

- To protect and maintain the nationally significant Great Ocean Road Region landscape and the distinctive landscape qualities and coastal setting of Kennett River, Wye River and Separation Creek.
- To support limited tourist, commercial and retail services to the townships.
- To limit the growth of the coastal townships and discourage development outside of existing settlement boundaries.
- To preserve and enhance the environmental qualities of the townships and ensure development responds to the preferred neighbourhood character.
- To ensure that waste water from existing and proposed development is managed in a way that minimises its impact on the environment.
- To ensure that stormwater drainage systems respond to the constraints posed by the townships unique climatic, geological and environmental setting.
- To improve pedestrian access between the hamlets and the foreshores.
- To plan for the impacts of future climate change.

**Strategies**

- Maintain the existing settlement boundaries as identified on the framework plans forming part of this clause.
- Ensure that future growth of the townships is limited to infill development and renewal contained within existing settlement boundaries.
- Encourage any infill development within the townships, particularly tourist accommodation, to locate in the flatter, less vegetated areas near the centre of the townships (as identified on the framework plans forming part of this clause) but taking into account the need to respond to climate change induced coastal hazards.
- Ensure that any development outside the settlement boundaries is low scale and sensitively sited with minimal impact on the landscape and meets the criteria of the Great Ocean Road Region Landscape Assessment Study.
- Restrict commercial and retail development to small, incremental changes to existing facilities.
- Maintain and preserve the natural setting of the foreshores by minimising new structures in these areas.
- Create or enhance safe pedestrian access from all parts of the townships to the foreshores.
- Encourage opportunities to improve the general store and cafe of Kennett River, including incorporating an outdoor dining area and improved car parking areas to be more landscaped and pedestrian friendly.
- Encourage more diverse accommodation in Separation Creek with small scale projects.
- Collaborate with State Government in developing and implementing new initiatives to manage the impacts of climate change in the future.
- Ensure all new development achieves the following Preferred Character Statement for the Character Precincts identified at Schedule 4 to Clause 43.02:

COLAC OTWAY PLANNING SCHEME

**Kennett River Precinct 1 – Preferred Character Statement**

This precinct will be dominated by continuous native bush, with dwellings set below and amongst remnant canopy trees. Frontages will be open and consist of diverse native understorey that screens views of buildings from roads. The low scale dwellings will avoid prominent locations and ridgelines, and will be sited to provide for the reasonable sharing of views to the coast where available. Vegetation will be retained or replaced with any new developments to screen buildings when viewed from the Great Ocean Road. Innovative house styles will be encouraged of a scale, materials and colours that blend with the bush character and follow the topography. The informal bush character of the precinct will be assisted by the streetscape planting and lack of formal kerbing.

**Kennett River Precinct 2 – Preferred Character Statement**

This precinct will consist of coastal style dwellings set amongst gardens of native species. A spacious garden character will be maintained by setting buildings apart and encouraging landscaping between dwellings. Dwellings will be carefully designed, sited and landscaped to be unobtrusive when viewed from roads and to provide for a sharing of views to the coast where available. Trees in both public and private domains will provide a sense of continuity through the precinct and visually link with the adjacent bushland areas.

**Wye River Precinct 1 – Preferred Character Statement**

This precinct will continue to be characterised by dominant native bush that forms a consistent canopy, linking to the adjacent bushland. Dwelling scale, bulk and siting will respond to the site and topography, allowing space and setbacks to maintain native bush, both as canopy and understorey. Buildings will be set beneath the canopy, and appropriately sited and designed so as to allow for the sharing of views to the coast where available, and to be hidden from view from the Great Ocean Road. The informality of the streetscapes will be retained by the lack of front fencing, frequent unmade roads and remnant vegetation.

**Wye River Precinct 2 – Preferred Character Statement**

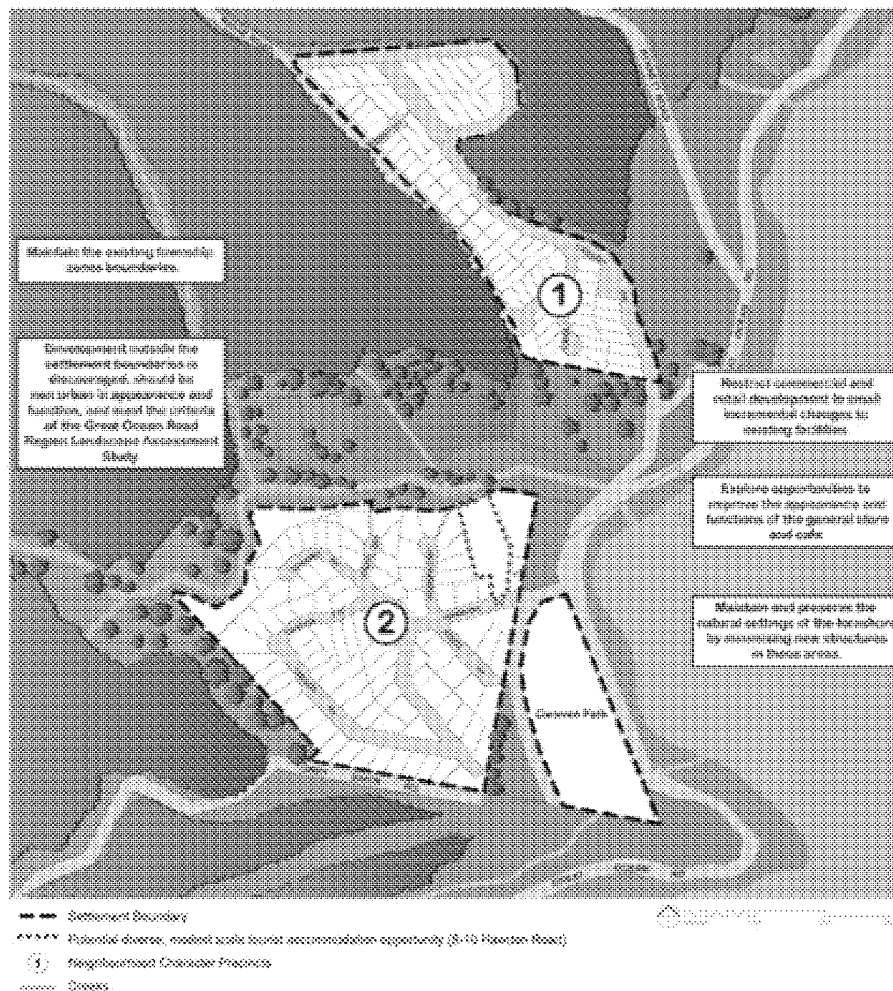
This precinct will achieve a more consistent native vegetation coverage to provide a unifying feature throughout. Space around dwellings will be sufficient to maintain trees and understorey, and minimises the appearance of building bulk and density. On hill slopes, buildings will relate to topography and be set amongst and beneath a dominant, native tree canopy. Buildings and structures in prominent locations when viewed from the Great Ocean Road will be designed to reduce their visual intrusion. Retention and planting of canopy trees in the public domain and around dwellings will be encouraged to establish a consistent tree canopy.

**Separation Creek Precinct 1 – Preferred Character Statement**

This precinct will consist of a mix of low, coastal style dwellings and newer coastal styles, in established gardens and amongst native canopy trees in the vegetated hillfaces. Dwellings will be of materials and colours that reflect the coastal setting, and be designed and sited so as to minimise intrusion into views from roads, public spaces and adjacent dwellings and impact on the topography. Establishment of native and coastal trees in public and private gardens will unite the precinct and provide visual links to the surrounding bushland and creek environs.

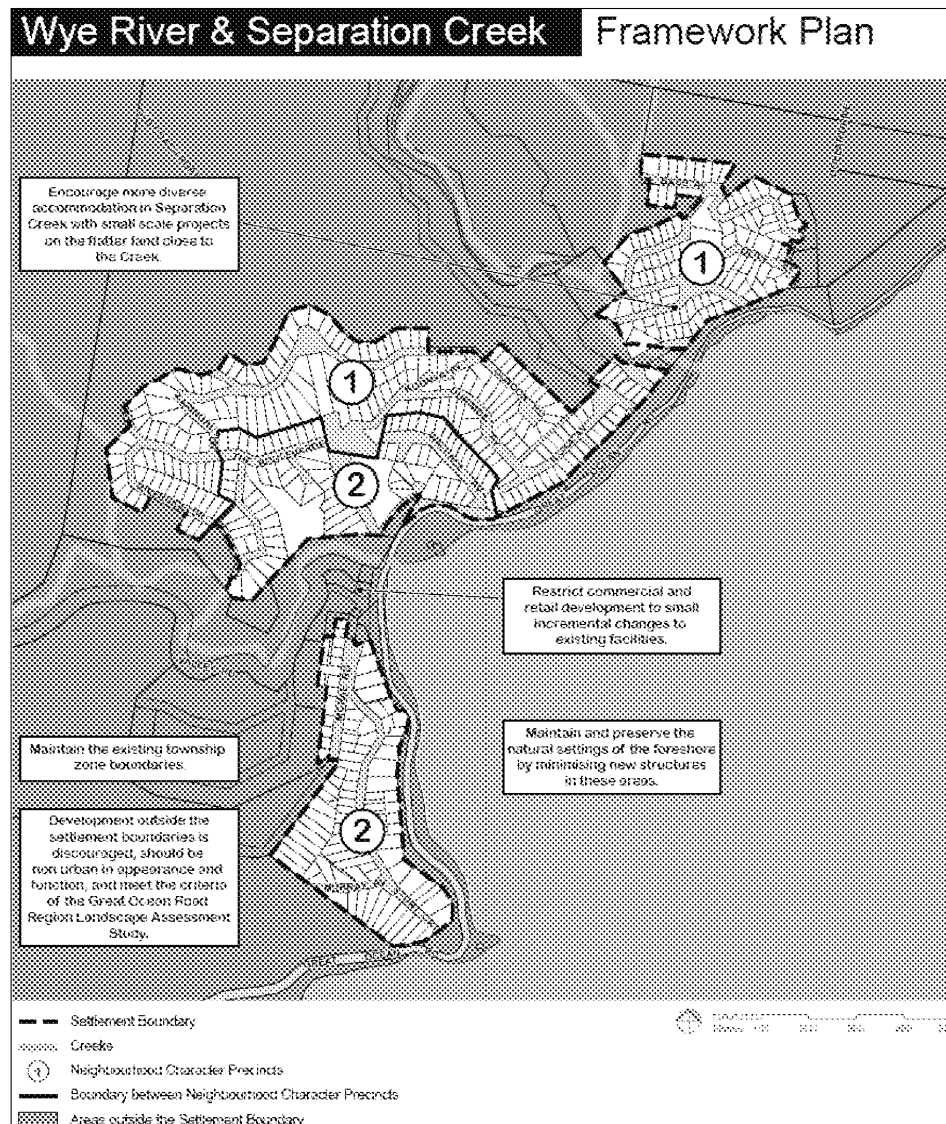
COLAC OTWAY PLANNING SCHEME

**Kennett River Framework Plan**





COLAC OTWAY PLANNING SCHEME



## 21.03-7 Smaller Townships

16/02/2012  
C58

### Overview

- It is important to protect the character of the smaller townships within the Shire, particularly those located along the spectacular Great Ocean Road and nestled within the majestic and beautiful Otway Ranges.
- Township Master Plans have been prepared for Carlisle River, Gellibrand, Forrest, Barwon Downs and Beech Forest. Urban Design Frameworks have been prepared for Beeac, Cressy, Lavers Hill and Swan Marsh. The Master Plans and Urban Design Frameworks identify urban design and built form opportunities to improve the presentation of these important centres in the municipality.

COLAC OTWAY PLANNING SCHEME

- So as to improve the viability of small townships it is acknowledged that future planning needs to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, community facilities and related infrastructure.

**Objectives**

- To provide an attractive and safe residential environment within the smaller communities of the Shire.
- To encourage development of smaller townships in the Shire that contributes to their economic development, acknowledges and responds to environmental constraints and protects the broader landscapes within which these townships are located.
- To facilitate the ongoing economic future of small communities.
- To recognise the different roles of smaller townships and centres containing a range of community and other facilities.
- To maintain and enhance the environmental quality of small communities.

**Strategies**

- Ensure that development of the Shire's small communities occurs generally in accordance with relevant township masterplans and structure plans.
- Encourage the development of small-scale economic activity which complements the resources and industries of the region.
- Encourage the location of tourist accommodation facilities within small communities in the region.
- Retaining heritage places as significant components of the character and attractiveness of smaller townships.
- Encourage high quality design input to development in small communities.
- Restrict the expansion of communities in areas of landslip and high fire risk.
- Encourage the implementation of landscape features that recognise indigenous flora and fauna.

**Specific Implementation**

*Policy guidance*

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

- Development should not exceed 8 metres in height, unless special characteristics of the site justify a higher structure and no off-site detriment is caused.
- Building site coverage should not exceed 50 per cent, except on business zoned land.
- The slope of the roof should relate to the topography of the surrounding landform. Dominant or multiple angular roof slopes and designs should be avoided.
- External building material colours should be of muted toning and roofing material should be non-reflective.
- External materials should be in harmony with the surrounding landscape of the settlement.
- Landscaping should enable development to blend into the surrounding area. This may be achieved by:
  - Using a mixture of low, medium and high growing native trees and shrubs, including some species of trees with a growing height above the roof level of the proposed building.
  - Providing replacement planting for vegetation that is removed.

COLAC OTWAY PLANNING SCHEME

When deciding on the design, siting, mass and scale of new development in townships (other than Colac, Apollo Bay and Marengo) consider, as appropriate:

- Whether it is a major development node or a settlement with limited development potential and only serving the immediate community.
- The visual character of the particular settlement and the likely impact of the development on that visual character.
- The view of the site from the Great Ocean Road and major viewing points in the Otway Ranges and the likely impact of the development on these views.

**21.03-8**

16/02/2012  
C58

**Rural Living**

**Overview**

Council prepared and adopted a “Rural Land Strategy” (September 2007) which identifies a range of issues affecting rural land use in the Shire and provides recommended policy responses to address these issues. The strategy identifies the following key issues related to Rural Living opportunities:

- There are no areas of land presently zoned for Rural Living purposes outside of the southern edge of Colac.
- Rural land traditionally used for farming is being used for lifestyle purposes in the absence of land zoned for Rural Living. This is causing problems associated with increasing property values inhibiting farm growth, servicing, provision of infrastructure and conflict with adjoining land uses which has the potential to undermine the objective of protecting the agricultural base of the Shire.

**Objectives – Rural living**

- To provide opportunities for rural residential style development in appropriate locations that do not negatively impact on the ability to farm.

**Strategies – Rural living**

- Prepare a rural living strategy to identify appropriate locations for rural residential development across the Shire.
- Apply a strict interpretation of the Farming Zone provisions to ensure incompatible land uses (including dwellings) do not negatively impact on the ability to farm.

COLAC OTWAY PLANNING SCHEME

**21.06 GENERAL IMPLEMENTATION**

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C72

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 1 to industrial land at the eastern entry to Colac.
- Applying the Design and Development Overlay Schedule 3 to highway business land at the western entry to 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.
- Applying the Design and Development Overlay Schedule 8 to the Colac CBD.
- Applying the Design and Development Overlay Schedule 9 to undeveloped residential land at 413-479 Murray Street Colac.
- 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.

COLAC OTWAY PLANNING SCHEME

- Considering applications for all areas affected by the Heritage Overlay in accordance with Clause 22.01 (Heritage Places and Areas Policy).

**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.
- 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.
- Prepare an advertising signs policy for Colac and Apollo Bay.



COLAC OTWAY PLANNING SCHEME

**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 through implementation of the Colac CBD and Entrances Project.
- 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.
- Prepare detailed designs for priority capital works projects (streetscape, parking, pedestrian and cycling projects) arising from the *Colac CBD and Entrances Project Planisphere 2012*.
- Developing an Urban Forest Strategy for Colac and Elliminyt to:
  - \* Set a vision for the long term botanic theme for planting in streets and public places;
  - \* Determine species selection;
  - \* Identify priority locations for planting (streets, public space and private land)
  - \* Review existing Tree Asset Management Plan.
  - \* Establish staged implementation program of tree planting.
  - \* Detail required maintenance regimes.
  - \* Establish identification and signage system for botanic collection.

COLAC OTWAY PLANNING SCHEME

**21.07**

--/20--  
C72

**REFERENCE DOCUMENTS**

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)
- *Colac CBD and Entrances Project, Planisphere (2012)*

**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

COLAC OTWAY PLANNING SCHEME

- 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

**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)

COLAC OTWAY PLANNING SCHEME

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Proposed C72

**SCHEDULE 1 TO THE DESIGN AND DEVELOPMENT OVERLAY**

Shown on the planning scheme map as **DDO1**

**COLAC EASTERN ENTRANCE AND INDUSTRIAL AREA**

**1.0 Design objectives**

--/~/20--  
Proposed C72

To enhance the arrival experience into central Colac from the east.

To ensure that the industrial area on the eastern entrances to Colac is retained for the development of large scale industrial uses on large lots so that views of the lake and the quality of buildings and works enhance the landscape character of this entrance to the town.

**2.0 Buildings and works**

--/~/20--  
Proposed C72

Applications should meet the following standards:

- All buildings and works are to be set back 20 metres from the road frontage and only landscaping, visitor car parking and access ways is to be located within the setback area.
- All staff parking and loading bays are to be located to the side or rear of any buildings.
- Locating office components in a visible location at the front of the building and facades that are designed to add visual interest.
- Larger buildings should address bulk and massing issues through using a range of building materials and colours.
- The plot ratio for buildings is not to exceed 40% of the site area.
- Buildings should not exceed a height of 8 metres above natural ground level.
- Landscaping is to provide a range of hardy indigenous and exotic species where appropriate to soften the appearance of car parks and buildings. Landscaping should provide shading for buildings, define entrances and provide a buffer between buildings. A landscape strip along the front of buildings should be considered to screen views to the industrial area from the highway and frame views of the lake. Landscaping is to be completed within 6 months of the development or works being constructed.
- Rooftop, above-verandah and pole signs should be removed or rationalised as part of redevelopment, to reduce visual clutter.

**3.0 Subdivision**

--/~/20--  
Proposed C72

All lots should have a minimum area of five (5) ha.

**4.0 Advertising signs**

--/~/20--  
Proposed C72

Advertising controls are at Clause 52.05. Land affected by this schedule is in Category 3.

Signage should also address the following built form requirements.

- Avoid creating clutter in the development of new signage.
- Incorporate new signage into building design and avoid freestanding or roof top signs.

COLAC OTWAY PLANNING SCHEME

**5.0 Decision guidelines**

--/20--  
Proposed C72

Before deciding on an application the responsible authority must consider, in addition to the decision guidelines in Clauses 65 and 43.02-05, the following reports:

- Colac Structure Plan (2007)
- × Colac CBD & Entrances Project (2012)

COLAC OTWAY PLANNING SCHEME

--/--/20--  
Proposed C72

**SCHEDULE 3 TO THE DESIGN AND DEVELOPMENT OVERLAY**

Shown on the planning scheme map as **DDO3**

**COLAC WESTERN ENTRANCE**

**1.0 Design objectives**

--/--/20--  
Proposed C72

To enhance the arrival experience into central Colac from the west.

To ensure the western entrance to Colac is developed so that the quality of buildings and works enhance the landscape character of this entrance to the town.

**2.0 Buildings and works**

--/--/20--  
Proposed C72

Applications should meet the following standards:

- All buildings and works are to be set back 20 metres from the road frontage and only landscaping, visitor car parking and access ways are to be located within the setback area.
- All staff parking and loading bays are to be located to the side or rear of any buildings.
- The plot ratio for buildings and is not to exceed 80 % of the site area.
- Buildings should not exceed a height of 8 metres above natural ground level.
- ✧ Locating office components in a visible location at the front of the building and facades that are designed to add visual interest.
- ✧ Larger buildings should address bulk and massing issues through using a range of building materials and colours.
- Landscaping is to be provided in accordance with a landscape plan approved to the satisfaction of the responsible authority. Landscaping is to provide a range of hardy indigenous and exotic species where appropriate to soften the appearance of car parks and buildings. Landscaping should provide shading for car parks, define entrances and provide a buffer between buildings. A landscape strip along the front of buildings should be considered to screen views to the highway business area from the street highway. Landscaping is to be completed within 6 months of the development or works being constructed.
- Rooftop, above-verandah and pole signs should be removed or rationalised as part of redevelopment, to reduce visual clutter.

**3.0 Subdivision**

--/--/20--  
Proposed C72

All lots should have a minimum area of 1000 square metres, except where reticulated sewerage is provided, in which case the minimum lot size should be 500 square metres.

**4.0 Advertising signs**

--/--/20--  
Proposed C72

Advertising controls are at Clause 52.05. Land affected by this schedule is in Category 3.

Signage should also address the following built form requirements.

- ✧ Avoid creating clutter in the development of new signage.
- ✧ Incorporate new signage into building design and avoid freestanding or roof top signs.

COLAC OTWAY PLANNING SCHEME

**5.0 Decision guidelines**

--/20--  
Proposed C72

Before deciding on an application the responsible authority must consider, in addition to the decision guidelines in Clauses 65 and 43.02-05, the following reports:

- Colac Structure Plan (2007)
- × Colac CBD & Entrances Project (2012)

COLAC OTWAY PLANNING SCHEME

--/~/20--  
Proposed C72

**SCHEDULE 8 TO THE DESIGN AND DEVELOPMENT OVERLAY**

Shown on the planning scheme map as **DDO 8**.

**COLAC CBD**

**1.0 Design objectives**

--/~/20--  
Proposed C72

Within all areas of the CBD covered by the overlay:

- create a distinct character and image for the CBD through the quality of new buildings.
- encourage the development of buildings that maximise use of available space within the CBD, and create a vibrant and people-focussed centre.
- protect the heritage buildings of the CBD.
- support high quality residential development within the CBD.
- create an attractive, pedestrian-focussed and well-connected public realm in the CBD.

Within the Finer Grain Area shown on map 1 of the schedule:

- require a high standard of architecture and urban design that enhances the street life of the core retail area.
- ensure that all buildings promote activity and enhance the pedestrian amenity of the core retail area.
- encourage a consistent scale of buildings, having regard to the existing core retail area that defines the streetscape and adds to the identity of the centre.
- create pedestrian-scaled and focussed street interfaces and reduce the visual, amenity and safety impacts of car parking and accessways.

**2.0 Buildings and works**

--/~/20--  
Proposed C72

A planning permit is not required for:

- The installation of an automatic teller machine.
- An alteration to an existing building façade provided:
  - The alteration does not include the installation of an external roller shutter.
  - At least 80 per cent of the building facade at ground floor level is maintained as an entry or window with clear glazing.
- An awning that projects over a road if it is authorised by the relevant public land manager.

New development should address the following land use and built form requirements.

- Note the Finer Grain Area is identified on *Map 1 – Colac CBD & Finer Grain Area* forming part of this Schedule.

**All areas of the CBD**

**New Development**

- Protect important view lines and CBD entrance corridors from inappropriate development and its associated signage.
- Orientate building entrances and windows to streets and lanes, with zero setbacks from street boundaries and car parking located to the rear.
- Encourage new development to provide an active frontage to the streetscapes and car parks, including the provision of active frontages to Bromfield Street for buildings fronting Murray Street.
- Ensure that buildings adjoining or opposite open spaces provide active frontages to increase interaction with and passive surveillance of the space.



COLAC OTWAY PLANNING SCHEME

- Avoid the construction of blank walls facing streets, lanes or public spaces.
- Minimise the impact of overshadowing of public spaces or private open spaces.
- Encourage new development on vacant or underused sites along Bromfield Street to contribute to the street's appearance, amenity and activity.
- Encourage the removal of excessive roof top, above verandah and free standing signs, and other visually dominant signs, particularly as uses change.

**Access & Pedestrian Amenity**

- Create and improve pedestrian thoroughfares between Murray and Bromfield Streets.
- Create and retain laneways that provide a pedestrian connection between main streets, and encourage their upgrade and redevelopment with active uses.
- Maintain appropriate vehicle access and car parking provision for local businesses at the western end of Murray Street.

**Heritage**

- Ensure that new development within, or adjacent to, an identified heritage place respects the scale, form and siting of the heritage building.
- Encourage the preservation of significant heritage buildings and encourage their adaptive re-use and restoration.
- Retain key views to landmark heritage buildings.
- Encourage the reinstatement of verandahs on older buildings and encourage verandahs on new buildings that extend over the footpath for weather protection.

**Identity & Character**

- Promote high quality contemporary architecture that complements the older buildings of the centre, and adds to the story of the town's development and its distinct eclectic character.
- Show design innovation and careful composition of all the elements that comprise the design of built form – openings, colours, materials, textures etc.
- Consider how lighting could be used creatively to enhance the night time appearance of buildings and pedestrian safety in the retail and pedestrian areas.

**Residential Development**

- Encourage the provision of outdoor areas in higher density development through the inclusion of small courtyard spaces, balconies at the upper levels or rooftop gardens.
- Locate and orient residential buildings to minimise adverse amenity impacts from adjoining uses, such as shops, cafes or loading/service areas.
- Ensure the provision of adequate servicing access.
- Provide acoustic insulation in mixed use developments or in residential developments that are located near potential noise sources.

**Environmentally Sustainable Design (ESD)**

- Encourage ESD measures that are integrated into new buildings or incorporated in the retrofitting of existing buildings e.g. energy efficiency and solar passive design, rooftop gardens, greater water efficiency, waste management practices, use of sustainable materials and adaptability of design. This should be particularly encouraged in larger commercial developments such as offices and supermarkets.

**Finer Grain Area**

**New Development**

- Require all new development to be constructed to the front boundary at ground, first and second floor levels (i.e. 0 metre front setback), creating a continuous but well articulated 'wall' of buildings to the street.
- Where existing building patterns prevail, encourage development to achieve a height of three storeys / 11 metres (the equivalent of two storey Victorian buildings).

COLAC OTWAY PLANNING SCHEME

- Encourage the development of landmark buildings that address intersections, on prominent corner sites.
- Discourage site consolidation and maintain or reinstate the traditional fine 'grain' (i.e. frontage width) of the narrow shopfronts.
- For buildings on wide frontages, the design of facades should reflect the fine grain of traditional shopfronts through an emphasis on vertical articulation. This can be achieved through the placement of windows and doors, and the use of other architectural details such as colour, texture and materials.
- Vehicular access to buildings should be provided from rear and side laneways. Driveway entrances and the visual impact of garage doors on building frontages within the core retail area is discouraged.

**Pedestrian Amenity**

- Provide weather protection for pedestrians on key pedestrian routes by ensuring that awnings and verandahs are incorporated into the design of new developments.
- Enhance the pedestrian environment through considered design of ground floor facades e.g. transparent shop or office fronts, entrances directly off the footpath and visually interesting design details.
- Encourage new lane connections between streets.

**Heritage**

- Retain older buildings that contribute to the streetscape character, and retain, recycle or re-use existing buildings of architectural merit or character wherever possible.
- Encourage the restoration of heritage shopfronts, particularly those which are part of an intact group of buildings and obscured by unsympathetic painting, signage or false facades.

**3.0 Subdivision**

--/--/20--  
Proposed  
C72

A permit is not required to subdivide land.

**4.0 Advertising signs**

--/--/20--  
Proposed  
C72

Advertising controls are at Clause 52.05. Land affected by this schedule is in Category 3.

Signage should also address the following built form requirements.

- Avoid creating clutter in the development of new signage.
- Incorporate new signage into building design and avoid freestanding, roof top or above verandah signs.

**5.0 Decision guidelines**

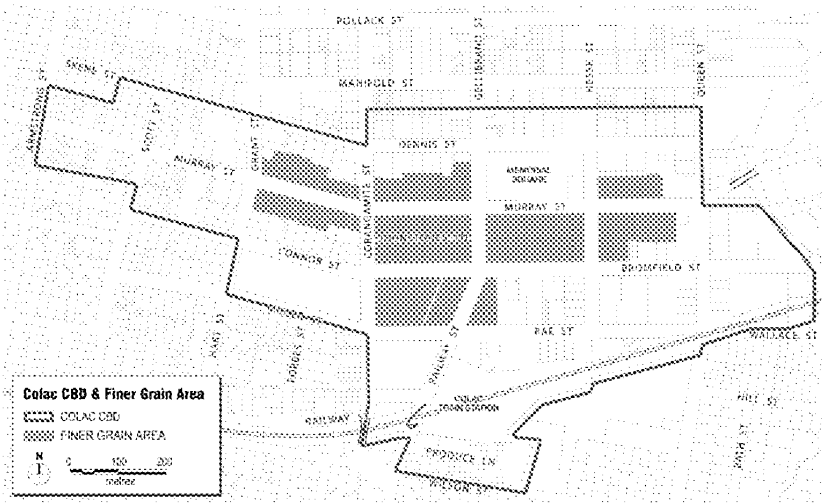
--/--/20--  
Proposed  
C72

Before deciding on an application, the responsible authority must consider:

- The urban context and design response.
- Whether the design objectives and requirements of this Schedule are met.
- Whether the proposal achieves all the other objectives of the *Colac CBD and Entrances Project (2012)*.
- Whether the proposal achieves a high standard of architectural and urban design.
- How the proposal impacts upon the significance of identified heritage places.

**Map 1 – Colac CBD & Finer Grain Area**

COLAC OTWAY PLANNING SCHEME



COLAC OTWAY PLANNING SCHEME

--/--/20--  
Proposed C72

**SCHEDULE 9 TO THE DESIGN AND DEVELOPMENT OVERLAY**

Shown on the planning scheme map as **DDO9**

**413-437 and 441-479 MURRAY STREET, COLAC**

**1.0 Design objectives**

--/--/20--  
Proposed C72

To enhance the arrival experience into central Colac from the west.

To ensure that the development of residential land and the former school site contributes to an improved landscape experience as part of the western entrance to Colac.

**2.0 Buildings and works**

--/--/20--  
Proposed C72

A planning permit is not required for buildings and works that is setback 20 metres or more from Murray Street.

Applications must provide a landscaping plan that is consistent with the direction provided by the *Colac CBD and Entrances Project 2012* that requires a significant dense planting at the property frontage to Murray Street to screen new development and improve the western entrance experience.

**3.0 Advertising signs**

--/--/20--  
Proposed C72

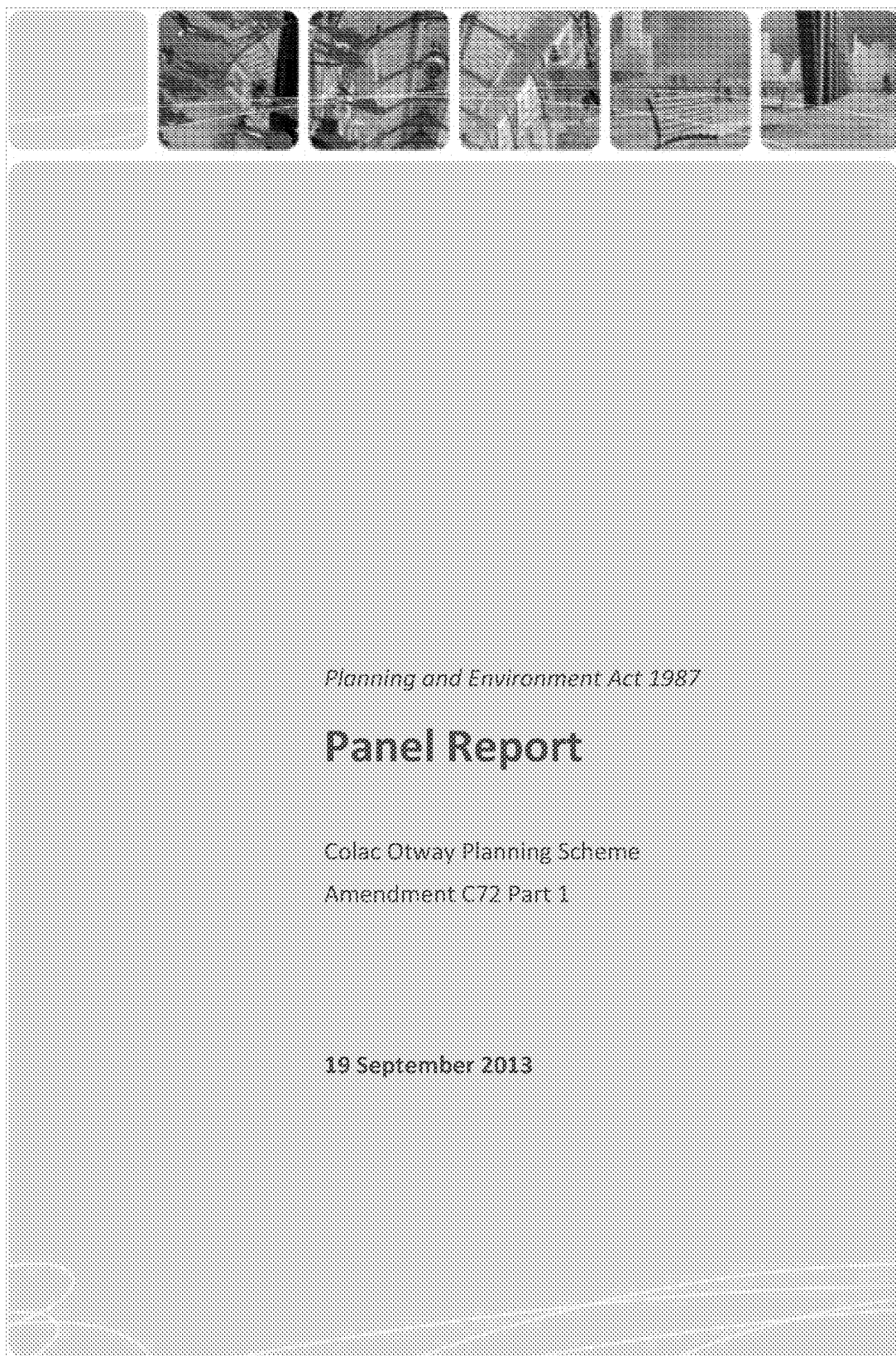
Advertising controls are at Clause 52.05. Land affected by this schedule is in Category 3.

**4.0 Decision guidelines**

--/--/20--  
Proposed C72

Before deciding on an application the responsible authority must consider, in addition to the decision guidelines in Clauses 65 and 43.02-05, the following reports:

- Colac Structure Plan (2007)
- Colac CBD and Entrances Project (2012)



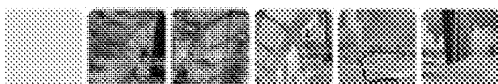
*Planning and Environment Act 1987*

Panel Report pursuant to Section 25 of the Act

Amendment C72 Part 1 to the Colac Otway Planning Scheme



Cathie McRobert, Chair



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### Appendix A The ‘on the papers’ process

#### List of Abbreviations

|      |                                 |
|------|---------------------------------|
| C1Z  | Commercial 1 Zone               |
| DDO  | Design and Development Overlay  |
| MSS  | Municipal Strategic Statement   |
| SPPF | State Planning Policy Framework |



## Amendment Summary

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The Amendment</b>        | C72 Part 1 to the Colac Otway Planning Scheme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Purpose of Amendment</b> | <p>To implement the recommendations of the <i>Colac CBD and Entrances Project Planisphere 2012</i> by:</p> <p>Amending the Municipal Strategic Statement (MSS) to:</p> <ul style="list-style-type: none"> <li>• Introduce the Colac CBD vision (Clause 21.02-2)</li> <li>• Introduce the recommendations of the <i>Colac CBD and Entrances Project</i> and a new Colac CBD Framework Plan (Clause 21.03-2)</li> <li>• Updating the application of overlay controls (Clause 21.06)</li> </ul> <p>Amending the following Design and Development Overlays (DDOs):</p> <ul style="list-style-type: none"> <li>• Replacing the schedule to DDO1 (Industrial Area on the Eastern edge of Colac)</li> <li>• Replacing the DDO3 (Colac Highway Business) with a new DDO3 (Colac Western Entrance)</li> <li>• Apply the DDO8 (Colac CBD) to the Colac CBD generally defined by the current Commercial 1 Zone (C1Z) (formerly Business 1 and 2 zones)</li> <li>• Apply a new DDO9 to 413-437 and 441-479 Murray Street Colac to introduce the recommendations of <i>Colac CBD and Entrances Project</i> for new landscaping at the site</li> <li>• Introduce the <i>Colac CBD and Entrances Project</i> as a reference document (Clause 21.07)</li> </ul> |
| <b>The Proponent</b>        | Colac Otway Shire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Planning Authority</b>   | Colac Otway Shire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Exhibition</b>           | 4 March to 15 April 2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Submissions</b>          | <p>A total of three submissions were received. They were from:</p> <ul style="list-style-type: none"> <li>• Barwon Water (no objection)</li> <li>• Henry Bongers objected to the application of DDO9 to 439-479 Murray Street, Colac</li> <li>• Hammel Pty Ltd expressed that the interpretation of the <i>CBD and Entrances Project</i> being adopted by Council would prevent adaptive reuse of the Central Arcade.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## Panel Process

|                         |                                                                                                                                                     |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The Panel</b>        | Cathie McRobert, Chair                                                                                                                              |
| <b>Panel hearings</b>   | <p>There was no hearing.</p> <p>The Panel process was conducted 'on the papers' (The letter setting out the process is attached as Appendix A).</p> |
| <b>Site inspections</b> | The Panel did not inspect the areas raised in submissions.                                                                                          |



---

# 1 Introduction

## 1.1 Background

Council resolved to progress Amendment C72 in two parts as no submissions were made relating to the proposed Parking Overlays, the inclusion of reference documents relating to car parking, or the proposed rezoning of the former hardware shop in Railway Street Colac. The two parts comprised:

- Part 1: Aspects of the amendment relating to the Colac CBD and Entrances Strategy, including changes to the MSS and DDOs.
- Part 2: Parking related changes including the introduction of the Parking Overlay, the inclusion of the Colac and Apollo Bay Car Commercial Parking Precinct Plans as reference documents, relevant MSS changes and rezoning of the former hardware site in Railway Street, Colac.

## 1.2 Post- Exhibition Changes Supported by Council

After considering the issues raised by the two objecting submitters, Council supported the inclusion of additional words in a strategy at Clause 21.03-2 to *'support innovative uses that attract visitors and customers into disused retail areas in the Colac CBD.'*

## 1.3 Issues dealt with in this Report

The scope of this report is limited to the issues raised in the two objecting submissions relating to Amendment C72 Part 1. The Panel has not:

- Evaluated the strategic justification of the Amendment as a whole. The 'Strategic Assessment' presented in the Amendment explanatory report, which is on the public record, was not challenged in submissions and is not addressed in this report. However, it is noted that the Panel's review of the *Colac CBD and Entrances Project* in relation to the areas raised in submissions indicate it is a sound strategic planning document that was prepared by professionals with relevant expertise who adopted appropriate processes.
- Reviewed Amendment provisions that were not questioned in submissions.

---

## 2 Consideration of Submissions

### 2.1 DDO9 – 439-479 Murray Street, Colac

#### 2.1.1 What is proposed?

439-479 Murray Street, Colac (the Site) is zoned Residential 1 and Development Plan Overlay Schedule 2 applies.

The Amendment proposes to apply DDO9 to the site. DDO9 proposes, in summary, to improve the western entrance to central Colac by requiring dense landscaping that screens new development along the frontage to Murray Street (the Princes Highway). DDO9 does not require a planning permit for buildings and works that are setback 20 metres or more from Murray Street.

The *Colac CBD and Entrances Project* includes 439-479 Murray Street, Colac in the ‘Outer Western Entry Sequence’, which is an area:

- That is characterised by relatively flat topography and a straight road alignment.
- Where the highway passes through areas of development interspersed with farmland.
- Where the arrival experience could be improved through treatments, such as ‘bands’ of new planting of dense vegetation and earth mounds along the road edge, with breaks to frame views to open fields and the Lake.

The *Colac CBD and Entrances Project* noted that planting within the highway verges depends on a number of parameters, such as VicRoads clear zone widths, speed limits, the width of the verges (road easement), negotiation with private land owners and possible future road duplication proposals.

#### 2.1.2 Submissions

Henry Bongers indicated that he generally approves of the proposals and changes being made. However, he strongly objected to proposed changes to the existing development ‘rights’ for his property at 439-479 Murray Street, Colac and specifically for development to be ‘*appropriately screened and setback from the road reserve*’. Mr Bongers expressed frustration that, despite being a member of the Community Reference Group for the *Colac CBD and Entrances Project*, there had been absolutely no communication with him about the application of an overlay over his property. He also expressed concern that his property may be devalued by the new constraints and indicated he would seek full compensation from the Shire if this occurs.

Council responded to this submission, in summary, that:

- Property values are not required to be considered under planning law and are not a relevant consideration.
- The proposed DDO9 should have negligible impact on the capacity to subdivide or develop the land.
- The option of applying a DDO to implement urban design outcomes of the project was discussed in the context of the town entrances and the broader CBD during the project. However, the specific location of the overlay and detailed wording of the

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provision were finalised during the amendment preparation stage, well after the role of the Community Reference Group had concluded. Council acknowledged that the submitter would have preferred to have been involved in determining the scope of the amendment before exhibition, but submitted that the amendment process provides the appropriate forum for any concerns to be flagged and considered.

- The *Colac CBD and Entrances Project* identified the importance of ensuring the development of the western end of Murray Street contributes to improved landscaping of this approach to the town. The DDO9 requirement for a planning permit for buildings and works within 20 metres of the highway road reserve is important so that future subdivision is planned accordingly.

### 2.1.3 Discussion

#### Implications for property values

The Panel agrees with Council that any potential implications of the Amendment on property values are beyond the scope of this Panel process.

#### Consultation relating to DDO9

The formulation of the *Colac CBD and Entrances Project* drew on a significant level of consultation with stakeholders and this may well explain the limited extent of objection to the Amendment and the broad support for the Amendment expressed in the two objecting submissions.

While Mr Bongers is correct that the *Colac CBD and Entrances Project* did not specifically indicate a DDO would be applied to his land:

- The discussion in Chapter 2.2 Arrival Experience outlined the nature of landscape improvements that were envisaged, identified the need to complement landscaping improvements with a reduction in 'visual clutter' (caused by signs, powerlines and other structures) and included typical section showing gateway planting which illustrated planting in the road reserve but also extending into private land.
- Chapter 4 Next Steps did foreshadow changes to the planning scheme, although specific mechanisms were not identified. It stated:

*Amend the Colac Otway Planning Scheme to implement the vision and guide future development of public and private land.*

The Panel considers the approach adopted – namely the project consultative process focus on the 'substantive' issues and strategic responses, with the Amendment process providing the opportunity to raise concerns about the mechanisms proposed to achieve the intended planning outcomes - was reasonable. This staged approach allows the aspirations and responses to issues to be explored and evaluated before progressing to the various implementation measures, which in this case include both works in the public realm and the management of development on private land.

Those who may be affected by the proposed changes to the planning scheme have had the opportunity to make their views known through the Amendment process, and Mr Bongers has taken the opportunity to do so.

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### Are the DDO9 provisions reasonable?

The Panel endorses the approach adopted in DDO9 which has a clear focus on achieving the strategic objectives of the *Colac CBD and Entrances Project* for this area. It establishes a specific expectation that landscaping will be provided to enhance the western approach to Colac and this is a sound planning objective. Further, DDO9 has avoided unnecessary administrative demands by limiting the permit requirements under the overlay to land within 20 metres of the highway frontage. While the development plan required by DPO2 Future Residential Areas could be expected to address the treatment of the interface of the Bongers land (and other land subject to DDO9), DDO9 makes the requirement explicit and calls up the relevant strategic work to guide the preparation and consideration of applications.

The Panel does not consider DDO9 imposes onerous or unjustified development requirements. However, the Panel raises the following issues for consideration by Council:

- The reference to ‘a significant dense planting at the property frontage to Murray Street to screen new development’ oversimplifies the approach advocated in the *Colac CBD and Entrances Project* which refers to ‘bands’ of new planting of dense vegetation and earth mounds along the road edge, with breaks to frame views. Some refinement of this provision would be appropriate.
- The discussion in the Chapter 2.2 Arrival Experience of the *Colac CBD and Entrances Project* refers to the need to reduce/minimise visual clutter. The proposed schedule to the overlay maintains R1Z advertising sign Category 3 status<sup>1</sup> but does not make any other reference to the issue of visual clutter.
- Although the *Colac CBD and Entrances Project* will clearly provide a useful resource and is an appropriate reference document, the reliance on an external document in planning decisions does not reflect good practice<sup>2</sup>. It would be relatively easy to extract the relevant guidance from that document for inclusion in DDO9, rather than referring to it under buildings and works and the decision guidelines in DDO9. The Panel has not evaluated either the relevance of the *Colac Structure Plan 2007* to DDO9 (but assumes it may be a relevant reference) or the implications of such an approach for the other DDOs that form part of the Amendment.

### 2.1.4 Panel Recommendations

#### 1. Revise Schedule 9 to the Design and Development Overlay to:

- Include the guidance provided in Chapter 2.2 Arrival Experience of the *Colac CBD and Entrances Project* relating to the treatment of interfaces with the highway;
- Include an objective relating to minimising of visual clutter;
- Delete decision guidelines referring to external documents; and
- Include the *Colac Structure Plan 2007* and the *Colac CBD and Entrances Project 2012* as reference documents.

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<sup>1</sup> Advertising controls are at Clause 52.05. Land affected by both the R1Z and DDO9 is in Category 3.

<sup>2</sup> See for example the Panel reports relating to the following Amendments: Colac C55, Maribyrnong C82 and C92, Murrindindi C23, Macedon Ranges C67 and C94 (Interim Report), Bayside C100, C101, C102 & C103, Whitehorse C142, Bass Coast C85, Darebin C64, Greater Shepparton C93 and Whittlesea C130.

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2. Consider limiting the role of external documents to that of a reference document in the other overlays affected by this Amendment (that is DDO1, DDO3 and DDO8).

## 2.2 The Hammel Pty Ltd submission

### 2.2.1 Submissions

Hammel Pty Ltd owns a large section of the CBD, including both the Central Arcade and the Bowl Arcade. The Central Arcade is a heritage listed arcade building of 1920s era shops. There are around 20 shops in this complex, most of which are vacant, and it was submitted that they have not been viable as retail spaces for almost two decades.

Submissions on behalf of Hammel Pty Ltd supported the overall aim of Amendment C72 for sympathetic regeneration of the Colac CBD area. However, concern was expressed that the interpretation of the *CBD and Entrances Project* being adopted by Council would prevent the adaptive reuse of the Central Arcade.

Submissions on behalf of Hammel Pty Ltd advised that three enforcement notices were served in January 2013 for accommodating people without a permit in the otherwise disused Central Arcade. This led to a permit application for a change of use for five of the small shops in the arcade to allow the establishment of a backpacker facility. Submissions on behalf of Hammel expressed concern that that the discussion in the CBD project of retaining laneway access and encouraging further linkages was being used as the rationale to prevent adaptive reuse of the Central Arcade for accommodation. The submission indicated that *'Council planning officers said (the application) was likely to be refused due to the CBD and Entrances Project'* and *'Council planning officers have said the proposal will not be approved while the arcade remains open to the public, but it would also be refused if the arcade was closed, citing the long term aims of the Colac CBD and Entrances Project as strategic justification for this position.'*

While the short written submission lodged before the end of the exhibition period was not specific about the changes requested, a further submission (dated 22 May 2013) requested that Clause 21.03-2 be changed to actively support innovative permissible uses in retail areas that have become moribund. The following additional words that are underlined at the end of the existing strategy were suggested:

*Retain heritage places and areas as significant components of Colac's character and attractiveness and encourage their adaptive re-use and restoration including by supporting innovative uses that attract visitors and customers into disused retail areas.*

Mr Longmore's submission (3 September 2013) to the Panel on behalf of Hammel Pty Ltd, confirmed that the acceptance of this change by Council addressed the concerns raised about the Amendment. It stated:

*Also, the change to a Commercial Zone introduced in which "Accommodation" became a Section 1 use means my clients no longer need to pursue a planning permit to operate a backpacker facility in the Central Arcade. Council's most recent submission of 16 August appears not to have been brought up to date in this regard. This was the issue which precipitated my clients' original submission*

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*because Council officers appeared insistent on relying on some vague provisions of the not-yet-incorporated CBD and Entrances Report to say a permit would be refused.*

*I am satisfied that the wording for inclusion into the MSS contained in Council's resolution of 26 June 2013 deals with my clients' concerns adequately with regard to the difficulties of adapting and re-using heritage listed building like the Central Arcade, my clients are now reasonably happy with the small change that Councillors unanimously voted for on 26 June 2013.*

Council noted that the concerns raised by this submission appeared to have a focus on the planning application that was lodged during exhibition of the amendment rather than the Amendment. Council's submission in response indicated that the Amendment documents address this issue appropriately and fully support the re-use of buildings in the Colac CBD. The submission noted that the *Colac CBD and Entrances Project*:

- Will be an important reference document within the Planning Scheme but detailed guidance on the key built form outcomes have been translated into DDO8 and in the MSS.
- Highlighted the important role that laneways and walkways have in improving urban design outcomes for Colac's CBD and how these areas can be re-activated and better utilised for connectivity and pedestrian safety.

Council endorsed the minor change put forward in the submission (as resolved by Council when considering submissions on 26 June 2013) to clarify and reinforce support for the adaptive reuse of heritage buildings and the importance of walkways associated with these buildings.

### 2.2.2 Discussion

The Panel considers it is reasonable to explicitly support innovative uses as a means of promoting the reuse of heritage buildings and endorses the change put forward in the Hammel Pty Ltd submission.

### 2.2.3 Panel Recommendation

3. Change the following Clause 21.03-2 strategy to add the underlined words:

*Retain heritage places and areas as significant components of Colac's character and attractiveness and encourage their adaptive re-use and restoration including by supporting innovative uses that attract visitors and customers into disused retail areas.*

## 2.3 Overall Conclusion and Recommendations

The *Colac CBD and Entrances Project* provided a sound basis for the proposed DDO9 provisions. The Panel considers the provisions are reasonable and endorses the focused approach to permit requirements under the overlay. A number of refinements to DDO9 are recommended.

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There is consensus that the addition of wording indicating support for innovative uses in the adaptive reuse of heritage places resolves the concern raised in the Hammel submission and this response is endorsed by the Panel.

#### Recommendations

Based on the reasons set out in this Report, the Panel recommends Amendment C72 Part 1 to the Colac Otway Planning Scheme should be adopted subject to the following recommendations:

1. Revise Schedule 9 to the Design and Development Overlay to:
  - Include the guidance provided in Chapter 2.2 Arrival Experience of the Colac CBD and Entrances Project relating to the treatment of interfaces with the highway;
  - Include an objective relating to minimising of visual clutter;
  - Delete decision guidelines referring to external documents; and
  - Include the *Colac Structure Plan 2007* and the *Colac CBD and Entrances Project 2012* as reference documents.
2. Consider limiting the role of external documents to that of a reference document in the other overlays affected by this Amendment (that is DDO1, DDO3 and DDO8).
3. Change the following Clause 21.03-2 strategy to add the underlined words:

*Retain heritage places and areas as significant components of Colac's character and attractiveness and encourage their adaptive re-use and restoration including by supporting innovative uses that attract visitors and customers into disused retail areas.*

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## **Appendix A The 'on the papers' process**





## Planning Panels Victoria

Department of Planning and Community Development

8 Nicholson Street  
East Melbourne  
Victoria 3002 Australia  
PO Box 508  
East Melbourne  
Victoria 3002 Australia  
Telephone: (03) 9631 9690  
Facsimile: (03) 9631 9788

29 July, 2013

As addressed

Dear Submitter,

### Amendment C72 Part 1 to the Colac Otway Planning Scheme

A Panel has been established to consider submissions to Amendment C72 Part 1 to the Colac Otway Planning Scheme. The Panel has been appointed under the provisions of section 153 of the *Planning and Environment Act 1987*, and consists of Cathie McRobert (Chair).

Rather than convene a Panel Hearing to hear from parties concerning the submission in relation to the Amendment, the Panel process will instead be conducted 'on the papers'. All parties have agreed to that process.

At the completion of the 'on the papers' process, the Panel will provide the Colac Otway Shire with its written report.

The Panel makes the following Directions:

#### Circulation of Colac Otway Shire material

1. By no later than close of business on **Friday 16 August 2013**, Colac Otway Shire must forward a copy of its written submission, the further submission on behalf of Hammel Pty Ltd (dated 22 May 2013 and referred to in the report to Council that addressed submissions to the Amendment), and supporting material already provided to the Panel to the parties on the attached *Distribution List*.
2. Colac Otway Shire's submission must address:
  - \* The issues raised in submissions that request a change to the Amendment (as is referred to in section 23(1) of the *Planning and Environment Act 1987*) or amount to a request for another amendment.
  - \* The Council's response to the issues raised in those submissions and the strategic justification for that response.
  - \* Examples of Council interpretation of provisions relating to the adaptive reuse of heritage-listed arcades.
  - \* Relevant images to illustrate the areas to which issues raised in submissions relate.

The Panel notes the comprehensive nature of the Casebook already provided to the Panel and anticipates any additional submission would only be required if Council wishes to amplify its response already provided in relation to the issues raised in submissions.



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Circulation of submitter material

Please note that all submissions received and all information provided in respect of the Amendment will be treated as public documents. You should note the attached *Privacy Collection Notice*.

3. By no later than close of business on Monday 2 September 2013, submitters must forward any further written submission to the parties in the attached *Distribution List*.

The Panel invites the submitters to amplify their original submission and to address matters raised in the Colac Otway Shire's written submission.

Colac Otway Shire reply

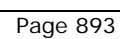
4. By no later than close of business on Monday 16 September 2013, Colac Otway Shire may forward a reply on any of the material sent to the Panel to the parties in the attached *Distribution List*.

If you have any inquiries about any matter connected with the hearing process, please contact the office of Planning Panels Victoria on (03) 9637 9690 or [planning.panels@dpud.vic.gov.au](mailto:planning.panels@dpud.vic.gov.au).

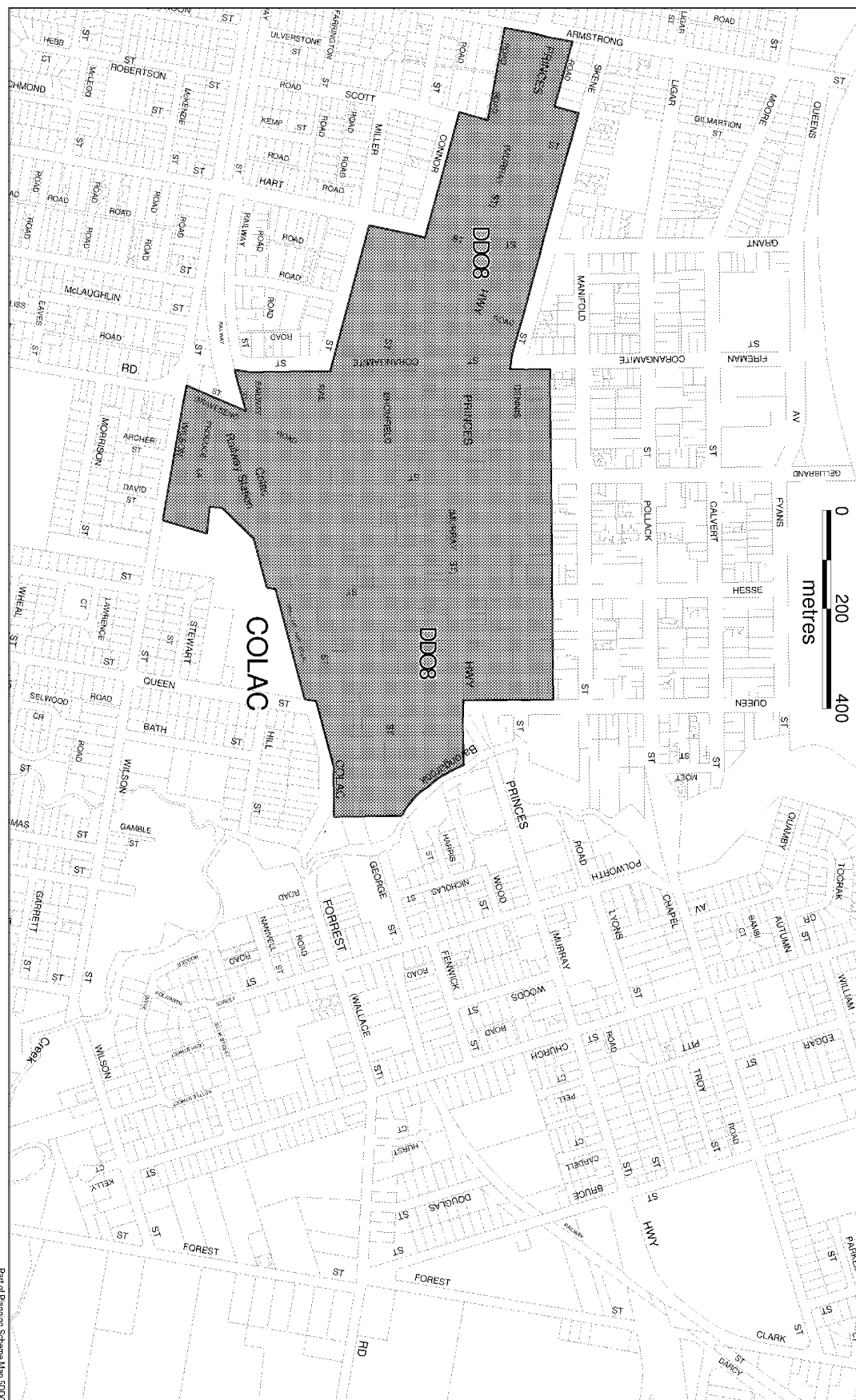
Yours sincerely



Cathie McRobert  
Panel Chairperson



COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION

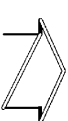


LEGEND

DDO8 DESIGN AND DEVELOPMENT  
OVERLAY - SCHEDULE 8

PREPARED BY PLANNING SYSTEMS SERVICES  
Stationary Planning Systems, Station  
Planning and Local Government

AMENDMENT C72



Department of Planning  
and Community Development

Part of Planning Scheme Map 5000



## 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: 12, 9, 13  
Time: 7.30 am/pm

Assembly Location: 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 T Woodcraft  
Cr C Smith

Officer/s: Laurence, Towers,

Matter/s Discussed: Friends of Colac Botanic Gardens

(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

### Conflict of Interest Disclosures: (refer page 5)

Councillors:

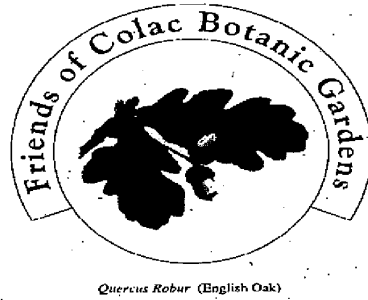
Officer/s:

Left meeting at:

Completed by: L. Brooker

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### **MINUTES OF MEETING HELD AT COLAC BOTANIC CAFÉ THURSDAY 12<sup>th</sup> September 2013**

Meeting opened at 7:30pm with President Anne Mercer (AM) in chair

#### **Present:**

Ros Scanlan (RS) Secretary Chris Smith (CS), Jan McMahon (J McM), Pauline Maunsell (PM), Mary Eaton (ME), Sue Mulder (SM), Helen Paatsch (HP) Laurence Towers (LT), Cr Terry Woodcroft (TW)

**Apologies:** Gwenyth Knox, Jen Todorovic, Georgie McCreadie, Jan McMahon, Chris Bell

**MINUTES OF PREVIOUS MEETING:** Minutes of August meeting confirmed, with correction that HP, not CS, moved the confirmation of minutes. Moved HP 2<sup>nd</sup> CS

### **BUSINESS ARISING FROM MINUTES**

#### **CORRESPONDENCE**

- Cam Stewart – membership
- Lisa Loughnane, COS – opportunity to comment on 'Active in Parks' poster + follow up
- *The Gardens* – magazine of Foundation and Friends of The Botanic Gardens (NSW)
- Leanne Brooker COS – advising contact details for Mr Adam Lehmann who is Acting General Manager Infrastructure and Services, following the departure of Mr Neil Allen. (acknowledged)
- ANGAIR\_ Anglesea Wildflower and Art Weekend 21-22 Sept. Flyers sent
- Friends of Hamilton BG – Newsletter and invitation to Gala Garden day Friday 11 October
- Friends of the RBG Melbourne: Flyers re botanic art exhibition 5 -20 Oct.
- Growing Friends RBG Melb.: Spring plant sale 5-6 October
- Cobden Garden Club Inc – appreciation of our guides and donation of \$50
- COS – inviting nominations for 2014 Australia Day Awards

Moved to receive correspondence: PM 2<sup>nd</sup> SM

**Business arising from Correspondence:** Aust. Day Awards – No action this year, but suggestion made that we consider a suitable nomination for 2015, our 150<sup>th</sup> anniversary year.

Active in Parks – Concern reiterated re vigorous activities and ball games in the Botanic Gardens which are different from a general park. Bot Gardens emphasis is on general quiet recreation, picnickers, walkers.

**Motion:** That we advise that the role of the Botanic Gardens is suited to less active recreation and that we encourage vigorous activities and ball games be directed to the lake foreshore or the eastern end of the gardens adjacent to the playground. Moved HP 2<sup>nd</sup> SM passed



**TREASURER'S REPORT:**

In August \$132 was banked: Plant sales \$40; membership \$80; Raffle \$12

Further Aug - September plant sales \$54 received plus memberships \$40

Accounts for payment: travel for research for HP: \$53

Receive report and pay expenses: Moved SM 2<sup>nd</sup> HP

HP reported on research at the Colac Historical Society and recommended that a \$20 donation be made towards their expenses. Moved HP 2<sup>nd</sup> SM

**GARDENERS REPORT:** Written report presented.

Some vandalism has occurred with the lower branches of the Woollamai pine being damaged.

Some loss of plants around the lookout is still occurring.

A visitor's complaint after a child fell on a sign has lead to signs near seats being moved higher.

AM thanked and congratulated LT for the forward thinking to have propagated some *Cupressus Forbesii*.

**POTTING REPORT:** Judy Comley has joined the potting team**GENERAL BUSINESS:**

- AM thanked CrTW for his interest in the Friends committee and his willingness to attend our meetings.
- **150<sup>th</sup> anniversary:** *History* – Research is progressing well with HP finding anecdotes that show local perceptions and use of the gardens over time. Many photos have been offered. These have been scanned at the Colac Herald and saved in digital form.

*Calendar* – John Simmonds is working with PM on photo selection. Supplementary photos will be taken over the coming months.

*Sub-committee* – Meet to firm up recommendations for 2015 activities:

**Mon 7<sup>th</sup> Oct 12 – 1pm** at the Botanic Cafe. New committee members are invited to attend.

- Plan gatherings for Friends members. Perhaps visit Camperdown together – Sunday 13<sup>th</sup> October, there is a dry stone wall presentation. AM will check if we can meet garden club members and see their projects as well.
- Lunch for the potters: RS to consult JM about a date. We will pay for the regular potting group members lunch; all others to pay their own way. Invite interested Friends to meet with committee and potters and join us for lunch. *P.S.* Date set: **Wed 23<sup>rd</sup> Oct. approx noon.** Casual dress as the potters will have been working.
- AM suggested that we write to express our thanks and appreciation to Neil Allen.
- Warrion Flower Show have invited us to have a plant stall at their show in October. It was decided not to do so this year but consider being involved next year: an opportunity to sell our calendar and promote the approaching 150<sup>th</sup> anniversary.
- CS mentioned election promises that may impact the Botanic Gardens in some way: Masterplan for the lake could come to fruition within 3 years; Central Reserve development could see the removal of the CFA track from the foreshore.
- Council representative: clarification sought by RS as a decision was held over from the August meeting. *Motion:* That we write to Council requesting that a new council representative be appointed so that there can be a clear differentiation between the roles of committee member and council representative. Moved RS 2<sup>nd</sup> HP passed

**Raffle:** Won by RS

**NEXT MEETING THURSDAY 10<sup>th</sup> October**



|                                                                                                                |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
|----------------------------------------------------------------------------------------------------------------|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <div><br/><b>Agenda</b></div> |  |  | <h1>Councillor Workshop</h1> <p>Wednesday, 18 September 2013<br/>COPACC Meeting Room<br/>3.00 pm to 4.30 pm</p>                                                                                                                                                                                                                                                                                                      |                            |
|                                                                                                                |  |  | <p><b>ATTENDEES:</b><br/>Cr Lyn Russell (Mayor), Cr Stephen Hart, Cr Terry Woodcroft (from 4:00 pm),<br/>Cr Michael Delahunty, Cr Brian Crook, Cr Frank Buchanan</p> <p>Rick Morrow (A/GM, Corporate &amp; Community Services)<br/>Doug McNeill (A/GM, Sustainable Planning &amp; Development)<br/>Adam Lehmann (A/GM, Infrastructure &amp; Services)</p> <p><b>Apology:</b> Rob Small, Colin Hayman, Jack Green</p> |                            |
|                                                                                                                |  |  | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                               |                            |
| 3.00 pm                                                                                                        |  |  | Declaration of Interest                                                                                                                                                                                                                                                                                                                                                                                              |                            |
| 3.00 pm 3.30 pm                                                                                                |  |  | Great South Coast Regional Growth Plan                                                                                                                                                                                                                                                                                                                                                                               | Doug McNeill / Helen Bayne |
| 3.30 pm – 4.10 pm                                                                                              |  |  | Great South Coast Year 12 or equivalent attainment project                                                                                                                                                                                                                                                                                                                                                           | Great South Coast          |
| 4.10 pm – 4.40 pm                                                                                              |  |  | Great South Coast Regional Transport Strategy                                                                                                                                                                                                                                                                                                                                                                        | Adam Lehmann               |

## Councillor Briefing Session

Wednesday, 25 September 2013

### Venue – COPACC Meeting Rooms

**Present:** Cr. Lyn Russell (Mayor)  
 Cr. Frank Buchanan  
 Cr. Brian Crook  
 Cr. Stephen Hart  
 Cr. Michael Delahunty  
 Cr. Woodcroft

Rob Small, Chief Executive Officer  
 Rick Morrow, A/General Manager, Corporate & Community Services  
 Doug McNeill, A/General Manager, Sustainable Planning & Development  
 Adam Lehmann, A/General Manager, Infrastructure & Services  
 Rhonda Deigan, Executive Officer

**Apologies:** Nil

### **Conflict of Interest:**

|                            |                                                                                                  |
|----------------------------|--------------------------------------------------------------------------------------------------|
| Cr Delahunty:              | OM132509-7 Road Management Plan Review                                                           |
| Nature of Disclosure:      | Indirect                                                                                         |
| Type of Indirect Interest: | 78B                                                                                              |
| Nature of Interest:        | Produced a report containing an opinion re Sand Road Glen Aire                                   |
| Cr Delahunty:              | OM132509-11 Planning Scheme Amendment C74 (Apollo Bay Settlement Boundary & Urban Design Review) |
| Nature of Disclosure:      | Direct                                                                                           |
| Nature of Interest:        | Owens property in commercial district of Apollo Bay                                              |

|                          |                                                                                                                                                                                  |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3.00 pm – 4.40 pm</b> | <b>Councillor Briefing Session</b><br><b>OM132509-11</b><br>Having declared a conflict of interest in this item, Cr Delahunty left the meeting at 4.25pm and returned at 4.29pm. |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                              |                                   |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
|  <p><b>Agenda</b></p> | <h1>Councillor Workshop</h1> <p><b>Wednesday, 2 October 2013</b><br/><b>COPACC Meeting Room</b><br/><b>2.30 pm to 5.10 pm</b></p>                                                                                                                                                                                                                                                            |                                   |
|                                                                                                        | <p><b>ATTENDEES:</b><br/>Cr Lyn Russell (Mayor), Cr Stephen Hart, Cr Terry Woodcroft, Cr Michael Delahunty, Cr Brian Crook, Cr Frank Buchanan (until 4:50 pm)</p> <p>Rob Small (CEO)<br/>Colin Hayman (GM, Corporate &amp; Community Services)<br/>Jack Green (GM, Sustainable Planning &amp; Development)<br/>Adam Lehmann (A/GM, Infrastructure &amp; Services)</p> <p><b>Apology:</b></p> |                                   |
|                                                                                                        | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                       |                                   |
| 2.30 pm                                                                                                | Declaration of Interest                                                                                                                                                                                                                                                                                                                                                                      |                                   |
| 2.30 pm – 3.00 pm                                                                                      | ILOP Video                                                                                                                                                                                                                                                                                                                                                                                   | Greg Fletcher/Jan Healey/Ann Bell |
| 3.00 pm – 3.30 pm                                                                                      | Municipal Health & Wellbeing Plan                                                                                                                                                                                                                                                                                                                                                            | Greg Fletcher                     |
| 3.30 pm – 4.00 pm                                                                                      | Review of Council Policies                                                                                                                                                                                                                                                                                                                                                                   | Colin Hayman                      |
| 4.00 pm – 4.40 pm                                                                                      | Climate Resilient Communities                                                                                                                                                                                                                                                                                                                                                                | Stewart Anderson/Travis Riches    |
| 4.40 pm – 4.55 pm                                                                                      | Amendment C72                                                                                                                                                                                                                                                                                                                                                                                | Don Lewis/Gemma Browning          |
| 4.55 pm – 5.10 pm                                                                                      | Signage Update                                                                                                                                                                                                                                                                                                                                                                               | Jack Green                        |

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                        |  |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--|
|  <p><b>Agenda</b></p> | <h1>Councillor Workshop</h1> <p><b>Wednesday, 9 October 2013</b><br/><b>COPACC Meeting Room</b><br/><b>9.00am to 4.30 pm</b></p>                                                                                                                                                                                                                                                                                                                                                                      |                                                                        |  |
|                                                                                                        | <p><b>ATTENDEES:</b></p> <p>Cr Lyn Russell (Mayor) (until 11.30am), Cr Stephen Hart, Cr Chris Smith (10.30am to 11.30am), Cr Terry Woodcroft (until 11.30am), Cr Michael Delahunty, Cr Brian Crook, Cr Frank Buchanan</p> <p>Rob Small (CEO)<br/>Colin Hayman (GM, Corporate &amp; Community Services)<br/>Jack Green (GM, Sustainable Planning &amp; Development) (absent between 11.30am – 12.00pm)<br/>Adam Lehmann (A/GM, Infrastructure &amp; Services)</p> <p><b>Chair: Cr Stephen Hart</b></p> |                                                                        |  |
|                                                                                                        | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                        |  |
| 9.00 am                                                                                                | <b>Declaration of Interest</b><br><b>Cr Delahunty – Amendment C78 and item 2 of Planning Committee agenda</b>                                                                                                                                                                                                                                                                                                                                                                                         |                                                                        |  |
| 9.00 am – 9.40 am                                                                                      | <b>Planning Committee Briefing Session</b><br>Having declared a conflict of interest in item 2, Cr Delahunty left the meeting from 9.20am to 9.38am                                                                                                                                                                                                                                                                                                                                                   | Doug McNeill/Blaithin Butler/Bron Keenan                               |  |
| 9.40 am – 10.10 am                                                                                     | <b>Minister's Request re Domestic Waste Water Management</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          | Greg Fletcher<br>Doug McNeill                                          |  |
| 10.30 am – 11.30 am                                                                                    | <b>Planning Committee Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Doug McNeill/Blaithin Butler/Bron Keenan                               |  |
| 11.30 am – 12.05 pm                                                                                    | <b>Amendment C78 (Scanlon Estate)</b><br>Having declared a conflict of interest in this item, Cr Delahunty left the meeting from 11.30am to 12.05pm.                                                                                                                                                                                                                                                                                                                                                  | Doug McNeill/Helen Evans/Don Lewis/Gemma Browning                      |  |
| 12.05 pm – 12.30 pm                                                                                    | <b>Lunch</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                        |  |
| 12.30 pm – 1.40 pm                                                                                     | <b>Wannon Water – Waste Water Disposal - Grant</b><br>Green/Peter Wilson                                                                                                                                                                                                                                                                                                                                                                                                                              | Doug McNeill/Greg Fletcher/Gemma Browning/Francis Wong/Blaithin Butler |  |
| 1.40 pm – 2.25 pm                                                                                      | <b>Analysis of Employee Costs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Brett Exelby/Nick Welsh                                                |  |
| 2.25 pm – 2.55 pm                                                                                      | <b>Infrastructure Design Manual</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Ronan Corcoran/Paula Gardiner                                          |  |
| 2.55 pm – 3.20pm                                                                                       | <b>Council Rate Recovery - confidential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Paul Carmichael/Brett Exelby                                           |  |
| 3.20 pm – 3.30 pm                                                                                      | <b>Council Meeting Dates</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Colin Hayman                                                           |  |

|                          |                                                         |                                                                      |
|--------------------------|---------------------------------------------------------|----------------------------------------------------------------------|
| <b>3.30 pm – 4.10 pm</b> | <b>Bluewater Fitness Centre Contract - confidential</b> | Ian Seuren/Russell<br>Whiteford/Graeme<br>Collins/Andrew<br>Kavanagh |
| <b>4.10 pm – 4.30 pm</b> | <b>Pirron Yallock Recreation Reserve</b>                | Adam Lehmann/Graeme<br>Collins/Ian Seuren                            |

**Confidentiality Statement:**

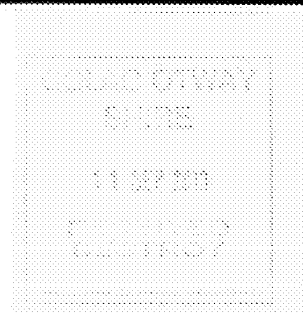
**The discussion on Council Rate Recovery and the Bluewater Fitness Centre Contract is deemed confidential under section 89(2) (a) (d) and (h) of the Local Government Act 1989 as the report refers to personnel matters, contractual matters: and any other matter which would prejudice the Council or any person.**

**Rob Small**

**Chief Executive Officer**



FORMAL STANDARD AGREEMENT  
(Section 173 of the Planning and Environment Act)



THIS DEED OF AGREEMENT is made the 28<sup>th</sup> day of August 2013 BETWEEN

COLAC-OTWAY SHIRE COUNCIL of 2-6 Rae Street, Colac in the State of Victoria (hereinafter called "Council")

AND

Rodney Charles Angus & Christina Lee Angus, Dairy Farmers (herein after called "the User")

RECITALS:

A Rodney Charles Angus & Christine Lee Angus are the owners of certain land abutting both sides of the Road being the land more particularly described as Lot 5 LP008005 (90 Rattrays Road, Ondit) and Crown Allotment 25A (95 Rattrays Road, Ondit) hereinafter called "the Land") and desires to construct a stock underpass under the Rattrays Road to enable stock to cross under that road.

B Council, will consent to the construction of the stock underpass subject to the following conditions:

In consideration of Councils' approval to the User causing a stock underpass to be built under Rattrays Road and permitting the User to use the stock underpass the User agrees that:

- I. The stock underpass ("the works") shall be constructed in accordance with plans submitted by AGK Engineering Pty Ltd being Drawing Reference sheet E1356-DR-C01-A, E1356-DR-C02-B and E1356-DR-C03-A dated 22 August 2013 as amended to accord with Councils' requirements and which, as amended shall have met the approval of Council.
- II. The materials and works required to fully construct the stock underpass shall be supplied and carried out by a contractor approved by Councils' General Manager Infrastructure & Services at the User's expense, subject to any agreed contribution by Council, and shall be maintained by the contractor at the User's expense for a period of Four months after completion.
- III. The User shall obtain all relevant approvals and/or permits and ensure the Works, including the fenced approaches and walkways, are constructed in accordance with the plans and to the satisfaction of Council.
- IV. The User shall be responsible for the maintenance, repair and drainage of the stock underpass and shall reimburse to Council within one month of receiving a demand to do so to do any reasonable costs and expenses Council may incur in repairing or maintaining the stock underpass and drainage should the User fail to do so. Council will accept liability for the cost of repairs attributable to a specially authorised overloaded vehicle travelling over the underpass, prior notification which will be given by Council to the User. The User shall notify Council of any such known damage within 28 days.
- V. The User shall advise any future purchaser of the Land of any part thereof in writing of the existence and contents of this agreement. The User shall advise Council in writing of any such change in tenure of ownership of the Land or any part thereof within 28 days of such change.
- VI. The User shall:
  - A. wholly indemnify and hold harmless Council against any and all demands actions and claims or suits for damages brought against Council by any body or party in respect of the construction, existence and/or use of the stock underpass; and
  - B. protect itself and Council against any legal action which may result from the design construction and/or usage of the stock underpass or its approaches by obtaining an adequate

insurance cover by a reputable insurer for an amount agreed to by Council and in default of such an agreement for an insured amount nominated by an independent broker agreed to by the parties, or in default of such agreement an amount nominated by the President for the time being of the Law Institute of Victoria

- VII. If Council is of the opinion that the stock underpass is in need of Cleaning or repair for those matters for which the User is responsible a notice may be served on the User directing that such cleaning and/or repairs as specified in the notice shall be carried out by the User within a period of 28 days after service of the notice.

In default of compliance by the User with such notice Council may carry out the repairs and charge the cost thereof to the user. Such cost may be recoverable in a court of competent jurisdiction.

- VIII. The stock Underpass shall:

- A. only be used for the passage of stock and by persons authorised by the User to assist with the passage of stock for which sole purpose this permission is granted.
- B. not be used for the housing of animals, vehicles or farm machinery, or for the storage of produce or material at any time.

- IX. No attachments shall be made to any part of the stock underpass without prior approval in writing from Council.

- X. The User acknowledges that its continued use of the stock underpass is subject at all times to compliance by the User with terms of this Agreement. In the event of structural failure or evidence of structural weakness of the underpass, the User shall be responsible for rectifying the faults or removing the underpass and reinstating the road to proper condition. In the event of the road being widened and/or realigned in the future, Council would bear the cost of extending or relocating the underpass.

- XI. No compensation shall be claimed from or paid by Council upon termination of the usage of the stock underpass in accordance with the terms of this agreement by mutual consent of Council and the User.

- XII. The User's rights to use the stock underpass as set out in this agreement shall pass on to its successors in title subject to the provisions of this agreement.

- XIII. This agreement shall be for a period of five years commencing on 1 September 2013 and terminating, subject to any clause contained herein on 31 August 2018.

- XIV. "Provided the User is not in breach of this Agreement, the User may elect by notice in writing to be delivered to Council no less than three months prior to the expiration of the initial term of Agreement and any extension(s) of the term thereof extend the period of this Agreement for a further five years. The length of the Agreement shall therefore be five years with three further option periods of five years each, ie 5x5x5x5. Extension of this agreement pursuant to the exercise of an option period shall be deleted, so that at the end of the first period, there is only a further 5x5x5 years to run, after ten years then a further 5x5, and so forth.

- XV. A notice (including, without limitation a document) shall be deemed to have been given when it is received by the person to whom it is addressed or is delivered to the address of that person stated in the Agreement or last communicated in writing by that person to the person giving the notice, whichever is the earlier.

- XVI. This Agreement supersedes any and all prior arrangements, agreements or undertakings and shall be binding notwithstanding any prior arrangements, agreements or undertakings made which may conflict with or be at variance with this agreement or any correspondence or document relating to the subject matter of this agreement which may have passed between parties hereto.

- XVII. Continued use of the underpass after the term of agreement will be subject to further agreement at that time. If there is no renewal of the agreement, the User will be responsible for removing the underpass and reinstating the road to proper condition.



IN WITNESS whereof the parties hereto have hereto set their hands and seals the day and year first set  
herein before written.

COLAC-OTWAY SHIRE COUNCIL

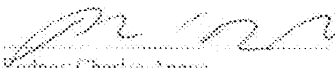
The Common Seal of the Colac-Otway Shire Council was  
hereto affixed in accordance with its Local Law No. 4.

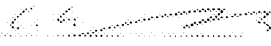
.....  
Councillor

.....  
Councillor

.....  
Chief Executive Officer

SIGNED SEALED AND DELIVERED  
by the said Users in the presence of

  
Rodney Charles Angus

  
Christine Lee Angus

  
Witness

Land Registry Document

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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958  
VOLUME 04794 FOLIO 414 Security No : 1260470887029  
Produced 26/08/2013 09:01 am

LAND DESCRIPTION  
Lot 5 on Plan of Subdivision G060035.  
EAPENT TITLE Volume 04428 Folio 580  
Created by Instrument 1138291 14/11/1920

REGISTERED PROPRIETOR  
Estate Fee Simple  
Joint Proprietors  
RODNEY CHARLES ANCHS  
CHRISTINE LEE ANCHS both of 260 ONDIT-WARRION ROAD ONDIT VIC 3243  
AK15409BY 26/03/2013

#### ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 88 Transfer of Land Act 1958 or Section  
24 Subdivision Act 1962 and any other encumbrances shown or entered on the  
plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION  
SEE L0008005 FOR FURTHER DETAILS AND BOUNDARIES

#### ACTIVITY IN THE LAST 125 DAYS

NYL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 20 RATTRAYS ROAD ONDIT VIC 3243

DOCUMENT END

|      |                    |  |                                  |        |                       |
|------|--------------------|--|----------------------------------|--------|-----------------------|
| Home | Account:<br>322875 |  | Authority Fee(GST<br>exclusive): | \$9.82 | 26/08/2013<br>09:00AM |
|      |                    |  | Service Fee(GST<br>exclusive):   | \$0.00 |                       |
|      |                    |  | GST Payable:                     | \$0.00 |                       |
|      |                    |  | Total:                           | \$9.82 |                       |

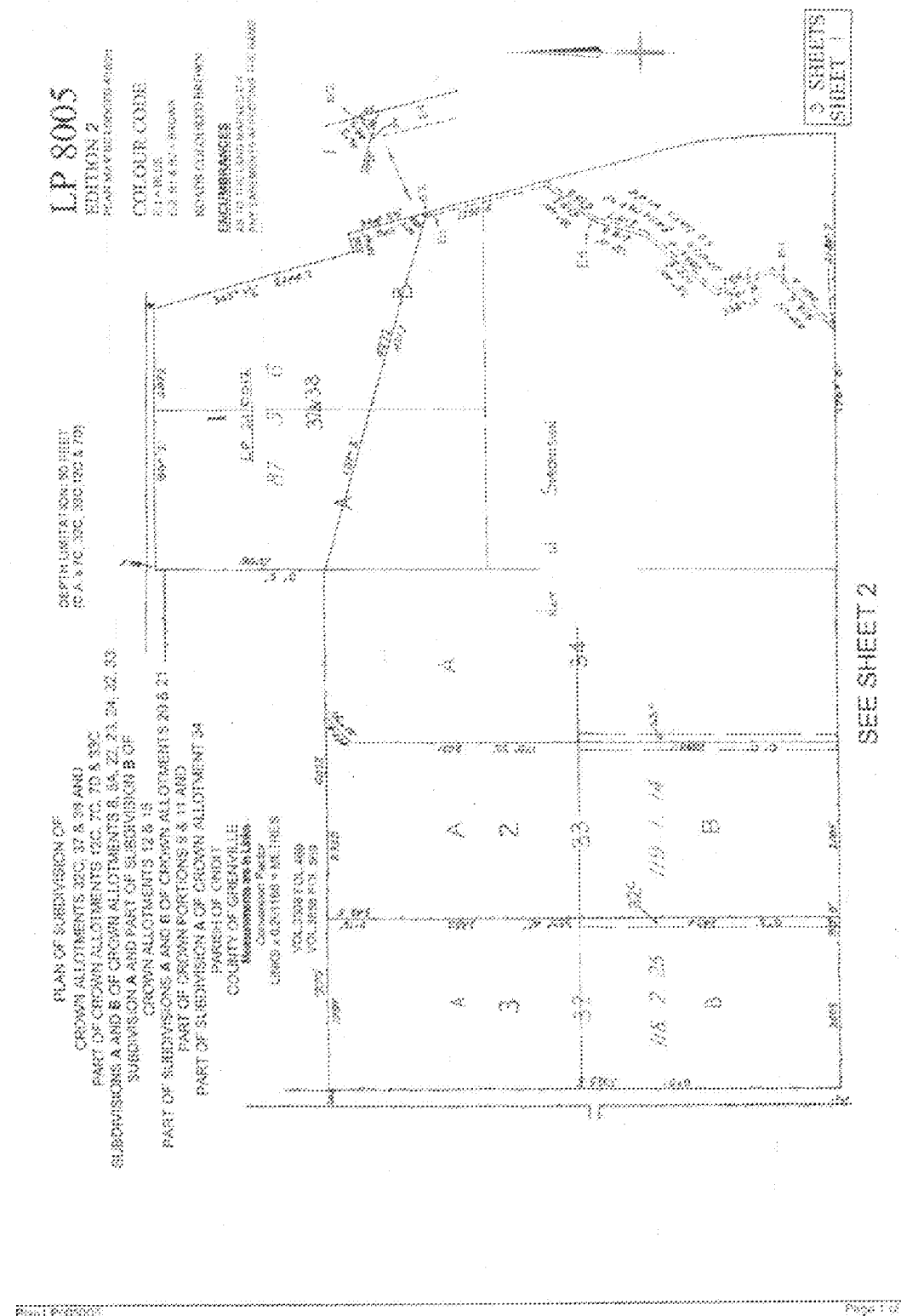
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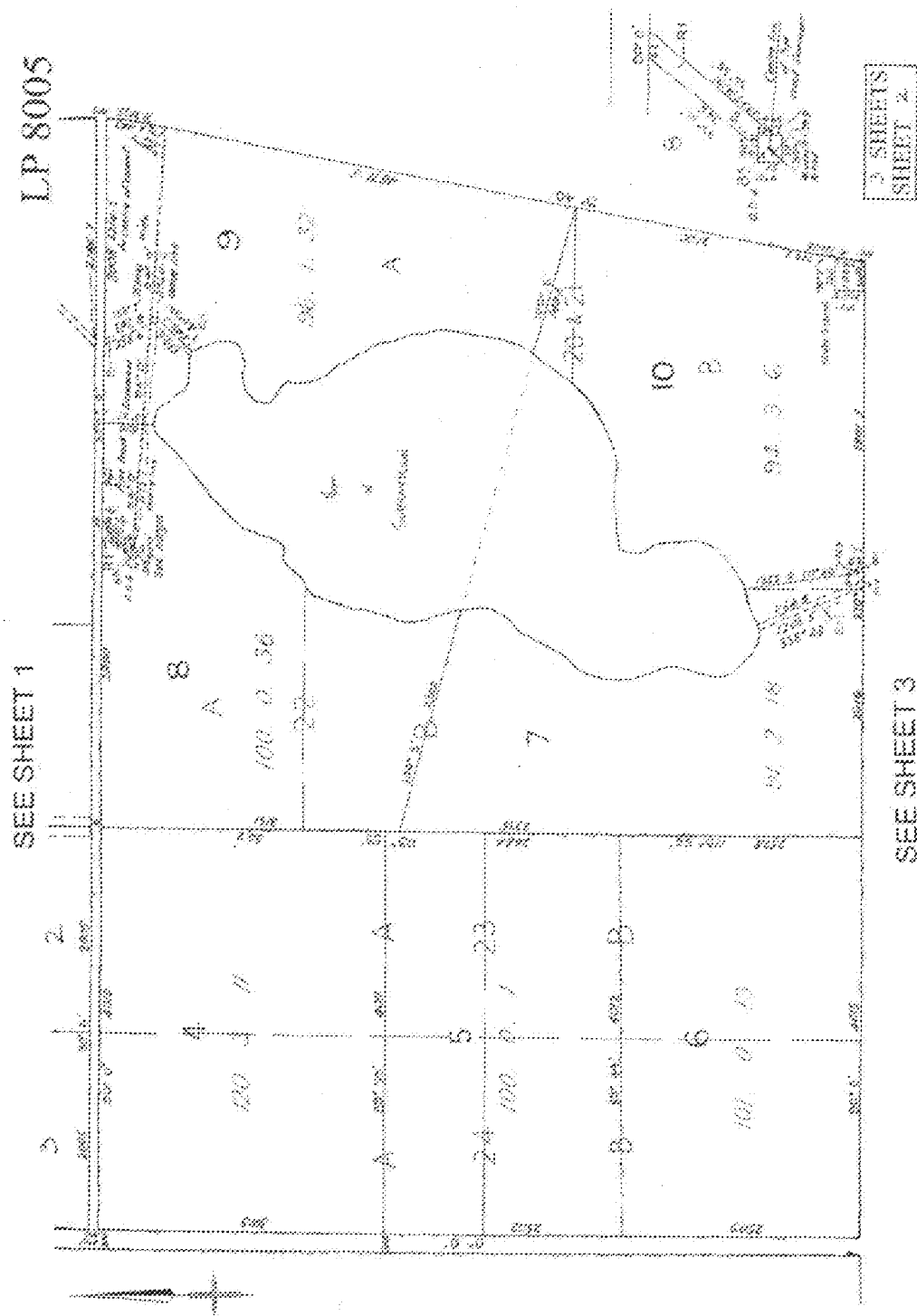
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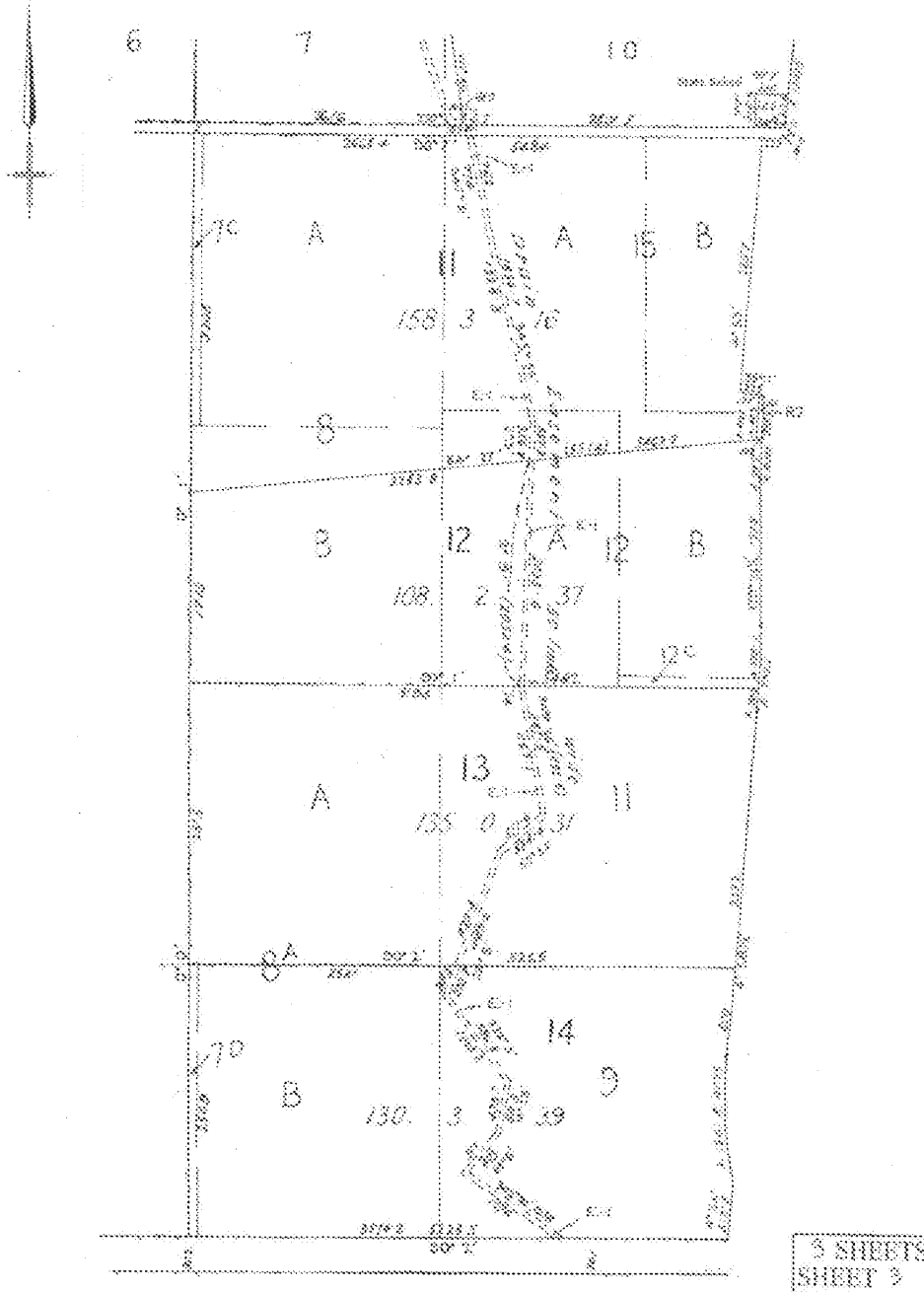


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LP 8005

SEE SHEET 2



Page LP108005

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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958  
VOLUME 04893 FOLIO 446 Security no : 1060170855662  
Produced 26/08/2013 08:55 am

LAND DESCRIPTION  
Crown Allotment 26A Parish of Ondit.  
PARENT TITLE Volume 00756 Folio 008  
Created by instrument 1192523 29/08/1924

REGISTERED PROPRIETOR  
Estate Fee Simple  
Joint Proprietors  
RODNEY CHARLES ANGUS  
CHRISTINE LEE ANGUS born of R U S 1195 ONDIT-WARRION RD ONDIT 3249  
X1617252 17/12/2000

#### ENCUMBRANCES, CAVEATS AND NOTICES

For details of any other encumbrances see the plan or image folio set out  
under DIAGRAM LOCATION below.

DIAGRAM LOCATION  
SEE TP382805H FOR FURTHER DETAILS AND ENDORSEMENTS

#### ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 95 RATTRAYS ROAD ONDIT VIC 3249

DOCUMENT END

|      |                    |  |                                  |        |                       |
|------|--------------------|--|----------------------------------|--------|-----------------------|
| Home | Account:<br>322875 |  | Authority Fee(GST<br>exclusive): | \$9.82 | 26/08/2013<br>08:53AM |
|      |                    |  | Service Fee(GST<br>exclusive):   | \$0.00 |                       |
|      |                    |  | GST Payable:                     | \$0.00 |                       |
|      |                    |  | Total:                           | \$9.82 |                       |

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| TITLE PLAN                                                                                       |  | EDITION 1                                                                                                                  | TP 382805H |
|--------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Location of Land</b><br>Parish: 25027<br>Township:<br>Section:<br>Corner: 250<br>Corner: 250  |  | <b>Notes/Remarks</b><br><br>See the plan of the land to which this title relates for the full description of the land.     |            |
| <b>Legal Description</b><br>Section: 25027-25027-25027-25027<br>Section: 25027-25027-25027-25027 |  | <b>Notes/Remarks</b><br>This title is a part of the land to which this title relates for the full description of the land. |            |
| <b>Description of Land &amp; Easement Information</b>                                            |  |                                                                                                                            |            |
|                                                                                                  |  | This title is a part of the land to which this title relates for the full description of the land.                         |            |
| LEGAL DESCRIPTION OF LAND<br>25027-25027-25027-25027                                             |  | SHEET 1 OF 1                                                                                                               |            |