



**Colac Otway  
SHIRE**

**AGENDA**

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

**23 APRIL 2014**

**at 4:00 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 APRIL 2014**

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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 April 2014 at 4.00pm.

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## **AGENDA**

### **1. OPENING PRAYER**

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

### **2. PRESENT**

### **3. APOLOGIES**

### **4. MAYORAL STATEMENT**

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

Colac Otway Shire encourages 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.

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.

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Thank you. Now 30 minutes is allowed for question time. Please remember, you must ask a question. If you do not ask a question you will be asked to sit down and the next person will be invited to ask a question. This is not a forum for public debate or statements.

1. Questions received in writing prior to the meeting (subject to attendance and time),
2. Questions from the floor.

**5. QUESTION TIME**

**6. DECLARATION OF INTEREST**

**7. CONFIRMATION OF MINUTES**

- Ordinary Council Meeting held on the 26/03/14
- Special Council Meeting held on the 16/04/14.

**Recommendation**

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



## **OFFICERS' REPORTS**

### **Chief Executive Officer**

OM142304-1 CEO'S PROGRESS REPORT TO COUNCIL

### **Corporate and Community Services**

OM142304-2 ADVISORY COMMITTEES UPDATE  
OM142304-3 REVIEW OF COUNCIL POLICIES  
OM142304-4 OPERATIONAL PLAN THIRD QUARTER PERFORMANCE REPORT  
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OM142304-6 COLAC AND APOLLO BAY WAYFINDING SIGNAGE STRATEGY

### **Infrastructure and Services**

OM142304-7 PETITIONED UPGRADE OF CHRISTIES ROAD ELLIMINYT

### **Sustainable Planning and Development**

OM142304-8 PLANNING SCHEME AMENDMENT C73 (APOLLO BAY HARBOUR  
MASTER PLAN)

### **General Business**

OM142304-9 ASSEMBLY OF COUNCILLORS  
OM142304-10 ITEM FOR SIGNING AND SEALING - AGREEMENT TO ACQUIRE LAND  
- 655 OLD BEECH FOREST ROAD, GELLIBRAND  
OM142304-11 MINUTES FROM YOUTH COUNCIL MEETINGS  
OM142304-12 MINUTES OF OLD BEECHY RAIL TRAIL COMMITTEE

### **Notices of Motion**

OM142304-13 COLAC LIBRARY ANNEXE  
OM142304-14 FUEL PRICING

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



**CHIEF EXECUTIVE OFFICER**

ITEM	
<b><u>OM142304-1</u></b>	<b><u>CEO'S PROGRESS REPORT TO COUNCIL</u></b>



**OM142304-1****CEO'S PROGRESS REPORT TO COUNCIL**

AUTHOR:	Rhonda Deigan	ENDORSED:	Jack Green
DEPARTMENT:	Executive	FILE REF:	F11/3291

**EXECUTIVE****Great Ocean Road Regional Tourism Board Briefing to Tourism Victoria Board**

The CEO and Council Officers met with Tourism Victoria Board members in Colac on 27 March 2014 to discuss with them local and regional tourism issues. Issues covered within this Council's presentation included:

- Background of Colac Otway Shire including:
  - Community profile
  - Tourism profile
  - Key tourism attractions
  - Industry sectors
- Value of tourism to the Colac Otway Shire
- Colac Otway Shire labour force
- Colac Otway Shire visitor profile
- Strategic insights
- Outlook for the future and key tourism opportunities
- Infrastructure needs
- Other issues and challenges.

Councillors were invited to join the Tourism Victoria Board at an industry reception held that evening in Apollo Bay.

**G21 Board Meeting**

The Mayor and CEO attended a meeting of the G21 Board in Golden Plains Shire on 28 March 2014. Items discussed included:

- Barwon South West Regional Development Australia funding request
- G21 Canberra Delegation Update
- G21 Stakeholder Forum
- GROW Project update - this is a program to create social enterprise in disadvantaged communities.

**G21 Sport & Recreation Pillar Meeting**

As Chair of this Pillar, the CEO attended a meeting of the G21 Sport & Recreation Pillar on 28 March 2014 in Golden Plains Shire. The agenda included:

- A presentation on the G21 Sports Development Plan
- Beechy Precinct Update
- Regional Trails Update
- State of Play Reports
- Regional Tennis Strategy
- Physical Activity Strategy
- Regional Netball/AFL Strategy
- Sport Development and Physical Activity Conference
- Priority project – International Sports Training Destination.

### **Corangamite Mastering Leadership Group Presentation**

The CEO was invited to present to the Corangamite Shire Council senior leadership group in Camperdown on 3 April 2014. The group is currently completing the LGPro Mastering Management program and was keen to hear about the CEO's thoughts and experiences on leadership, people management, change management and his reflections on working in local government for a number of years.

### **Merv Brunt Vintage Truck Museum**

The CEO has continued to meet with Mr Brunt and community groups in an effort to find a permanent home for the vintage truck collection. A further meeting was held on 4 April 2014 to consider a proposal from a group who has offered to house the collection. Further work will be required before this offer can be accepted.

### **Regional Management Forum**

The CEO attended a meeting of the Regional Management Forum here in Colac on 15 April 2014. Agenda items included:

- Victorian Secretary's Board Updated
- State and Commonwealth Governments Update
- Presentation on Landfill levies and other waste management issues
- Presentation on region-wide health prevention strategy
- Presentation on National Disability Insurance Scheme
- Develop Annual Work Plan.

### **Colac High School Site**

Investigations into the contributions made by the community of Colac to the original Agricultural College on the vacated Colac High School site were undertaken. The research has revealed notes and resolutions in the former Shire of Colac minute books and rating books that validates the claims that the community did indeed contribute to the land purchase around 1910. A letter has gone to the Minister for Education seeking an urgent meeting to reopen this issue.

### **Colac Otway Shire Youth Council**

A ceremony to thank the 2013 Youth Council and to induct five new Youth Councillors to the 2014 Youth Council was held at COPACC on 17 March 2014. The Youth Councillors have attended two meetings of Youth Council since their induction and have begun planning for the year ahead. A further two Youth Councillors have since been appointed to Youth Council and they joined other Youth Councillors in an orientation trip to Melbourne on 14 April 2014. The orientation event included a visit and tour of Salvation Army headquarters, homeless shelters and soup kitchens, Luna Park and discussion on how Youth Council might contribute to the Shire during its term.

## **CORPORATE & COMMUNITY SERVICES**

### **HEALTH & COMMUNITY SERVICES**

#### **Environmental Health**

#### **Statutory Inspections – March 2014**

Food Premises Inspection	<b>27</b>
Prescribed Accommodation	<b>3</b>
Tobacco inspections	<b>7</b>
Caravan parks	<b>0</b>
Total	<b>37</b>

**Immunisation**

The School Immunisation Program commenced on 13 March 2014 with the initial results tending to indicate that the recent changes to the way in which schools inform their community and distribute consent cards has resulted in a higher return rate and an increased vaccination rate.

**Septic Tanks:**

- 7 inspections
- 11 permits issued to install.
- 1 permit issued to use.

**Infectious Disease**

An outbreak of Norwalk Type Virus involving 6 people was investigated at a local residential care facility. The virus was confirmed and traced to a recent outbreak at a day activity centre where some 15 clients were affected. Clean up procedures and faecal sampling were conducted in line with the infectious disease outbreak guidelines and no further cases have been reported since 31 March 2014.

**Complaints: 3**

- Suspected rodent infestation of a food premises.
- Safety complaint concerning a water tank at a coastal caravan park.
- Food premises inspected as a follow up to a food poisoning case reported in a neighbouring shire that may have involved the premises. The premises were found to be complying with relevant legislation.

**Food Sampling**

No samples submitted in March.

**Food Recalls**

Effectuated Food	Reason for recall
White Horse Winsor Blue Vein Cheese	Listeria bacterial contamination
Holland House Lumpfish Caviar	Possible broken glass fragments
Health Food Bars	Undeclared Allergen milk/peanuts/almonds

**Legal Action/Orders**

No orders served.

**Premises New/Changes**

Nil.

**Events Inspected**

Nil.

**Seminars Attended/Health Education**

Infectious disease control lecture given to Blue Water Fitness Centre crèche staff.

**Maternal & Child Health**

A quieter month for birth notifications and as a result we have increased the number of consultations for Key Ages and Stages assessments attended. The staff attended the Maternal and Child Health conference by video link in Warrnambool this month and found this very worthwhile as well as an opportunity to discuss practice across the South West region. Staff have also assisted in the school immunisation program.

## Statistics – March 2014

- 16 infants enrolled from birth notifications.
- 4 First Time mothers.

Key Ages and Stages Consultations					
Home visits: 18					
<b>2wks</b>	12	<b>4wks</b>	20	<b>8wks</b>	13
<b>4mths</b>	14	<b>8mths</b>	20	<b>12mths</b>	13
<b>18mths</b>	15	<b>2yrs</b>	17	<b>3.5yrs</b>	9

### Other services provided include:

- 86 additional consultations.
- 22 phone consults.
- 7 opportunistic immunisations.
- 22 child and family referrals. Maternal emotional health and child referrals for dental and speech being the main reasons for referral.
- 57 child and family counselling sessions provided. The majority of counselling was for maternal emotional health, child nutrition and vision.
- New parents groups - 5 sessions in Colac.
- 22 families currently enrolled under Enhanced Home Visiting service (Vulnerable and at risk families).

## RECREATION ARTS AND CULTURE

### EVENTS

#### An Autumn Night with Tiffany and Dave – Saturday 6 April 2014

In celebration of 10 years of the establishment of the Carlisle River Community Group, a musical and supper evening was held with Tiffany Eckhardt and Dave Steel at the Carlisle River Hall.

#### Good Friday Family Fun Day – Friday 18 April 2014

The Lions Club Colac once again hosted this family fun Easter day at Memorial Square, Colac, to raise funds for the Royal Children's Hospital Good Friday Appeal and the local community.

#### Birregurra and Warncoort Open Studio Weekend – Saturday 19 April and Sunday 20 April 2014

Visitors to Birregurra met the makers in their own studios and learnt about their crafts, inspiration and story while touring the Otways. Studios included pottery, wool products and spinning, textiles, olives and art. Free children's activities, Jazz and stalls galore were another feature at the Sunday market in the Birregurra Park.

### Upcoming Events

Events which will be held throughout the Colac Otway Shire in April and May 2014 will be the Anzac Day Services at Apollo Bay, Beeac and Colac (Friday 25 April), Giant Odyssey (Sunday 27 April), Forrest 6 Hour Race (Saturday 3 May), Fast Track Talent Quest (FReeZA) (Saturday 10 May), GOR Marathon (Saturday 17 and Sunday 18 May in Apollo Bay) and the Duck Drop Derby (Saturday 18 May in Colac).



## RECREATION

### Central Reserve Oval

Contractors have recently reseeded the Central Reserve oval with rye grass to ensure the premium surface continues through the upcoming football season. Other work carried out by Pitchcraft included grooming and coring the ground, as best practice maintenance, coming into a heavy-use period. The rye will thrive during the cooler months and ensure the oval remains green and provides premium cushioning.

### Central Reserve Master Plan Implementation

Council officers continue to seek funding opportunities to progress implementation of the Central Reserve Master Plan. Meetings have been held with AFL Victoria, Sport and Recreation Victoria and Regional Development Victoria.

The Central Reserve Advisory Committee has identified the following priorities:

- Grandstand redevelopment
- Competition lighting for netball and football
- Netball facility improvements.

The Federal Government has committed \$2.5m to the project and additional State Government investment is required to enable the project to proceed to the full scope.

### Apollo Bay P-12 School Oval

Council officers have met with Apollo Bay P-12 College to discuss options for an upgrade to the school oval. The oval is in poor condition and requires expansion, new drainage and an improved grass surface. An improved oval would possibly be used for a range of community activities including cricket, little athletics, junior football and soccer. A site investigation and preliminary analysis has been undertaken by Sportsturf Consultants. Officers are currently investigating possible external funding opportunities for the oval's redevelopment.

### 2014-2015 Community Funding Program

The 2014-2015 Festival and Events Support Scheme and the 2014-2015 Council Community Funding Program (which includes Recreation Facilities, Community Projects, Small Equipment and Training and COPACC Hire Assistance) opened Friday 28 March 2014. Two information sessions were held in mid-April in Colac and Apollo Bay, providing potential applicants with further details about the program. Council officers presented attendees with information on how to successfully write a funding application and attract grants. Applications close 2 May 2014.

### Activating Elliminyt Memorial Park

The upgrades to the Elliminyt Memorial Park are progressing with quotes being received for the works including installation of shelters, BBQ and park furniture and pathway and car park improvements. Additional sets of concrete steps at Joiner Reserve (South Colac football ground) will now also be incorporated into the project. Contractors have been appointed for service connections (power and water) to the site. Quotes for landscaping will be sought from local contractors in the near future. Works are expected to commence late April 2014. This project was funded by Regional Development Victoria Putting Locals First Program (\$101,250) and Council (\$33,750).

### Alvie Playground Development

Proludic were awarded a contract for supply and installation of new playground equipment at the Alvie Recreation Reserve. Installation of the playground is expected mid May 2014. The project also includes installation of community facilities including a shelter, electric BBQ and picnic furniture.

## **COPACC**

### **Business Events**

COPACC has recorded its highest income ever for the month of March 2014, with 65 events attended by more than 4,000 people. Revenue was up 58.3% on the results for March 2013. Income for April 2014, which is effected by the school holidays and Easter, will be on par for the three-year average.

### **Theatre Season**

COPACC has made an extremely positive start to its Colac Herald 2014 Theatre Season with a near sell-out for the first two shows – drama/comedy *The Kitchen Sink* and contemporary musician/singer *Lior*.

The first two shows in the Morning Music series have attracted audiences in excess of 200.

### **CrossXpollination**

A publicity and marketing campaign has begun for CrossXpollinationN, a major textile and fabric art series of exhibitions, artists talks, installations, workshops and master classes. CrossXpollinationN, now in its second year, is being developed in partnership with Red Rock Regional Theatre & Gallery with the programme and exhibitions delivered in June/July 2014.

## **BLUEWATER FITNESS CENTRE**

### **Bluewater Fitness Centre Redevelopment Project**

An information session about the redevelopment project was held on Wednesday 9 April 2014 outside the Bluewater Fitness Centre construction site. The purpose was to provide the community with an opportunity to gain more information about the project and to ask questions of Council officers about specific areas of interest. The construction site was the chosen location to enable those that attended a visual understanding of the extent of the project. A small number of community members attended the session however it was a useful exercise in delivering more specific information about the project.

### **Apollo Bay Pool**

The Apollo Bay pool was opened to the public for the last time this season on 10 April 2014. The date was to coincide with the last session of the term 1 learn to swim program. The learn to swim program had a terrific response in Apollo Bay with a total of 76 students participating in the program for term 1. The low water temperature was becoming an issue later in the term as the weather cooled.

In future a shorter program in both term 4 and term 1 looks as though it would have good community support and may be feasible for Bluewater to run.

### **Youth Club Operations**

Bluewater Fitness Centre staff participated in an initiative of Colac Area Health held at the Neighbourhood House on 27 March 2014. Two staff were in attendance and 9 people signed up for a two week free trial membership.

The Bluewater Bootcamp, Mission 5, was completed by 40 participants on 21 March 2014. This program has been a huge success for the centre over the past two years. There have been a total of 269 participants enrolled in the five bootcamps which have been run to date. The next bootcamp will run in September 2014.

**INFRASTRUCTURE & SERVICES****SUSTAINABLE ASSETS**

<b>ACTIONS</b>	<b>STATUS</b>	<b>% COMPLETION</b>	<b>PROGRESS COMMENTS</b>
Work with the Finance Unit to complete Stage 1 of the Authority Asset Management Module implementation.	In Progress	70%	The implementation of Council's new asset management system continues with officers from both the Assets and Finance areas being heavily involved. Progress of works has been good despite the heavy workload being placed on key staff.  All known assets recognised by Finance will be loaded by the 24 May 2014 so that the Finance Unit are able to test the Capital Valuation Register.
Review annual budget requirements for renewal program and present to Exec as part of the budget process and incorporate into long term and capital works plans.	Completed	100%	Modelling of future asset renewal needs has been completed in preparation for the 2014/15 Budget. Information from this analysis has been incorporated into business cases which have been considered by Council through the 2014/15 budget planning process.
Monitor the performance and condition of Council's various asset types through programmed inspections and data collection.	Completed	100%	A condition audit of Council's footpath network has been completed and final reporting and data has been received. Council officers are presently reviewing this information with the intention of updating renewal forecasts and future works priorities for footpath replacement.
Community infrastructure and asset renewal plan.	In Progress	40%	Draft Asset Management Plans for Council's infrastructure assets will be presented to Council in the near future for adoption.
Complete road and footpath network inspections to meet frequencies prescribed by Council's Road Management Plan.	In Progress	75%	All inspections are conducted in accordance with Council's Road Management Plan. Routine footpath inspections were completed in the south western quadrant of Colac. Rural access roads in the Carlisle River area were also inspected over this period.
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	75%	Incident inspections are completed as required in line with Council's Road Management Plan.
Implement the 2013/14 Kerb & Channel Renewal Programme.	In Progress	10%	Works associated with the kerb and channel renewal programme are about to commence. This programme aims to remove and replace short sections of kerb and channel which are in poor condition preventing the free flowing of stormwater or present a hazard to the public.

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
			This programme is implemented on a priority basis and uses information collected by Council's Asset Inspection Officer.
Manage building maintenance programme to address programmed and reactive maintenance needs.	In Progress	75%	No major items of building maintenance were completed over the reporting period. Maintenance works during March 2014 have been routine in nature to ensure the safety and serviceability of our buildings and facilities.
Footpath Renewal Program	In Progress	90%	Replacement of the section of footpath abutting Memorial Square in Murray Street between Gellibrand Street and Hesse Street is nearing completion. This is the last major work scheduled under the annual footpath replacement programme.
Bridge Reconstruction Program	In Progress	40%	<p>VEC Civil Engineering was awarded the contract for the replacement of the Lyness Access bridge, Carlisle River, and have started preliminary designs for the new structure.</p> <p>Construction is expected to commence in May 2014. GHD have prepared concept designs for the remediation of Sand Road bridge. These are presently being reviewed by Council officers as to the design solution with the highest cost benefit ratio.</p>
Building Renewal Program	In Progress	55%	<p>The following is a status summary of projects being completed under the 2013/14 Building Renewal programme:</p> <ul style="list-style-type: none"> <li>Larpent Hall Kitchen Refurbishment - Documentation for this project is being finalised. Quotations are to be sought shortly. Further discussion will be required with the Hall Committee to avoid potential conflicts between the planned works and any functions that may have been scheduled.</li> <li>Gellibrand Works Depot Amenity Upgrades - Shower facilities to be provided in works depot to meet WorkSafe requirements for staff amenities. A building permit has been applied for. Quotations are currently being sought and will close on 23 April 2014.</li> <li>Lake Foreshore toilets - This involves minor refurbishment works to improve the overall appearance of these high profile facilities. Quotations for these works closed on 16 April 2014.</li> </ul>

**OTHER HIGHLIGHTS****Heavy Vehicle Charging and Investment (HVCI) Project**

In what will be the biggest change to local road funding in decades, the Federal Government's Heavy Vehicle Charging and Investment (HVCI) Reform project was singled out by the Council of Australian Governments (COAG), at its December 2013 meeting as an urgent major transport reform priority project. The Prime Minister and Premiers at COAG issued a call to action on a number of priority infrastructure projects designed to improve productivity, competition and economic growth.

The HVCI project is planned to be introduced in the next few years as part of a major heavy vehicle reform program involving:

- The establishment of national legislation for heavy vehicles (replacing previous State-based legislation), including the role of local Councils as local road managers responsible for access decisions, and the establishment of the National Heavy Vehicle Regulator (NHVR). This new framework commenced operation on 10 February 2014.
- Substantial changes to existing road funding arrangements, with local roads being included in heavy vehicle funding distributions for the first time, but on a regional basis, and requiring asset planning to gain access to the new funding channels.

The HVCI project will see:

- Heavy vehicle charges (some \$3 billion annually) for vehicles over 4.5t being dedicated entirely to road improvements, including local roads for the first time. Currently, these funds contribute to the Federal Government's consolidated revenue and there is no linkage between what is collected and what is spent. These funds will be allocated according to road use and forecast need, rather than utilising a formula-based approach. For local roads, funding will be allocated to priorities as agreed by regional groups of Councils working in conjunction with other stakeholders
- A HVCI Infrastructure Co-ordinator established in each State to oversee the process on a state-wide basis.

The intention is that the HVCI funding for local roads will be distributed to regional groups of Councils rather than individual Councils. The HVCI project is seeking to run trials involving selected regional groups of Councils in 2014 to identify how the scheme can best operate in each State. These Regional Road Groups, which may also involve representatives from VicRoads and State departments, will have responsibilities including:

- The establishment of regional road asset management plans
- Establishing levels of service and asset condition forecasting
- Forecasting future heavy vehicle demand (need)
- Identifying local road priority works for the region (in rank order based on criteria scores).

This issue has been discussed at both the G21 Transport Pillar and Great South Coast Improve Our Connections Pillar with a view to establishing Regional Road Groups. This discussion has centred on using these existing alliances as a basis of forming these groups for which there is general consensus amongst member Councils. Further reporting will be provided to Council in the near future regarding its future participation in these Regional Road Groups.

**CAPITAL WORKS**

<i>ACTIONS</i>	<i>STATUS</i>	<i>% COMPLETION</i>	<i>PROGRESS COMMENTS</i>
Apollo Bay Footpath Strategy	In Progress	90%	A draft Strategy was endorsed by Council and has been placed on public exhibition to seek feedback from the community. The public consultation period closes 26 April 2014, after which any submission received will be reviewed prior to representing the draft strategy for adoption by Council.
Complete the 2013/14 component of the Old Beechy Rail Trail project funded by RIDF.	In Progress	80%	Construction is well underway on the Beech Forest to Ferguson section of the Trail. Construction of Trail between Dinmont and Ditchley is also well advanced. Invitation of quotations for construction of the section through Mercy Place, Colac, is imminent.
Facilitate the review of Council's Road Safety Strategy in conjunction with Colac Road Safe.	In Progress	90%	A draft Strategy was endorsed by Council at the March 2014 meeting and is now on public exhibition.
Implement the Cressy Shelford Road rehabilitation plan.	In Progress	75%	Actions associated with the rehabilitation plan are progressing. The weed control program for the autumn spraying is underway following an ecological/strategic burning that was completed by the CFA along the eastern section.

**Bridge Reconstruction Program**

A condition, loading and options report has been completed for the Sand Road Bridge rehabilitation. The options are currently being reviewed to determine the best rehabilitation option for Council.

**Road Reconstruction Program**

Reconstruction of Ferrier Drive, Marengo has commenced with works on track to finish after Easter 2014. The road was made good for the Easter weekend to enable local and holiday traffic to use the road.

Planning for the 2014/15 Sealed Road Reconstruction Program has started with preliminary investigation works for Richmond Street, Colac.

**Old Beech Forest Road Landslip**

The Old Beech Forest Road was reopened on 18 April 2014 following a two-week road closure due to remediation works as the result of a landslide. These works, required due to the failure of an old stone retaining wall dating from the 1950's, involved permanent road realignment and substantial earthworks, as well as a new retaining wall.

**COSWORKS**

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

**Minor Patching**

Minor patching works have been done in the Apollo Bay, Colac, Irrewarra, Alvie, Swan Marsh, Cressy, Cororooke and Irrewillipe areas.

**Storm Damage**

Once again this month there have been a number of fallen, hanging and dangerous trees due to strong wind damage. This has been widespread in parks, reserves and roads throughout the whole of the shire.

**Road Regrading**

Regrading has started throughout the shire in Apollo Bay, Barwon Downs, Barongarook, Colac, Warrion, Gellibrand, Carlisle and Beech Forest.

**Gravel Road Resheeting**

Re-sheeting has been done on Kennedy's Access and Killara Road.

**Shoulder Resheeting**

Ongoing top ups to shoulder resheeting has been carried out on Cressy Road and Gallipoli Street, Apollo Bay.

**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.

**Major Patching Works**

Major patching works have been completed on the failed section of Dewings Bridge Road.

**Major Drainage Works**

Major drainage works have been completed on Jones Road, Kennedys Access, Sunnyside Road, Gambier Street, Kennett River Streets, Barongarook Road, Belvedere Drive, Forans Road, Irrewillipe Road, Kervins Road, Aire Settlement Road, Hendricksons Road, Swan Marsh Irrewillipe Road, Swan Marsh Road, Baynes Road, Christies Road, Langdon's Lane, Grant Street (Colac), Woodrowvale Road, Old Coach Road, Nelson Street Apollo Bay, Noel Street Apollo Bay, Factory Road, Beeac Dreeite Road, Ryans Lane, Lake Corangamite Road, Benwerrin Mt Sabine Road, Flaxmill Road, Pound Road, Cape Otway Road and Nalangil Road.

**Roadside Slashing**

Roadside slashing has been carried out in the Apollo Bay, Colac and Gellibrand Areas.

**Vegetation Control**

Vegetation control works have been carried out on Amiets Track, Wait A While Road, Clancys Road Gellibrand East Road, Moomowroong Road, Ganes Access, Walls & Skinners Road, Larsons Road, Pipeline Road, Wild Dog Road, Hargreaves Track and Kings Track.

**Sport Ovals**

Mowing of sports ovals is ongoing as required.

**Tree Maintenance**

Tree maintenance works were carried out in Apollo Bay Township, Kennett River Township, Carpendeit Bungador Road, Speedway Road, Swan Marsh - Irrewillipe Road and in the Botanic Gardens.

**Bridge Maintenance**

95% of bridge inspections were completed in the month of March.

**Township Mowing**

Ongoing township mowing has been carried out in Apollo Bay, Lavers Hill, Gellibrand, Beech Forest, Barwon Downs, Carlisle, Beeac, Cressy, Birregurra and Colac.

**Linemarking**

Linemarking works are ongoing on Parking Bays and Statcons in the urban and rural areas.

**Guide Posts**

Guide posts have been replaced in the Apollo Bay, Colac, Barwon Downs, Beeac, Alvie, Cressy, Hordern Vale and Eurack areas.

**Road Construction - Barham River Road**

The construction of Barham River Road is 98% completed with line marking still to be completed.

**MAJOR CONTRACTS / WASTE UNIT****Colac Municipal Aerodrome Runway Upgrades**

Quotations have been invited from competent contractors for undertaking gravel runway pavement works and the sealing works. The works will be undertaken utilizing the Regional Aviation Funds (RAF) previously approved by the Minister for Aviation.

**Inspection of new Dredge under construction**

The new dredge for the Port of Apollo Bay is under construction at the Birdon Pty Ltd facility at Port Macquarie, NSW. An onsite inspection was undertaken by Manager Major Contracts and Council's dredging advisor to check the quality of the construction works and progress achieved.

To date the fabrication of the hull and superstructure is almost complete. The main engine and winches have been ordered and delivery is expected by the end of April 2014. A number of fittings and fixtures have been ordered by the contractor and brought to the site for assembly. The future milestones will comprise of painting, fitting of engines, pumps and other accessories at the designated locations and launching of the dredge.

Upon completion of the construction process a sea trial will be held at Birdon's Port Macquarie facility ensuring satisfactory performance of the dredge followed with transport to Apollo Bay Harbour and provision of training to staff. The inspection revealed that the contractor is committed to the completion of the project on time. It is anticipated that the project is likely to be completed by the beginning of September 2014.

**Waste Management****Recycling Bin Inspections**

Council officers will carry out recycling bin inspections over the next few months. The bin inspections will alert residents of incorrect items being placed in the recycling bin.

These commonly include:

- Empty plastic bags
- Plastic bags containing recycled material
- Plastic bags containing rubbish
- Clothes



- Footwear
- Carpet.

This process will be monitored over the first few weeks in a test area to see if it assists in improving the quality of recycling and reduce contamination in recycling bins.

### **Waste Education**

Council's waste unit delivered compost from Camperdown compost to Colac Primary School for their school garden project. Council also provided an organics bin so that the children could make their own compost under supervision. The project aims to show the relationship between what is put in the household organics bin and how it is turned into compost to grow food in. An information session was also held on what could be composted and what could be put in the household organics bin. It is hoped that the link between disposal and usage will highlight to the children and their families the importance of what goes into the organics bin.



### ***School volunteers put together the organics bin***

### **Sustainability Victoria Organics Strategy Workshops**

Sustainability Victoria, on behalf of the Victorian Government, held a workshop in Colac on Monday 14 April 2014 in regard to organics recovery. This workshop was one of a number of workshops held across Victoria to understand the challenges, barriers and opportunities for increased organics recovery in Victoria.

The composition of waste going to landfill across Victoria is changing and more than 60% of all materials in landfill are organic waste. This represents environmental, economic and public health issues for the state and in turn an opportunity to increase organics recovery for beneficial use. Recovery and disposal of organics is one of a number of issues currently facing waste disposal.

Sustainability Victoria advises that the Victorian Organics Strategy aims to:

- Articulate a 30 year vision for organics recovery and management, outlining the challenges and steps required to recover more and better manage growing volumes of organic waste.
- Establish a pathway to develop a sustainable organics waste industry over the next 10 years.
- Include a five year plan for state government to work with community, industry, end markets and local government for increased investment to create value from organic waste.

### **Tenders**

Tenders opened since the last reporting period:

1403 – Supply & Service of Multi-Function Devices (Photocopiers/Printers)

1404 – Consultancy Services – Tiger Rail Trail Feasibility Study

Tenders awarded since the last reporting period:

1401 – Ferrier Drive Reconstruction – Stage 1 – to Deja Eight Pty Ltd

1406 – Supply of Crushed Rock, Sealing Aggregate and Pavement Materials – to a Panel of Suppliers.

Tenders advertised since the last reporting period:

1405 – Supply & Install Solar PV Systems, closing 7 May 2014.

### **Subdivision Works**

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

<b>Subdivision</b>	<b>Status</b>
Apollo Bay Industrial Estate (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.

### **Colac Livestock Selling Centre Roof Construction**



The contractor has been working on installation of over 100 lighting units with dimming capabilities over the past few weeks. Twenty solar PV system panels have been fitted to the roof and electrical switchboards have been installed.

Some plumbing and drainage needs to be completed before the building reaches practical completion.

### **Footpath Construction – Grant St, Forrest**

The project to improve Grant Street, Forrest, with a footpath, carpark and a crossing for pedestrians is nearing completion. Works are expected to be finished by the end of April 2014 following asphaltting of the carpark and around kerbing at the road crossing. Further ancillary items include tactile ground surface indicators (TSGIs) and spaces linemarked for five vehicles at the shop.

**Ferrier Drive Reconstruction**

Work commenced on site in Ferrier Drive, Marengo, on Monday 31 March, 2014, and will continue for approximately five weeks.

Council engaged Deja Eight Pty Ltd to undertake reconstruction works from Cemetery Road to Roberts Road – approximately 700 metres in length. The works include drainage improvements and widening the existing road to a six metre wide seal.

**SUSTAINABLE PLANNING and DEVELOPMENT****Planning & Building****Planning Scheme Amendment C74 (Apollo Bay Settlement Boundary Review)**

Amendment C74 is currently on public exhibition for a six week period, with written submissions due to be submitted by 23 May 2014. Amendment C74 incorporates the recommendations of the Apollo Bay Settlement Boundary and Urban Design Review 2012 by updating the policy content of the Municipal Strategic Statement (MSS), rezoning additional residential land to the north of the town, updating existing planning controls at the Mariners View site, rezoning the northern part of the Apollo Bay industrial estate to Industrial 3 Zone and amending the Design Development Overlay 5 to update urban design requirements.

**Colac Structure Plan Review (Colac 2050 Project)**

Council is awaiting a response from Regional Development Victoria (RDV) to a grant application lodged to match a contribution allocated by Council in the 2013/14 Council budget to undertake a review of the Colac Structure Plan. The project cannot commence until external funding is committed.

**Planning Scheme Amendment C75 (Open Space Strategy)**

Council received the Panel Report for this amendment on 18 March 2014. The Panel Report was favourable and recommended the amendment be adopted as exhibited subject to a small modification to the wording in Clause 52.01. The Panel Report has been circulated to Councillors and submitters and the amendment will be considered for final approval by Council at its meeting in May 2014.

**Domestic Wastewater Management Plan**

A steering committee including two Council officers and representatives of Barwon Water, Wannon Water, Office of Living Victoria (OLV) and the Environment Protection Authority (EPA) has been established to oversee the preparation of a Domestic Wastewater Management Plan (DWMP). The first steering committee meeting is scheduled for 1 May 2014 with the purpose of scoping the project and preparing a document for tender to appoint a suitable consultant. Council funding of \$25,000 to match the \$95,000 contribution from the water authorities has been included in the draft 2014/15 budget.

**Amendment C76 (Birregurra Structure Plan & Neighbourhood Character Study)**

The panel hearing to consider submissions to Amendment C76 was held on 3 April 2014. The Panel is due to submit its report to Council within 6 weeks of the hearing. Officers will then prepare a report to Council for adoption of the amendment taking into account the Panel's recommendations (likely to be the June meeting). The amendment implements the recently adopted Birregurra Structure Plan and Neighbourhood Character Study.

**Local Bushfire Planning Policy**

A small number of submissions have been received following public exhibition of the Council's Local Bushfire Planning Policy Project Draft Report. These are being assessed and officers will work with the project consultants through a Project Steering Committee to determine what changes are recommended to the document before it is reported to Council for adoption over the coming months. Officers have developed a Frequently Asked Questions sheet following the community information sessions in March which aims to proactively address some of the misconceptions about the project. This is being posted to submitters to the project and to those who attended the information sessions.

**2014 Planning Scheme Review**

Officers are in the process of conducting an in-house review of the efficiency and effectiveness of the Colac Otway Planning Scheme to identify policy gaps and opportunities for improvement, and inform Council's strategic planning program and future amendments to the Planning Scheme. A workshop was held with Councillors in March 2014, and forums have been scheduled with relevant agencies/referral authorities and local practitioners who regularly liaise with the Council through planning permit processes. An on-line survey has been developed for the community to provide feedback into the review, and this opportunity has been publicised in local media, and through local organisations and progress associations. Surveys need to be completed by 31 May 2014.

**Planning Scheme Amendment C80 (Princes Highway Duplication)**

The public exhibition period for the planning scheme amendment to facilitate the duplication of the Princes Highway between Colac and Winchelsea finished on 1 April 2014. The amendment proposes the application of a Public Acquisition Overlay (PAO) over properties where property acquisition is required for the widening. It also proposes the adoption of an Incorporated Plan that would allow the works to occur for the project without needing a planning permit. A submission was lodged by officers on behalf of Council which brought together input from Council's Infrastructure, Environment and Planning units. The submission confirmed the importance of the project integrating the outcomes of the Colac CBD and Entrances Project, particularly at the outer and inner entrances into Colac. Other issues identified were the desire of the community for a shared pathway between Warncoort and Colac along the Highway alignment, the need for acoustic barriers to minimise traffic noise close to existing housing, undergrounding of power lines and the creation of new service roads as a result of the duplication. It was also requested that Council is able to continue to provide comment and feedback during the detailed design stage of this project to ensure the best outcome for all stakeholders.

**State Planning Policy Framework (SPPF) Review**

The Minister for Planning has appointed an Advisory Committee to review the SPPF. The purpose of the review is to advise on the content and structure of a revised SPPF to apply any consequential changes arising from recent legislation, and to align and integrate with the review, new State policy matters, such as Regional Growth Plans, and the proposed Metropolitan Planning Strategy. The review is policy neutral and therefore will not involve writing of new policy. The current direction of the review is to restructure the SPPF such that the local and state planning policy frameworks are combined. This has potential to result in a more streamlined policy approach in the Planning Scheme. Council officers attended a recent briefing from the Advisory Committee and a Council workshop is scheduled for 14 May 2014. Feedback to the review is due by 23 May 2014.

**Economic Development****Business development**

The Economic Development Unit has met with and assisted over twenty new and existing businesses from January to March 2014. The enquiries ranged from setting up new businesses, developing the existing business and sourcing grants for equipment and development. The business enquiries were from a range of different industries with an approximate total of 60 new jobs and investment of over \$5 million.

Council departments have been working closely with developers for the new Coles supermarket proposed for Bromfield Street. The Economic Development Unit has been working with Coles for two years on the proposal, along with planning, building and infrastructure. A number of key units within Council have been discussing the proposal which is estimated to be a \$13 million investment with approximately 200 jobs created.

A funding application to the State Government's Streetlife Program has been lodged. Funding is being sought to run social media workshops and one-on-one training for businesses in the set up and use of social media platforms. This follows on from the topics covered in the 'Secrets to My Success' event held in March, with digital marketing a key topic businesses would like more training on.

**Colac Marketing Strategy**

Feedback from the marketing campaign over the long weekend in March 2014 was positive. Marketing collateral was developed as part of a Colac marketing campaign with local cafés and restaurants participating and handing out flyers, postcards and printed coffee cups which displayed the Colac – Life, your way logo. Council also placed the 'Colac – Life, your way' television advertisement on WIN Television the week after the long weekend and leading up to the Regional Victoria Living Expo in April.

The 'Colac – Life, your way' website received 124 hits from the marketing campaign concluded over the long weekend in March. The website received another 188 hits following the marketing campaign and during the airing of the Colac television advertising.

The development of marketing collateral was completed for the Regional Victoria Living Expo. The Expo provided an opportunity for council to attract those living in metro areas to relocate to Colac and the surrounding towns. Local art students from both Colac Secondary College and Trinity College Colac were invited to provide artwork that was printed on a range of postcards for the expo.

### Grants

Council is currently completing the project proposal for the funding for the Lake Colac Master Plan. Council received an election commitment of \$50,000 from the Federal Government to complete a new master plan for Lake Colac as the current plan was completed in 2002. Council will use the \$50,000 to leverage State Government funding for the master plan which will assist in completing detailed design works.

Council has submitted a joint application with Surfcoast Shire for a grant to develop a smart phone application that will allow businesses to store their business critical information such as tax, insurance and banking data to allow for swifter recovery from natural disaster events. If the application is successful the project is expected to be ready in time to be rolled out before the next fire season.

The second round of the Geelong Region Innovation and Investment Fund (GRIIF) is open for applications. Under the GRIIF, eligible projects will focus on encouraging new investment to create new or additional business capacity that results in sustainable jobs. The minimum grant will be \$50,000. Businesses within the Colac Otway Shire are able to apply for the funding. Further information can be found at [www.ausindustry.gov.au](http://www.ausindustry.gov.au) with applications closing on 29 May 2014.

### Tourism

#### COLAC VIC – VIC Visitor Statistics

MARCH	2013	2014	% Change to previous year
Walk – Ins	3944	3407	-14%
Phone Calls	271	183	-32%
New Residents Kits	3	18	NA

#### Great Ocean Road VIC Visitor Statistics

MARCH	2013	2014	% Change to previous year
Walk – Ins	18,450	15,150	-18%
Phone Calls	2,404	1,709	-29%
E-mail Enquiries	21	28	33%

**\*note figures at this time of year move around substantially depending on the timing of school holidays and the Easter Break.**

### Colac VIC

March 2014 visitation was slightly down on the previous year, serving 3,407 customers. Phone enquiries are down significantly more than could be expected on a seasonal basis and this may be a result of the way the service is listed. This will be examined over a longer time frame to see if this trend is sustained.

International trends suggest more visitors were arriving from Germany, Canada and China. Interstate travel trends have shown a higher number of travellers coming from NSW and QLD. Visitor feedback indicates that some are not staying in Barongarook and Gellibrand areas due to the lack of mobile coverage.



Retail sales were up by 44% in the centre on previous year (Otway Fly ticket sales up 65%). Inquiries from people considering moving to Colac have been increasing significantly and the Colac VIC is becoming a significant 'shop front' for the town for more than just tourists.

### **GORVIC**

The Great Ocean Road Visitor Information Centre had a total of 15,150 visitors in March 2014, an 18% decrease on the previous year. This may be due to the inclusion of Easter in 2013. Phone calls to the Centre were down by 29% with e-mail enquiries up by 33%. Phone and e-mail enquiries were mainly for accommodation (50%) followed by general enquiries (13%), attractions (4%), transport (4%), Great Ocean Walk (4%), Great Ocean Road (3%), Apollo Bay (3%) and events (1%). Visitation over the recent Labor Day long weekend was also down by 23% compared to the previous year.

There were a high number of international visitors throughout the month (54%), particularly from the UK, Germany and USA. Interstate visitors were travelling from New South Wales, Queensland and South Australia.

Retail sales were down at the centre by 4% compared to the previous year; however there was a considerable increase in attraction ticket sales (Otway Fly 86% and Cape Otway Lightstation 91%).

### **Advancing Country Towns (ACT)**

Consultant firm, Grant Thornton, developed a draft Workforce Development Assessment Report and delivered it to the project steering group on 27 February 2014. This will be used as the basis of individual workforce development plans for some of Colac's larger employers. The Steering Group also received updates on the Early Years project, which has been contracted to Glastonbury and a Green Industry Feasibility Study.

### **Small Town Improvement Program**

Small Town Improvement Program applications closed 28 March 2014. Council has received proposals for 8 projects in different towns to be considered in the 2014/2015 Small Town Improvement Program (STIP).

The proposals will be assessed against the program criteria as well as against broader regulatory and strategic requirements. Final recommendations will be presented to Council in June 2014, with approved projects to commence subject to being included in the 2014/15 budget. STIP is an annual program which allocates \$80,000 to the small towns throughout the Shire. An allowance has been placed in the draft budget to increase this amount to \$100,000 for the 2014/2015 year. The combined total of grant requests for the 2014/15 STIP comes to \$106,000, for projects valued in excess of \$202,500.

### **Lake Colac Coordinating Committee**

The quarterly meeting was held in March 2014. The Terms of Reference were reviewed at the meeting for presentation to Council in April 2014.

### **Great Ocean Road Regional Tourism (GORRT)**

The GORRT operations team and Council's Tourism Development Officer (TDO) are working on several key projects for the region. The projects include: establishing 17 free Wi-Fi hotspots throughout the Great Ocean Road region, an Experience Audit to facilitate yield enhancement and implementation and a Customer Relationship Management Package that will assist GORRT and local Councils with industry engagement, communication and marketing. At this stage the Wifi project looks like it will deliver free Wifi to:

- Colac along Murray Street in the Memorial Square area

- Apollo Bay foreshore and surrounding retail businesses along the Great Ocean Road between the GOR VIC and McLaren Place
- The Kennett River Caravan Park and picnic area in front of the Kennett River Café.

Final areas of coverage will depend on where the technology is mounted and directed and the EDU is working through those siting issues with the Planning unit. The Wifi project will be much more than simply free internet as it will allow GORRT to both promote local businesses and to track tourism movements and travel patterns around the region to better plan marketing and service delivery.

### **Tourism Victoria's Board Visit**

On 20 March 2014 Council's TDO assisted with the coordination of the Tourism Victoria Board visit to Colac, Port Campbell and Apollo Bay over a two day period. While in Colac, Council officers presented to the Tourism Victoria Board, highlighting the future visions for tourism, key opportunities and tourism economic impacts. On the evening of the 20 March 2014, an industry reception was held at the Apollo Bay Hotel. The Board's visit culminated with a Tourism Victoria Board meeting at Captains@the Bay in Apollo Bay on the 21 March 2014.

### **Council's Tourism Marketing**

Council's tourism TV advertisements are running again on WIN TV in the Ballarat region. The ads will air from the 23 March to 12 April 2014.

Council's visiting friends and relatives campaign called "Love Our Region" commenced on the 5 April 2014. Campaign advertising encourages Colac Otway Shire residents to join the campaign at either the Great Ocean Road or Colac Visitor Information Centres. On the 7 April 2014 the Love Our Region email newsletter was sent to a local member's database of over 500 email addresses. The autumn Love Our Region campaign features 14 offers from tourism attractions and 11 accommodation packages from Colac Otway Shire businesses. The campaign aims to increase local residents' awareness of visitor related products and experiences in the Colac Otway Shire and to build community pride.

100,000 copies of Council's Walks and Waterfall map have been handed out via the Great Ocean Road and Colac Visitor Information Centres since June 2013. Council's TDO has ordered another print run of 100,000 copies. The Walks and Waterfalls map highlights the Colac Otway Shire's nature based assets, townships and tourism businesses.

### **G21 Economic Development Pillar**

The Pillar met on 25 March 2014 and a key outcome was a decision to better examine the plans of both major political parties for the Port of Melbourne. The Port of Geelong is both a significant regional employment generator and an underutilised regional asset. With both parties now committed to the sale of the Melbourne Port there may be significant limitations imposed on the future of the Geelong Port to improve the sale price of the Melbourne Port, such as restricting vehicle imports to Melbourne when they could be developed at the Geelong Port. Now that all vehicle manufacturing is to cease in Victoria there may be significant opportunities for this type of economic activity to shift to Geelong and G21 is to explore this further with local MPs.

### **Environment & Community Safety**

#### **Lake Colac**

A carp control expert came to Colac in late March 2014 to talk to local people about the problem and recommend the best way to try to control the carp over the short and long term. Dr Leigh Thwaites attended the Lake Colac Committee meeting to provide the facts about carp ecology, their impacts on the environment and the management options we could



consider. Dr Thwaites outlined a three stage approach. Stage 1 involves undertaking basic removal measures while also undertaking more education and also a catch, tag and release program to obtain an estimate of the carp population. The majority of the cost for this can be covered within existing Council resources. Stage 2 involves a more comprehensive monitoring program so that we get a better understanding of the carp behaviour and breeding regime. The full cost for this program would be approximately \$100,000 so Council would need to seek resources from various agencies to enable this to be undertaken. Stage 3 involves the implementation of management actions that will have the biggest impact at critical times (e.g. permanent carp trap or targeted netting). This three stage approach gives the Lake Colac Committee a basic plan to follow in order to help manage carp in the long term. The Recreational Fishing Working Group will meet in the next few weeks to identify how to move forward with Dr Thwaites's recommendations.

### **Fire Inspection Process**

The annual fire inspections for the 2013/2014 fire season have been completed. Over 340 fire prevention notices have been issued with only 20 people failing to comply. Enforcement actions are being undertaken in these cases that include fines of over \$1,400. Given the seasonal conditions, the compliance rate has been high. The Municipal Fire Prevention Officer is now issuing stubble burn permits. The fire danger period will end on 1 May 2014. Council acknowledges the efforts of the local property owners in keeping their properties cut during the fire season and thanks them for their cooperation and commitment.

### **Forestry Code Review**

The Code of Practice for Forestry on Private Land is being reviewed. A draft has been released for comment and a Council submission was sent on 4 April 2014. A meeting was held with key internal staff to discuss the draft and develop the submission. The key issues identified in the Council submission related to the definition of agroforestry and the mechanisms for recovering costs to Council.

### **Western Region Coastal Plan (RCP)**

A Western Region Coastal Plan is being developed. An invitation was sent to Council outlining the process for the plan development. A meeting has been held with key internal staff to discuss the RCP and a submission was sent in on 4 April 2014 that highlighted a few key issues associated the development of a plan in the future.

### **Animal Registrations**

Notices have been sent out to all animal owners with registered animals reminding them that their registration fees were due on 10 April 2014. Reminder notices have been sent out to pet owners who failed to register by the due date, but if owners still fail to register their animals enforcement actions will be taken.

### **Relief and Recovery Memorandum Of Understanding**

Over the last 12 months Council officers have worked closely with staff from Corangamite and Surf Coast Shires on emergency relief and recovery planning. To help further improve the capacity for all three of the Councils a Memorandum of Understanding has been developed that confirms how the three Councils will work together to help the community recover from a major emergency. The CEOs from the three Councils met on 10 April to officially sign off the MOU.

### **Attachments**

Nil

### **Recommendation(s)**

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



**CORPORATE AND COMMUNITY SERVICES**

ITEM	
<b><u>OM142304-2</u></b>	<b><u>ADVISORY COMMITTEES UPDATE</u></b>
<b><u>OM142304-3</u></b>	<b><u>REVIEW OF COUNCIL POLICIES</u></b>
<b><u>OM142304-4</u></b>	<b><u>OPERATIONAL PLAN THIRD QUARTER PERFORMANCE REPORT JANUARY - MARCH 2014</u></b>
<b><u>OM142304-5</u></b>	<b><u>THIRD QUARTER FINANCIAL PERFORMANCE REPORT 2013-2014</u></b>
<b><u>OM142304-6</u></b>	<b><u>COLAC AND APOLLO BAY WAYFINDING SIGNAGE STRATEGY</u></b>



**OM142304-2****ADVISORY COMMITTEES UPDATE**

AUTHOR:	Colin Hayman	ENDORSED:	Jack Green
DEPARTMENT:	Corporate & Community Services	FILE REF:	F11/3291

**Purpose**

The purpose of this report is to provide Council with details of each Advisory Committee and seek Council's endorsement to proposed changes to the Terms of Reference/Memorandum of Understanding (MOU) and membership for the following Council advisory committees:

- Central Reserve Advisory Committee
- Colac Livestock Selling Centre Advisory Committee
- Friends of the Colac Botanic Gardens
- Lake Colac Coordinating Committee.

**Declaration of Interests**

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

**Background**

Colac Otway has a number of Advisory Committees, with Councillor and community representatives.

The Councillor representatives were appointed at the Statutory Council Meeting held on Tuesday 13 November 2013.

The purpose of an Advisory Committee is to:

- Advise on program development and policy direction
- Provide information to Councillors
- Comment on issues relating to their area of expertise
- Develop and support committee member's skills
- Develop partnership between Councillors, participants and Council.

Current Advisory Committees:

1. Audit Committee
2. Australia Day Advisory Committee
3. Central Reserve Advisory Committee
4. Colac Livestock Selling Centre Advisory Committee
5. Festival and Events Support Scheme Advisory Committee
6. Friends of the Colac Botanic Gardens Committee
7. Grants/Community Funding Advisory Committee
8. Lake Colac Co-ordinating Committee
9. Small Town Improvement Program Advisory Committee.

As a result of a review of a number of the Committees, Council is required to endorse the current membership or endorse changes to the Terms of Reference/MOU.

**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****Officer Involvement**

Each of the Advisory Committees (other than the Friends of the Colac Botanic Gardens) is serviced by Council officers.

Council officers play a vital role in supporting and informing an Advisory Committee.

A Council officer(s) undertakes administrative tasks of the committee and attends all meetings.

The reporting to Council of minutes or notes of an Advisory Committee's meetings needs to observe requirements relating to Assembly of Councillors.

Unless officers are listed in the Terms of Reference as members of Advisory Committees they do not have a vote.

**Details of each Committee****(1) Audit Committee (no change)****Current Membership**

- Mike Said, Independent Member
- Linda MacRae, Independent Member
- Cr Michael Delahunty
- Cr Stephen Hart.

**Purpose**

The Audit Committee is 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.

**(2) Australia Day Advisory Committee (no change)**

Current Membership

All Councillors.

Purpose

The purpose of the committee is to review nominations, select Australia Day Award winners in the various categories and discuss the location of the function.

**(3) Central Reserve Advisory Committee (CRAC) (minor change proposed)**

Current Membership

- Colac Football Netball Club x 2
- Colac and District Football League x 1
- Colac and District Football League Netball Association x 1
- Colac and District Dog Obedience Club x 1
- Colac Secondary College x 1
- Colac Otway Rovers Soccer Club x 1
- Colac Youth and Recreation Club x 1
- Colac and District Cricket Association x 1
- Little Athletics Colac x 1
- Colac Auskick x 1
- Colac Skatepark x 1
- Colac City Bowls Club Inc x 1.

Purpose

The CRAC has been established to facilitate communication between Council, regular user groups and local residents about matters concerning sustainability, planning, development, maintenance and operation of the Reserve.

Terms of Reference

The Terms of Reference indicates that the Advisory Committee membership will be reviewed every two years.

The Terms of Reference and membership were last reviewed in December 2010.

As a result of a review the only change to the Terms of Reference is to remove the Colac Skate Park as a member.

**(4) Colac Livestock Selling Centre Advisory Committee (minor change proposed)**

Current Membership (as per current Terms of Reference)

- Council officer – General Manager Infrastructure and Services (appointed member and chairperson)
- Councillor (appointed member)
- Farmer representative (advertised community member)
- Stock agents representative x 4 (invited member)
- Buyers representative (invited member)
- Victorian Farmers representative (invited member)
- United Dairy Farmers representative (invited member)

- Livestock Transport Association of Victoria (invited member)
  - Council officer – Manager Cosworks (appointed member)
  - Council officer – Saleyards Superintendent (appointed member).
- a) *Appointed member – shall be appointed by Council*  
b) *Invited member – shall be invited as an advisory member*  
c) *Advertised community members – appointed by Council at an Ordinary meeting after the conduct of a public advertising process calling for expressions of interest.*

Council has previously resolved that there should be 2 farmer representatives on the Committee. As a result of the previous expression of interest process there is currently only 1 farmer representative on the Committee.

#### Purpose

- (a) Provide advice to Council on the operations of the Centre and to make recommendations to Council on potential improvements regarding the operation of the facility.
- (b) Make recommendations to Council on how to improve sales through the centre based on sound strategic advice.
- (c) Make recommendations to Council on proposed capital investment.
- (d) Make recommendations to Council on setting of fees and charges.
- (e) Contribute to continuous improvement in service delivery.
- (f) Participate with other stakeholders to promote the importance of the Selling Centre to the wider community.
- (g) Provide strategic advice to Council on matters effecting the operations of the Selling Centre. The Advisory Committee will have no authority to direct operational activities, Council staff, employees or customers at the centre.
- (h) Promote the facility as a Regional Selling Centre with the objective of making this centre the major rural selling centre in rural Victoria.

#### Terms of Reference

A Terms of Reference is in place. The Terms of Reference need to be updated to reflect Council's decision to seek 2 community members.

### **(5) Festival and Events Support Scheme Advisory Committee (no change)**

#### Current Membership

All Councillors.

#### Purpose

To consider the applications received for the Festival and Events Support Scheme and make recommendations to Council on any strategic directions for specific events in the support scheme.



**(6) Friends of the Colac Botanic Gardens Committee (changes to MOU and endorsement of current membership)**Current Membership

The current membership of the Committee has been received from the secretary. The updated list of members needs to be endorsed by Council.

Purpose

To foster interest in the preservation and development of the Colac Botanic Gardens and to inform the Colac Otway Shire Council in matters affecting the integrity of the Gardens.

Memorandum of Understanding (MOU)

The current MOU applied for a four (4) year period commencing on 22 July 2008.

The MOU has been reviewed by the Friends. The revised MOU was endorsed at the March 2014 meeting of the Friends.

There have been a number of proposed changes to the MOU:

- Addition of "The Parties" to the MOU clause
- Addition of "Term of Memorandum" clause
- Addition of "Communication" clause
- Addition of "Variations" clause
- Changes to "Termination" clause
- Other minor wording changes.

**(7) Grants/Community Funding Advisory Committee (no change)**Current Membership

All Councillors.

Purpose

The purpose of the Committee is to consider the applications received for the Community Funding programs and make recommendations on any strategic directions for the specific projects or funding programs.

**(8) Lake Colac Co-ordinating Committee (LCCC) (changes proposed)**Current Membership

The current Terms of Reference indicate the following membership of the Committee:

Membership will reflect key stakeholder interest in Lake Colac:

- Colac Otway Shire Councillors (including the Mayor)
- Colac Otway Shire Officers (CEO, Lake Colac Project Officer, Manager Economic Development, Manager Environment)
- 1 Parks Victoria representative
- 1 Department of Sustainability and Environment representative
- 1 Corangamite Catchment Management Authority Representative
- 1 Barwon Water representative
- 10 Local community representatives.

The member listing has been reviewed and updated.

### Revised Membership

Membership will reflect key stakeholder interest in Lake Colac.

- 2 Colac Otway Shire Councillors
- 1 Parks Victoria representative
- 1 Department of Environment and Primary Industry representative
- 1 Corangamite Catchment Management Authority representative
- 1 Barwon Water representative
- 1 Friends of Botanic Gardens representative
- 1 Colac Yacht Club representative
- 1 Colac Anglers Club representative
- 1 Field & Game Australia, Colac Branch representative
- 1 Lake Colac Rowing Club representative
- 1 Wathaurong Aboriginal Co-operative representative
- 1 Greening Australia representative
- 1 Barongarook Landcare
- 4 local community representatives.

This revised list is to be updated based on the current membership and endorsed by Council.

### Purpose

The Committee will:

- Provide strategic input and advice on the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan.
- Provide strategic logistical advice and support on operational matters related to the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan.
- Support planning and implementation of special projects.
- Raise issues of community or Government concern in relation to Lake Colac.

### Terms of Reference

The current Terms of Reference indicates that the Terms of Reference and objectives of the LCCC are to be reviewed by the Committee biennially and by Council within twelve (12) months after a general election.

The Terms of Reference were reviewed by the Committee at the March 2014 meeting.

The major change is reflecting the current membership and organisations represented on the committee. There have been other minor wording changes to the Terms of Reference.

## **(9) Small Town Improvement Program Advisory Committee (no change)**

### Current Membership

All Councillors

### Purpose

The purpose of the Committee is to consider the applications received for the Small Town Improvement Program.

**Proposal**

That Council endorses:

- A change to the Central Reserve Advisory Committee Terms of Reference re: Membership.
- A change to the Colac Livestock Selling Centre Advisory Committee Terms of Reference re: Membership.
- The revised Memorandum of Understanding between the Shire and the Friends and the current membership of the Friends of the Colac Botanic Gardens.
- The revised Lake Colac Coordinating Committee Terms of Reference and the revised membership of the Committee.

**Financial and Other Resource Implications**

No additional financial and other resource implications.

**Risk Management & Compliance Issues**

As per Council Policy 18.8 – Council Committees Policy, Council is required to approve any changes to the Terms of Reference for an Advisory Committee and appoint any members to the various sub-committees.

**Environmental and Climate Change Considerations**

Not applicable.

**Community Engagement**

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

The method selected has been to consult with both Council officers and the various committees where applicable.

Information has been received which reflect the proposed changes to the Terms of Reference and membership.

**Implementation**

The various committees will be advised that where applicable the Terms of Reference or Memorandum of Understanding have been approved by Council.

**Conclusion**

The Advisory Committees of Council play a vital role in providing for input for Community members involved with various facilities or services.

It is important that the Terms of Reference or Memorandum of Understanding for the Advisory Committees are reviewed on a regular basis.

**Attachments**

1. Central Reserve Advisory Committee - Revised Terms of Reference
2. Livestock Selling Centre - Revised Terms of Reference
3. Terms of Reference - Lake Colac Coordinating Committee
4. MOU - Colac Otway Shire and Friends of Colac Botanic Gardens - Revised

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

- 1. Endorses the revised Central Reserve Advisory Committee Terms of Reference incorporating a change to the membership of the Committee.***
- 2. Endorses the revised Colac Livestock Selling Centre Terms of Reference incorporating a change to the membership of the Committee.***
- 3. Agrees to sign and seal the revised Memorandum of Understanding between the Colac Otway Shire and the Friends of the Colac Botanic Gardens.***
- 4. Endorses the current membership of the Friends of the Colac Botanic Gardens being:***

***Ms Anne Mercer, Ms Mary Eaton, Ms Ros Scanlan, Mr Chris Bell, Ms Jen Todorovic, Ms Bronwyn Foster, Ms Gwenyth Knox, Ms Pauline Maunsell, Ms Georgia MacCreadie, Ms Jan McMahon, Ms Sue Mulder, Ms Helen Paatsch, Mr Chris Smith and Council Delegate Cr Terry Woodcroft.***

- 5. Endorses the revised Lake Colac Coordinating Committee Terms of Reference incorporating changes to the membership of the Committee:***
  - 2 Colac Otway Shire Councillors***
  - 1 Parks Victoria representative***
  - 1 Department of Environment and Primary Industry representative***
  - 1 Corangamite Catchment Management Authority representative***
  - 1 Barwon Water representative***
  - 1 Friends of Botanic Gardens representative***
  - 1 Colac Yacht Club representative***
  - 1 Colac Anglers Club representative***
  - 1 Field & Game Australia, Colac Branch representative***
  - 1 Lake Colac Rowing Club representative***
  - 1 Wathaurong Aboriginal Co-operative representative***
  - 1 Greening Australia representative***
  - 1 Barongarook Landcare***
  - 4 local community representatives.***

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**OM142304-3****REVIEW OF COUNCIL POLICIES**

|             |                                |           |            |
|-------------|--------------------------------|-----------|------------|
| AUTHOR:     | Colin Hayman                   | ENDORSED: | Jack Green |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96037   |

**Purpose**

The purpose of this report is to present for Council's consideration three policies that have been considered by the Audit Committee and recommended to be approved by Council.

**Declaration of Interests**

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

**Background**

Three policies have recently been reviewed by Council's Audit Committee.

Revised Policies

- Fraud Prevention and Control Policy
- Internal Audit Policy (including Audit Committee Charter)
- Risk Management Policy.

The Audit Committee has recommended to Council that it consider and adopt the revised 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.

**Issues / Options**Review of Council Policies

A review has been undertaken of the following three policies:

- Fraud Prevention and Control Policy
- Internal Audit Policy (including Audit Committee Charter)
- Risk Management Policy

and have been considered by the Audit Committee.

The three policies have had minor changes made to them following an extensive review in 2013.

Changes to Policies:**Fraud Prevention and Control Policy**Changes

A number of minor wording changes have been made to the policy, including:

- Clause 3.1 Corruption  
*“or Councillor”* has been added to dot points 2, 3 and 4.
- Clause 5 Fraud Minimisation Procedures  
*“Fraud risks will be identified and monitored via the Corporate Risk register”* has been added at dot point 2.
- Clause 5 Fraud Risk Review  
*“Any new Fraud Risks identified will be added to the Corporate Risk Register”* has been added.
- Clause 10 Documentation  
*“Protected Disclosure Act 2012” – Procedures* has replaced *“Whistleblowers Protection Act 2001”*.

**Internal Audit Policy and Audit Committee Charter****Policy**Changes

No changes have been made to the policy.

**Charter**

Other than minor adjustments the only other change is the addition of clause 6.3.4 under Risk Management.

*“Receive half yearly updates on activities to mitigate any Extreme or High Risks identified in Council’s Risk Register.”*

**Risk Management Policy**Changes

Other than minor formatting adjustments, a number of minor wording changes have been made to the policy, including:

- Section 6 – Responsibility
  - *“Risk Services Officer and OHS Coordinator”* has been changed to *“Risk and OHS Coordinator”*.
  - *Deletion of wording under Managers, Coordinators and Team Leaders.*
- Section 8 – Performance Review  
*Deletion of wording.*

**Proposal**

It is proposed that Council adopts the three revised policies:

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

**Financial and Other Resource Implications**

There are no direct financial implications in relation to the adoption of the review of the Council policies.

Separate decisions are made as part of Budget discussions as to the level of resources allocated to the Audit processes.

**Risk Management & Compliance Issues**

The policies have been reviewed based on appropriate legislation. All three policies are important policies with respect to Risk Management and Compliance issues.

The policies make a number of references to Fraud, Internal Control, Risk Management and Compliance. The policies play an important part in the operation of the Audit Committee and in the governance of Council.

**Environmental and Climate Change Considerations**

Not applicable.

**Community Engagement**

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

The policies have been through a comprehensive consultation process in their development. The policies have been reviewed by the Executive, appropriate staff and the Audit Committee.

As the policies are governance related and have been revised they are not required to go out for public consultation.

**Implementation**

Once the policies are endorsed the policy manual will be revised. The various policies will also be available to the public via Council's website.

**Conclusion**

Three revised policies have been recommended for adoption by the Audit Committee. They are important policies in the governance of Council.

**Attachments**

1. Policy No 7.3 Risk Management
2. Policy No 16.1 Internal Audit Policy and Audit Committee Charter
3. Policy No 16.2 Fraud Prevention and Control

**Recommendation(s)**

*That Council adopts the following revised policies:*

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

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**OM142304-4****OPERATIONAL PLAN THIRD QUARTER PERFORMANCE  
REPORT JANUARY - MARCH 2014**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| 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 third quarter of the financial year, ending March 2014.

**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 Council elections on 27 October 2012. Following a review of the planning framework the Council Plan has been positioned as our high level strategic document and an annual Operational Plan introduced.

The Operational Plan follows the structure of the Council Plan with its four key themes or 'pillars' of: Good Governance, A Planned Future, A Place to Live and Grow and A Healthy Community and Environment. It contains details of short term projects, significant recurrent work programs and other activities that were formerly included in the Council Plan.

**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 third quarterly progress report against the Operational Plan 2013-2014, as at 31 March 2014.

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; 75 % for March. At the close of the March quarter, the following progress has been achieved:

- 34 actions at least 90% of target
- 5 actions between 70% and 90% of target
- 13 actions less than 70% of target

The majority of actions are proceeding either on or ahead of target.

Of the actions less than 70%, the majority of these are expected to reach acceptable targets in the remainder of the financial year or, due to renegotiated timelines, will be completed early in the 2014/15 financial year. Also included in this group are actions awaiting grant funding before they can proceed or are dependent on information from external bodies before they can progress further.

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 31 March 2014, the organisation is on track to achieve a successful outcome for this financial year.

### **Proposal**

That Council considers the quarterly report as provided.

### **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**

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

### **Community Engagement**

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

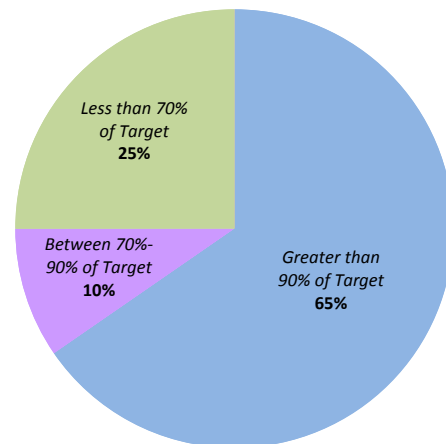
The method selected would be to inform when preparing the Operational Plan and Budget. This is a quarterly report that is for the information of Council.

### **Implementation**

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

### **Progress on Operational Plan Activities January – March 2014**

**Progress Target: 75% completion**



**Conclusion**

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

**Attachments**

1. Operational Plan Third Quarter Progress 20140409

**Recommendation(s)**

***That Council receives the 2013/2014 Operational Plan Third Quarter Performance Report for the three months ending 31 March 2014.***

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**OM142304-5****THIRD QUARTER FINANCIAL PERFORMANCE REPORT  
2013-2014**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | David Testa                    | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/4663     |

**Purpose**

The purpose of this report is to provide information to Council and the community on the financial performance of Council up to the third quarter of the financial year, ending March 2014.

**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.

*Our Goal:*

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

The provision of this third 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 Third 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 \$8.095 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 \$15.161 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.

Further detail on the financial performance of Council is provided in the attached report.

### **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 financial performance report.

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

This report addresses the regulatory reporting requirements of the *Local Government Act 1989*.

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

Any such considerations are 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. Third Quarter Financial Performance Report - March 2014
2. 2013/2014 Major Projects Third Quarter Report - March 2014

### **Recommendation(s)**

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

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**OM142304-6****COLAC AND APOLLO BAY WAYFINDING SIGNAGE STRATEGY**

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

**Purpose**

The purpose of this report is to seek Council adoption of the Colac and Apollo Bay Wayfinding Signage Strategies following the conclusion of the public exhibition period seeking public comment.

**Declaration of Interests**

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

**Background**

In September 2013, Council officers held discussions with representatives of the Department of Transport, Planning and Infrastructure (DTPLI) with respect to priority projects which may be able to be funded through the *Transport Investing in Regions* initiative.

Council flagged as one of its priorities the need for completing a way finding strategy for both Colac and Apollo Bay. The formulation of such a strategy was a key recommendation from the Active Transport Strategy which was adopted by Council at its July 2013 meeting.

Council has since received notification from the DTPLI that it has been successful in securing funding of \$40,000 from the *Transport Investing in Regions* initiative.

In October 2013, Council engaged Visual Voice to prepare a Wayfinding signage strategy for Colac and Apollo Bay as part of the Colac and Apollo Bay Cycling and Walking Signage project. The project proposes an integrated walking and cycling signage strategy for Colac and Apollo Bay and the installation of map based information and directional signage. A range of optional map bi-products are also suggested, including a smartphone map, online map, Visitor Information Centre (VIC) display and a handheld map.

The objective of the project is to encourage active, healthy and connected communities and support local tourism through the installation of signage infrastructure.

At the 26 February 2014 Council Meeting, Council resolved to endorse the Draft Colac and Apollo Bay Wayfinding Signage Strategies for public exhibition seeking public comment. The 6 week period for comment closed on Thursday 10 April 2014 and three responses were received.

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

**Council Plan / Other Strategies / Policy****A Healthy Community and Environment**

Actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment.

*Our Goal:*

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

Strategy 1 – Encourage active participation in recreation, arts and leisure pursuits.

Key Strategic activity – Implement the Active Transport Strategy.

The Active Transport Strategy recommends actions to create an environment in the Shire that is supportive of walking and cycling as alternative forms of transport.

**Issues / Options*****Key Issues***

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

The Wayfinding signage recommendations for Colac are based on two distinct goals:

1. To provide pedestrian orientation to the town and the key walking routes.
2. To promote cycling via signed cycling routes.

The introduction of best practice pedestrian wayfinding signage at key points on the walking network will make people aware of the walking (and cycling routes) and reinforce the option to walk (or ride) to key areas and destinations across the town.

Cycling signage is proposed to be allocated along streets with existing on road bike lanes and can be expanded in the future as the bike lane network grows. These signs are located across a broader area of the town reflecting the longer journeys cyclists take.

The Wayfinding signage recommendations for Apollo Bay are based on three distinct goals:

1. To provide general orientation to the town.
2. To promote use of the Coastal trail.
3. To sign selected cycling routes.

***Proposed sign family***

Best practice wayfinding signage for pedestrians consists of map based signs (MBS) and directional signs (DS). The maps should contain information relevant to pedestrians i.e. suggested walking routes, public toilets, seats, water fountains, preferred road crossing points etc. The map based signs also highlight cycling routes.

Directional signs should include walking times in minutes and the distance (where possible) to encourage walking and overcome the often common perception that "it takes too long to walk there."

Directional signs for the cycling network are recommended to be produced in a different design and following an established cycling signing standard.



**Submissions**

A total of three written submissions were received specifically in relation to the draft Apollo Bay Wayfinding Signage Strategy. The submissions were positive in general and supported the draft Strategies and the information contained within them. Suggestions included making minor alternations to some of the content of the proposed wayfinding signs. This will be considered as part of the detailed design phase of the project. No objections were received.

In summary, the submissions;

- Supported the vision and guiding principles of the Strategies, recognising their value and assistance to locals and visitors.
- Requested the need for repair of the Otway Coast Committee managed shared pathway between Marriners Lookout Road and Milford Street which was washed away approximately 3 years ago.
- Requested that this piece of infrastructure path is kept and maintained in good order for wheeled vehicles as without this, the signage is of little help.
- Suggested inclusion of recently developed Apollo Bay Historical Walk on wayfinding signage.
- Suggested promotion of the Apollo Bay Costal Walk as stretching from Wild Dog Creek, around the harbour and golf course to Marengo.
- Requested that consideration be given to installing a sign at Wild Dog Creek indicating the walk along the beach to Skenes Creek.
- Identified that including heritage images on the map based signs will detract from the recently erected historical signs along the foreshore.

Following consideration of the submissions by the project consultant and Project Steering Committee some minor changes have been made to the draft Strategies. It was also agreed that several other suggestions would be incorporated into the detailed design phase of the project, rather than making changes to the actual Strategies.

A summary and analysis of the consultation and submissions received can be found at Attachment 2 – Way Finding Signage Strategy Consultation Results. The vision, guiding principles and key strategic directions remain unchanged.

**Options**

During the 6 week submission process three responses were received from the community. As a result a small number of minor changes have been made to the draft Apollo Bay Wayfinding Strategy following consideration of the submissions by the project consultant and Project Steering Committee. It was possible for several of the suggestions contained in the submissions to be incorporated into the detailed design stage of the project rather than changing the actual Strategy.

Three options are presented:

- |          |   |
|----------|---|
| Option 1 | Adopt the Strategies.   |
| Option 2 | Not endorse the Strategies and direct officers to make changes. |
| Option 3 | Not endorse the Strategies.                                     |

Option 1 is the preferred option as the Strategies have been developed to address issues that have been raised and a public consultation process has been undertaken.

**Proposal**

It is proposed that Council adopts the Colac and Apollo Bay Wayfinding Signage Strategies.

**Financial and Other Resource Implications**

Council has secured funding of \$40,000 from the *Transport Investing in Regions* initiative. This funding was contingent on Council providing matching funding of \$40,000 towards the project, providing a total funding envelope of \$80,000.

Council's contribution towards this project has been funded from existing budget allocations. An allocation of \$20,000 has been made from the Transport Connections Programme and \$20,000 has been used from the 2013/14 Street Furniture Budget as elements of the project will involve enhancement and renewal of existing signs and facilities. Discussions are currently being held with Regional Development Victoria (RDV) to explore options of securing additional funding for manufacturing and installation of the signs.

**Risk Management & Compliance Issues**

Not applicable to this report.

**Environmental and Climate Change Considerations**

The key environmental benefits of active transport (and therefore by association the benefits of the Wayfinding Strategies) can be summarised as:

- Walking and cycling emit a negligible amount of greenhouse gases
- Switching to active transport helps decrease noise and air pollution
- Active transport uses land in a very efficient manner relative to motor vehicles, requiring less road space and parking
- Switching to active transport helps to reduce the 'heat island' effect
- Unlike motor vehicles, active transport does not emit oil and petrol residue, which becomes a major source of water pollution once it enters the stormwater system (Cycling Promotion Fund, 2007)
- Bicycles have relatively low levels of 'embodied energy': A typical \$500 bike embodies just 8.8 gigajoules of energy, or 0.75 tonnes of CO<sub>2</sub> equivalents, whereas a typical \$30,000 car embodies 475 gigajoules of energy, or 41 tonnes of CO<sub>2</sub> equivalents (Cycling Promotion Fund, 2007)
- Active transport produces minimal air pollution. In Australia it is estimated that 900 to 2,000 early deaths are caused from vehicle based air pollution each year (Cycling Promotion Fund, 2007).

**Community Engagement**

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

The method selected to date has been to consult the community with respect to the policy.

Following Council consideration of the draft Strategies, officers commenced the public exhibition process by writing to local community organisations, developing a media release and placing an advertisement in the local media. Copies of the Strategies were available on Council's website and for viewing in the Colac and Apollo Bay Customer Service Centres and at the Colac Community Library and Learning Centre.

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

**Implementation**

Implementation of the recommendations outlined in the draft Colac and Apollo Bay Wayfinding signage Strategies will provide clear guidance about signage enhancements required to increase active transport options within Colac Otway.

If fully adopted and implemented, the proposed signage and the associated map bi-products will form a best practice wayfinding system. This will improve the clarity of directions within the towns, enhance the experience and encourage greater levels of walking and cycling.

Detailed design for the proposed system is currently being finalised. It is during the detailed design stage that issues relating to sign materials, maintenance, graffiti and updating are reviewed in detail. The detailed design work must be fully completed in order to install part or all of the proposed signage. The output from this stage is all graphic artwork, maps, schedules and sign specifications to enable public tender for manufacture and installation. It is proposed that the project will go to tender in April with the contract awarded in late May 2014. Manufacture will be undertaken in June/July with installation and final completion anticipated by end of July 2014.

Implementation of recommendations within the Strategies will only commence following Council's adoption of the final Colac and Apollo Bay Wayfinding signage strategies.

**Conclusion**

The Colac and Apollo Bay Wayfinding signage strategies represent a commitment by Council to implement recommendations contained in the Active Transport Strategy, adopted July 2013. These recommendations have been guided by Federal, State and local planning policies and community consultation. The benefits of encouraging people to walk and cycle to more destinations, more often are substantial. Improved infrastructure and environment benefit individuals, business, public transport systems and their users. The recommendations contained in the Colac and Apollo Bay Wayfinding signage strategies are necessary for the health and prosperity of local communities.

**Attachments**

1. Colac Wayfinding Signage Strategy April 2014, version 2.0 FINAL
2. Apollo Bay Wayfinding Signage Strategy April 2014, version 2.0 FINAL
3. Attachment 2 - Wayfinding Signage Strategy Consultation results

**Recommendation(s)**

***That Council adopts the Colac and Apollo Bay Wayfinding Signage Strategies.***

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**INFRASTRUCTURE AND SERVICES**

| ITEM                     |                                                              |
|--------------------------|--------------------------------------------------------------|
| <b><u>OM142304-7</u></b> | <b><u>PETITIONED UPGRADE OF CHRISTIES ROAD ELLIMINYT</u></b> |



**OM142304-7****PETITIONED UPGRADE OF CHRISTIES ROAD ELLIMINYT**

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

**Purpose**

The purpose of this report is to recommend to Council a suitable response to a petition relating to the upgrade of Christies Road, Elliminyt, which was tabled at the March 2014 Ordinary Council Meeting.

**Declaration of Interests**

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

**Background**

On 14 March 2014 Council received a petition requesting an immediate upgrade to Christies Road, Elliminyt. The concern of the petition is that the road is in a dangerous condition and not suitable for the traffic making use of the road. Particular concern was given to the stretch of road from the Harris Road intersection to the crest of the first hill about 500m south of the intersection.

Christies Road is defined as a rural access road under Council's Municipal Road Register. It is a gravel formation road with open swale drainage. It is the sole access to the Colac Pony Club and a number of properties located in the farming zone. The road is also the sole access to two undeveloped properties which are zoned low density residential.

The only recorded traffic data for the road is at the Shurvells Road intersection. At this location, the road carries an average of 42 vehicles per day, 2.8% of which are classed commercial.

The road has recorded a total of 7 accidents since records began in 1986, the most recent being 2010. One incident resulted in hospitalisation of the driver. No fatalities have been recorded on this road.

**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.

Council maintains several strategic road management documents none of which refer directly to Christies Road. This is due to its relatively low use and low economic value. Relevant strategic documents used to highlight needs for capital improvement to Shire roads include the Road Safety Strategy and the Strategic Road Review Plan. Christies Road does not have a poor safety record, nor is it an important commercial link in the Shire's road

network. Hence it has not been highlighted as requiring capital improvement at a strategic level.

**Issues / Options**

Council's options include:

- Direct Infrastructure to carry out an upgrade of the road. It should be noted that there is no existing budget for this work.
- Refer the road upgrade to the capital works register. It should be noted that there is no strategic document supporting the inclusion of this work within the capital works program.
- Direct Infrastructure to establish a special charge scheme where the cost of the upgrade of the road is shared between Council and benefitting property owners. It should be noted that one of the main beneficiaries is an unrateable property being Council land and could not therefore be included within the special charge scheme.

**Proposal**

It is proposed that Council firstly refers the work to the capital works program where it can be further scoped, costed and prioritised. It is further proposed that a response will be prepared and sent to the petition author informing them of Council's decision. It is further proposed that the petition author be involved in the scoping of the work in question.

**Financial and Other Resource Implications**

Negligible costs are associated with the proposal of placing the work on the capital works program. Financial implications of carrying out the work will be assessed as part of the budget process.

**Risk Management & Compliance Issues**

The road is being managed within Council's Road Management Plan. The road's current condition does not represent an unacceptable risk.

**Environmental and Climate Change Considerations**

Not relevant to this proposal.

**Community Engagement**

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

The method selected would be consult and include, writing to the petition author and directly including them in the scoping of the works to be placed on the capital works program.

**Implementation**

Following writing to the petition author, Infrastructure would develop the scope of the proposed works before costing them, prioritising them and finally placing them on the capital works program for review as part of the annual budget process.

**Conclusion**

Council has received a petition, which it must respond to, requesting an upgrade to Christies Road, Elliminyt. The road has no significant accident history nor is it strategically important within the context of Council's broader road network. The requested upgrade is not currently budgeted for. A special charge scheme is not recommended as it is highly unlikely to be supported as the main beneficiary of the work, being the pony club, is an unrateable property owned by Council.



It is recommended that the work be referred to the Capital Works Program for further consideration and that Council writes to the petition author informing them of this.

**Attachments**

Nil

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

- 1. Refers the work to the Capital Works Program for further scoping, costing and prioritising.***
- 2. Writes to the author of the petition to inform them of Council's resolution and invites them to be included within the scoping of the works in the future.***

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**SUSTAINABLE PLANNING AND DEVELOPMENT**

| ITEM                     |  |
|--------------------------|--|
| <b><u>OM142304-8</u></b> | <b><u>PLANNING SCHEME AMENDMENT C73 (APOLLO BAY HARBOUR MASTER PLAN)</u></b> |



**OM142304-8****PLANNING SCHEME AMENDMENT C73 (APOLLO BAY HARBOUR MASTER PLAN)**

|             |                                    |           |            |
|-------------|------------------------------------|-----------|------------|
| AUTHOR:     | Doug McNeill                       | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | F13/4504   |

**Purpose**

The purpose of this report is to review the Council resolution of 26 February 2014 that considered submissions received to Planning Scheme Amendment C73 which introduces the recommendations of the Apollo Bay Harbour Master Plan 2013 into the Colac Otway Planning Scheme. Officers have briefed Council on the effect of this resolution on Amendment C73 and now propose changes to the structure of the amendment with similar intent and outcomes, which will assist officers in advocating Council's position at an upcoming Panel hearing.

**Declaration of Interests**

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

**Background**

Amendment C73 was drafted at a time when the Council and community sought an amendment that would clearly articulate what could be done at the Apollo Bay Harbour and what could not. The *Apollo Bay Harbour Master Plan 2013* was finalised based on the 2008 Enquiry by Design concept plan (without the hotel and health and well being component), and then used to draft Schedule 2 to the Special Use Zone and the *Apollo Bay Harbour Master Plan 2013* Incorporated Document. Under the amendment the only way to consider another use or development that was not supported by the *Apollo Bay Harbour Master Plan 2013* was to amend the planning scheme; hence there was a clear and transparent process in which this would be done. Similarly the use of an incorporated document carries a significant amount of statutory weight and in terms of its effect, it must be complied with. In other words any significant variation from the incorporated document could not be supported. Accordingly the structure of Amendment C73 was to be precise in regard to the expected outcomes. This was a clearly stated expectation of the community at that time so that they could be certain that no other element could be added into the harbour precinct without public consultation being conducted.

It is now clear through the finalisation of the *Apollo Bay Harbour Master Plan 2013*, the exhibition of Amendment C73 and Council's February 2014 resolution following consideration of submissions, that Council and the community now wish to introduce a significant degree of flexibility in how the Harbour may develop in the future, and to not be unnecessarily constrained by a rigid Master Plan document. Some examples of this increased flexibility include not being precise in terms of:

- the type of moorings proposed;
- the type of vegetation proposed along the access roads;
- the width of the foreshore boardwalk;
- the use of the new double storey foreshore commercial buildings;
- the location of the sailing club;

- only allowing key uses that were consistent with the *Apollo Bay Harbour Master Plan 2013*. These include the possibility of a museum, market and a public swimming pool.

This report provides a review of the Council's February 2014 resolution and its impacts on Amendment C73 and proposes a revised approach which will be put to the Panel at the Directions Hearing on 28 April 2014.

The revised approach provides a way in which the community's more recent desire to create significant opportunity for flexibility in the future development of the harbour could be accommodated whilst still making 'accommodation' a prohibited use.

### **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**

Officers briefed Council on 9 April 2014 over the impacts of Council's resolution from 26 February 2014 when it considered submissions received to Amendment C73. In summary there were 27 submissions received before the 26 February meeting. Other submissions were received following the drafting of the officer report. 22 of these submissions objected to Amendment C73 in one way or another. Five submissions did not object or supported Amendment C73. A range of issues were raised however in respect of the Council resolution from 26 February 2014, the most significant centred on the proposal to include a public swimming pool and health and wellbeing facilities at the Harbour.

Council officers prepared a report for the 26 February 2014 Council meeting that considered the 27 submissions received to Amendment C73. The officer recommendation was that Council:

1. ***Supports submissions 1-3 and 21 and 24;***
2. ***Not support (in part or fully) submissions 4-20 and 22-23 and 25-27;***
3. ***Amends Schedule 2 to the Special Use Zone in the following way:***
  - ***Amending the 6<sup>th</sup> purpose statement to:***  
***'To encourage small scale development that does not adversely impact retailing in the Apollo Bay shopping centre.'***
  - ***Inserting 'Outdoor recreation facility' as a Section 1 No Permit Required Use with a condition that it be for the sailing club.***

- *Inserting 'Accommodation' as a Section 3 Prohibited use.*
  - *Amending clause 4.0 Development by inserting:  
'Locations of all BBQs, toilets and shower facilities'.*
  - *Amending clause 4.0 Development Plan with the following text:  
'The Development Plan must be placed on exhibition for period of 6 weeks for community comment prior to its consideration by the responsible authority. The Development Plan may be amended by the responsible authority as required.'*
- 4. Amends the Apollo Bay Harbour Master Plan 2013 Incorporated Document by:**
- *Retaining the Sailing Club in its current position and relocating the Aboriginal and Cultural Centre to the former location of the hotel to the west of the Sailing Club.*
  - *Completing a full update to text and figures once Amendment C73 has been approved.*
  - *Amending Section 2 by replacing 'approx.' with 'at least' for Project 1, when describing the width of the boardwalk.*
  - *Amending Section 2, Project 5 by adding:  
'A Café or other commercial use could use the second storey to maximize views.'*
  - *Inserting in Section 2 Project 6 the following additional text, '... or other appropriate mooring mechanisms or types.'*
  - *Amending Section 3, by inserting:  
'Locations of all BBQs, toilets and shower facilities'.*
  - *Amending Section 4.1 by adding the following new dot point:  
'Providing for consolidation of structures and multi-use approach to buildings.'*
  - *Amending Section 4.2.1 under Built Form and Siting by adding the following to dot point 7:  
'New Harbour front buildings should taper down from the new double storey retail/community buildings towards the east, in line with the taper of the landscape.'*
  - *Amending Section 4.2.1 under Landscape and Public Realm by providing flexibility for Council to consider species other than Norfolk Island Pines.*
  - *Amending Sections 4.2.2 and 4.3.1 under Cultural and Aesthetic by using the term Aboriginal and Cultural Centre to describe this project.*
  - *Amending Section 4.2.3 under Economic Principles by adding:  
'Providing small scale retail activity at the Harbour to ensure it does not impact the viability of the Apollo Bay shopping centre.'*
  - *Amending Section 4.3.1 under Harbour Edge Building by adding:  
'The height of these buildings must not exceed 9 metres.'*
  - *Amending Section 4.3.2 to delete reference to the Sailing Club and relocate this text to Section 4.3.1. This includes the deletion of Figure 4.*

- ***Amending Section 4.3.2 under Trailer Parking by adding:  
'Maximise the number of car and trailer parking spaces.'***
- 5. ***Amends the Apollo Bay Harbour Master Plan 2013 by completing a full update once Amendment C73 has been approved.***
- 6. ***Refers all submissions to an independent planning panel.***
- 7. ***Acknowledges that the proposal to locate the Aboriginal and Cultural Centre in the position of the former hotel, between the current location of the Sailing Club and retail development, through an amendment to the exhibited 2013 Master Plan, is on land which had been intended for public open space in accordance with the resolution of Council on Item OM122202-12 at the 22 February 2012 Council meeting.***

Council then resolved to support all of these recommendations and amend Recommendation 1 and add Recommendations 8 and 9. Specifically these were:

1. ***Amend SUZ2 by inserting Leisure and Recreation (excluding a Motor Racing Track and Major Sports Ground Facility) as a Section 2 Permit Required Use.***
8. ***Supports an indoor swimming pool/sea baths and other health and wellbeing uses being included within the harbour precinct as part of the adopted Apollo Bay Harbour Master Plan as proposed by submitters through the exhibition process.***
9. ***Also supports this as a permitted use at any relevant panel hearing.***

The sole purpose of the Council briefing on 9 April 2014 was for staff to brief Council on the difficulties these additional resolutions may have for the consideration of Amendment C73 by an independent planning panel. The Directions Hearing is to be held on 28 April 2014 and the public hearing is due to commence on 2 June 2014.

The intent of these resolutions is that Council wishes to have the ability to consider a planning application for a public indoor swimming pool, outdoor sea baths and health and wellbeing facilities at the Harbour and that the Master Plan make provision for them.

The difficulties include:

- The additional resolutions are inconsistent with those proposed in the officer report. An example is that under Resolution 2 Council resolved not to support submissions that objected based on the desire to have a swimming pool at the Harbour (as well as other matters) yet Resolution 8 in effect now supports a pool at the Harbour.
- Resolution 8, in now supporting an indoor swimming pool at the Harbour, is inconsistent with the *Apollo Bay Harbour Master Plan 2013*, Schedule 2 to the Special Use Zone and the *Apollo Bay Harbour Master Plan 2013 Incorporated Document*.
- The desire for greater flexibility in how the Harbour may develop now errs against an amendment that has been drafted to be precise in terms of outcomes sought; and
- The changes sought by the new resolutions result in a significant change to the amendment that has not been 'tested' publically. The principles of procedural fairness and natural justice would indicate there should be a period of further comment/exhibition to allow for the full consideration of the changes by the community and stakeholders.



There is a risk that a Panel may find, on the basis of the Council resolution, that:

- There is an inconsistency between the Council resolution of February 2014 and the exhibited version of the Amendment C73; and
- A change is proposed to the amendment arising from the Council resolution that may result in a transformation to a different amendment. The Panel may recommend a period of further exhibition/comment or that the amendment be abandoned.

In addressing this, Council should be in a position to respond to this at the Directions Hearing. The proposal is that to provide for the greater flexibility sought, Council should:

- Amend the SUZ2 to include the development principles and guidelines from the Incorporated Document as appropriate and broaden the scope and requirements of the Development Plan;
- Delete the Incorporated Document; and
- Delete the Heritage Overlay schedule change.

This would mean that the Special Use Zone (SUZ2) is retained to provide clear guidance concerning the outcomes being sought at the Harbour, including specifying which uses should be prohibited (such as accommodation), and those which should be allowed with or without a planning permit.

The deletion of the Incorporated Plan, and transfer of the development principles and guidelines from that Plan into the SUZ as appropriate would retain the guidance for considering planning permit applications and development proposals.

Importantly, it is recommended that the proposed requirement for preparation of a Development Plan in the SUZ2 be broadened in its scope to include the whole of the precinct. Its role would be to ensure that prior to any proposals for use of development being approved in the Harbour, a detailed plan must be developed which shows the layout of preferred uses and scale/parameters of development. Effectively, this Development Plan would take the place of the Master Plan and associated Incorporated Document that was exhibited with C73. Whilst ensuring that a clear plan is in place before allowing future development, it would allow flexibility if circumstances changed in the future for Council to consider amendments to the Plan without further planning scheme amendments. The clause is designed to require public notice of at least 6 weeks, ensuring that community views are sought on the initial development of the plan, and any subsequent changes that are made.

The amended Schedule to the Heritage Overlay would not be required because the Incorporated Plan is to be deleted.

It is considered that these changes will offer a better structure of controls to achieve the desired flexibility in the Harbour precinct, particularly in light of the Council's decision to include the indoor swimming pool/sea baths and other health and wellbeing uses following consideration of submissions. That proposal would have been at odds with the prescriptive approach taken in the exhibited documents, however the suggested approach allows for the panel to entertain a different approach which retains the desired overarching controls, and provides for development of a plan in partnership with the community as a requirement of the SUZ2.

### **Proposal**

Given the Council desire for greater flexibility in the structuring of the amendment, it is now proposed to take the following position to the Directions Hearing on 28 April 2014:

- Amend the SUZ2 to include the development principles and guidelines from the Incorporated Document as appropriate and broaden the scope and requirements of the Development Plan;
- Delete the Incorporated Document; and
- Delete the Heritage Overlay schedule change.

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

As indicated in previous reports, the current planning scheme amendment process is being funded by State Government contributions totaling \$255,000. The funding is to cover the costs of the Project Manager, Isis Planning, and the consultants required to revise the Master Plan as well as all costs associated with a Panel hearing.

There may be a risk to Council of losing unspent grant funding for the planning scheme amendment if the current amendment is abandoned.

Separate to the planning scheme amendment process, Council has not considered any formal proposal to establish a swimming pool and wellbeing centre at the Harbour, nor the subsequent cost implications on an annual basis of maintaining and operating a pool in such a salty and harsh coastal environment.

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

The risk of Council relying upon its 26 February 2014 resolution at the Panel hearing has been discussed above in the Issues/Options section of the report. It is recommended the Council's position on the form and structure of the amendment is clarified in advance of the Directions Hearing scheduled for 28 April 2014 so that Council gives itself the best chance of advancing its position successfully at the full panel hearing.

The officer proposal to restructure the planning framework for the harbour proposed by the amendment would reduce the certainty of future development outcomes that had previously been envisaged. This is the downside of increasing flexibility in the provisions as advocated by submitters.

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

There are no environmental or climate implications arising from this report.

### **Community Engagement**

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

The method selected has been 'Consult' through the public notification processes required by the *Planning and Environment Act 1987*, as well as through a Community Reference Group. Submissions received to the amendment have been considered by Council.

### **Implementation**

Should the Council adopt the officer's recommendation, officers will advocate that position at the upcoming Directions Hearing of the Panel.

### **Conclusion**

The proposed Council resolution seeks to clarify the Council's position on Amendment C73 given its resolution at the 26 February 2014 Council meeting. It is considered this resolution would give greater support to the proposition being put by officers at the hearing.

**Attachments**

Nil

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

- 1. Confirms its support for Submissions 5 to 20 and 22 to 23 and 25 to 26 (either wholly or in part) that seek a change to the amendment.***
- 2. Acknowledges that its support for an indoor swimming pool/sea baths and other health and wellbeing uses to be included within the harbour precinct as resolved at the 26 February Council meeting contradicted Resolution 2 on that item, but that this support for the swimming pool/sea baths and other health and wellbeing uses takes precedent and is the position to be advocated at the independent panel hearing.***
- 3. Further amends the Special Use Zone Schedule 2 (in addition to those changes resolved at the 26 February 2014 Council meeting) in the following way:***
  - Insert the Development Principles and Development Guidelines from the Apollo Bay Harbour Master Plan 2013 Incorporated Document as appropriate, including relevant amendments to the Incorporated Plan resolved at the 26 February 2014 meeting, where appropriate.***
  - Amend clause 4.0 Development by broadening the Development Plan to apply to the entire harbour precinct, and to include specific facilities included in the Apollo Bay Harbour Master Plan 2013.***
- 4. Deletes the Incorporated Document from the amendment.***
- 5. Deletes the proposed amendment to the Heritage Overlay Schedule from the amendment.***
- 6. Not proceed with finalization of the draft Apollo Bay Harbour Master Plan 2013 on the basis that future strategic directions for the precinct will be incorporated into the SUZ2 and through any Development Plan that is prepared in accordance with the SUZ2.***

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**GENERAL BUSINESS**

| ITEM                      |                                                                                                                    |
|---------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b><u>OM142304-9</u></b>  | <b><u>ASSEMBLY OF COUNCILLORS</u></b>                                                                              |
| <b><u>OM142304-10</u></b> | <b><u>ITEM FOR SIGNING AND SEALING - AGREEMENT TO ACQUIRE<br/>LAND - 655 OLD BEECH FOREST ROAD, GELLIBRAND</u></b> |
| <b><u>OM142304-11</u></b> | <b><u>MINUTES FROM YOUTH COUNCIL MEETINGS</u></b>                                                                  |
| <b><u>OM142304-12</u></b> | <b><u>MINUTES OF OLD BEECHY RAIL TRAIL COMMITTEE</u></b>                                                           |



**OM142304-9****ASSEMBLY OF COUNCILLORS**

|             |               |           |            |
|-------------|---------------|-----------|------------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Jack Green |
| DEPARTMENT: | Executive     | FILE REF: | F13/6530   |

**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 Councillor 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 or 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:

- |                                             |               |
|---------------------------------------------|---------------|
| • Lake Colac Coordinating Committee Meeting | 25 March 2014 |
| • Councillor Briefing Session               | 26 March 2014 |
| • Councillor Workshop                       | 2 April 2014  |
| • Central Reserve Advisory Committee        | 2 April 2014  |
| • Councillor Workshop                       | 9 April 2014. |

**Attachments**

1. Lake Colac Coordinating Committee Meeting - 25 March 2014
2. Councillor Briefing Session - 26 March 2014
3. Councillor Workshop - 2 April 2014
4. Central Reserve Advisory Committee - 2 April 2014
5. Central Reserve Advisory Committee Agenda - 2 April 2014
6. Councillor Workshop - 9 April 2014

**Recommendation(s)**

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

- |                                                           |                             |
|-----------------------------------------------------------|-----------------------------|
| • <b><i>Lake Colac Coordinating Committee Meeting</i></b> | <b><i>25 March 2014</i></b> |
| • <b><i>Councillor Briefing Session</i></b>               | <b><i>26 March 2014</i></b> |
| • <b><i>Councillor Workshop</i></b>                       | <b><i>2 April 2014</i></b>  |
| • <b><i>Central Reserve Advisory Committee</i></b>        | <b><i>2 April 2014</i></b>  |
| • <b><i>Councillor Workshop</i></b>                       | <b><i>9 April 2014.</i></b> |

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OM142304-10

**ITEM FOR SIGNING AND SEALING - AGREEMENT TO  
ACQUIRE LAND - 655 OLD BEECH FOREST ROAD,  
GELLIBRAND**

|             |               |           |            |
|-------------|---------------|-----------|------------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Jack Green |
| DEPARTMENT: | Executive     | FILE REF: | 11/96344   |

In September of 2013, an existing stone retaining wall within the road reserve collapsed following heavy rain, compromising part of Old Beech Forest Road. Following geotechnical advice, the road was kept open to traffic under reduced speed, however this is not safe in the long term and requires permanent remediation works to ensure public safety.

An engineering investigation was conducted to determine the most cost-effective option for remediation. The final design will involve a partial road realignment requiring substantial earth works to vary the horizontal and vertical alignment to the section of Old Beech Forest Road which passes the landslide.

In order to conduct the works, acquisition of part of the property addressed as 655 Old Beech Forest Road is required. This comprises 1,930m<sup>2</sup> of land across three parcels, described as TP372767, TP570797, and TP163422, Parish of Moorbanoole. The registered proprietor of these parcels is Midway Plantations Pty Ltd and the land is used for the purposes of commercial forestry operations.

Negotiations have been held with the landowner to acquire the required area of land for the amount of \$1,500, being the land valuation determined by an independent valuation.

Once the transfer is completed, this land will be vested in Council and be recognised as road reserve.

#### **Attachments**

1. Agreement to Acquire Land

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

***That Council resolves to approve, and instructs the Chief Executive Officer to sign and seal the attached Agreement to Acquire Land to enable the acquisition of 1,930m<sup>2</sup> of land, described as being part of TP 372767, TP 570797, and TP 163422, Parish of Moorbanoole, from Midway Plantations Pty Ltd, so that it may be transferred to Council ownership for the purpose of a road reserve.***

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**OM142304-11****MINUTES FROM YOUTH COUNCIL MEETINGS**

|             |               |           |            |
|-------------|---------------|-----------|------------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Jack Green |
| DEPARTMENT: | Executive     | FILE REF: | 11/96640   |

It has been previously agreed to by Council that the minutes of Youth Council meetings should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee.

Attached are the minutes of Youth Council meeting held on:

- 24 March 2014.

**Attachments**

1. Minutes - Colac Youth Council - 24 March 2014

**Recommendation(s)**

***That Council notes the unconfirmed minutes arising from Youth Council meeting held on 24 March 2014.***

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**OM142304-12****MINUTES OF OLD BEECHY RAIL TRAIL COMMITTEE**

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

It has been previously agreed to by Council that the minutes of the Old Beechy Rail Trail Committee should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee.

Attached are the Minutes from the meeting held 3 February 2014.

Meetings are held every two months, commencing in February of each year.

**Attachments**

1. Meeting Minutes Old Beechy Rail Trail 3 February 2014 0 Pages

**Recommendation(s)**

***That Council notes the Minutes of the Old Beechy Rail Trail Committee for 3 February 2014.***

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**NOTICES OF MOTION**

| ITEM                      |                                    |
|---------------------------|------------------------------------|
| <b><u>OM142304-13</u></b> | <b><u>COLAC LIBRARY ANNEXE</u></b> |
| <b><u>OM142304-14</u></b> | <b><u>FUEL PRICING</u></b>         |





**OM142304-13****COLAC LIBRARY ANNEXE (CR STEPHEN HART)**

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 23 April 2014 that:

Council:

1. Notes that Councillors have a range of views as to whether the Colac Library Annexe should continue to operate.
2. Notes that Council made a commitment to consult with the users of the annexe before any decision is made to reduce the hours of service or to close it.
3. Calls on the Chief Executive Officer to call a Council workshop so that a full range of options may be considered.
4. Notes that before any changes are made, Council commits to appropriate consultation with annexe users and the wider community.
5. Commits to keeping the Annexe open at least until this process is complete.

**Recommendation**

***That Council consider the contents of this Notice of Motion.***

~~~~~u ~~~~~



**OM142304-14      FUEL PRICING (CR MICHAEL DELAHUNTY)**

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 23 April 2014:

That Council:

1. Notes with concern the ongoing apparent discrepancy between the retail prices of transport fuels in Colac with respect to fuel prices in surrounding townships.
2. Requests our CEO to form a working group tasked with investigating and reporting to Council options with regard to mitigating the economic impost generated by this apparent fuel pricing disparity.

**Recommendation**

***That Council consider the contents of this Notice of Motion.***

~~~~~u ~~~~~

## 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>   |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Blue Water Fitness Centre Redevelopment Project - Progress Report | this matter deals with contractual matters                                                                                                                                                 | Section 89 (2) (d)             |
| Report from Delegate to Other Bodies - Audit Committee Minutes    | this matter deals with personnel matters; AND this matter deals with contractual matters; AND this matter deals with legal advice; AND this matter may prejudice the Council or any person | Section 89 (2) (a) (d) (f) (h) |



# ORDINARY COUNCIL MEETING

WEDNESDAY, 23 APRIL 2014

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Colac Otway  
SHIRE

## Central Reserve Advisory Committee

# TERMS OF REFERENCE

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## **PURPOSE**

The Central Reserve Advisory Committee (CRAC) has been established to facilitate communication between Council, regular user groups and local residents about matters concerning sustainability, planning, development, maintenance and operation of the Reserve.

## **BACKGROUND**

Central Reserve is Colac's Premier Recreation Reserve and comprises a sports oval with an area covering 1.9ha (oval length 170m, oval width 145m), football club rooms with commercial kitchen facilities and male and female amenities, male change rooms, an undercover spectator grandstand including change room facilities, two netball courts and shelters, two tennis courts, the Colac Youth and Recreation Centre, Little Athletics clubrooms, hockey clubrooms, multi-purpose sports field, skate park, lawn bowls club and public toilets.

Central Reserve is an integral component of the Beechy Precinct which is an education, recreation and community precinct within Colac. The Beechy Precinct is made up of various facilities, programs and services and this Premier Reserve provides a vital location for structured and unstructured sporting activities. The Central Reserve will complement the Colac Secondary College outdoor sporting facilities and provide for both junior and senior competition and a broad range of community recreation activities.

The CRAC has been formed to:

- Effectively advise in the management of Council's facility on behalf of the community including advice to Council on the management, maintenance and future development of Central Reserve.
- Encourage residents and users to become more involved in the management of their local Council recreation facilities.
- Represent a variety of user and interest groups.
- Provide a forum for discussion and feedback on issues relating to the maintenance, operation, planning and future development of the facility. This includes receiving and considering presentations from various community groups on relevant issues.

## **OBJECTIVES OF THE CENTRAL RESERVE ADVISORY COMMITTEE**

The objectives of the CRAC are to:

- Provide a co-ordinated response to Council on strategic facility management issues and initiatives;
- Provide advice on new initiatives Colac Otway Shire could carry out, how they could be managed, how they could be resourced and how any ongoing maintenance would be managed; and

- Assist with the development, review and implementation of the Central Reserve Master Plan.

## **MEMBERSHIP**

Membership of the CRAC will be drawn from Colac Otway Shire and key interest groups. Council and key interest groups shall nominate their own representative(s). These interest groups will be approached in writing requesting they advise their nominated representative.

The representatives need to develop a broad understanding of the functions of the facility and the issues surrounding its use. The representatives must be able to comply with confidentiality requirements of Council. The representatives will collectively have expertise in the areas of recreation, open space and event management to achieve a balanced representation of skills.

The Advisory Committee will comprise:

- Two representatives from Colac Otway Shire
  - Councillor – Chairperson
  - Council officer – Manager Recreation, Arts and Culture (RA&C)
- One representative from the following:
  - Colac Football Netball Club Inc. – football department
  - Colac Football Netball Club Inc. – netball department
  - Little Athletics Colac
  - Colac and District Cricket Association Inc.
  - Colac and District Dog Obedience Club Inc.
  - Colac and District Football League
  - Colac and District Football League Netball Association Inc.
  - Auskick Colac
  - Colac Youth and Recreation Club
  - Colac City Bowls Club Inc.
  - Colac Secondary College

### **Length of appointment**

Representatives will be appointed to the Advisory Committee for a period for up to two years with the option to re-nominate. The Advisory Committee membership will be reviewed every two years.

### **Casual Vacancies**

Should a community or facility user representative resign from the Advisory Committee, the Council may seek a replacement from that user group to serve the remainder of the term of appointment, or choose to leave the position vacant until the next review process.

A replacement key interest group representative may be sought to serve the remainder of any uncompleted term of appointment, via an approach to the relevant organisation.

## **DECISION MAKING**

The Committee is only advising Council and assisting Council in the process and providing information to support the decision making of Council. Council can make a decision in its own right.

The group should aim to achieve consensus on any decisions (where required). Where this cannot be attained, the Chair has the casting vote. This vote may be undertaken at the following meeting, if further advice is required. Voting will be used to accept minutes and other cases where necessary. By agreement of the group, out-of-session decisions will be deemed acceptable (i.e. via the use of e-mail, meetings, etc).

Proxies or substitute members of the nominated membership organisations will be permitted to attend meetings on an as needs basis with voting rights. All key interest groups are to nominate their representative and substitute at the commencement of their term of office.

## **CHAIR**

The chairperson will convene all meetings and provide feedback to the Committee in accordance with the agreed principles or direction of the CRAC Group.

If the designated Chair is not available, then the Manager RA&C will assume the role of the Acting Chair and will be responsible for convening and/or conducting that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

Meetings of the Advisory Committee shall at times be under the control of the Chair and shall be conducted in accordance with good meeting procedures.

The Chair and facilitator of each sub-committee will be an Advisory Committee member. The chair of the sub-committee shall report any recommendations from the sub-committee to the Advisory Committee for consideration.

The Manager RA&C will be responsible for minutes, agendas, meeting papers, etc. In the event that the Manager RA&C is unavailable, he/she will designate these responsibilities to another member of staff and notify the Chair of such arrangements.

## **MEETING FREQUENCY**

Central Reserve Advisory Committee meetings will be held every two months or as agreed by the Committee. The Advisory Committee will report to the Colac Otway Shire through Council's Manager RA&C on a regular basis. Meetings will be held on the first Wednesday of every even month.

## **COMMUNICATIONS PROTOCOL**

### **Media**

All communication to the media regarding Central Reserve will be through the Council. Committee members may communicate with the media only in regards to issues specific to their respective organisational.

### **Sub-Committees**

The Advisory Committee will appoint Sub-committees to discuss specific projects and issues as appropriate and have the power to co-opt appropriately qualified members onto the sub-committee(s).

### **Input to the Advisory Committee**

The Advisory Committee will consider matters and issues referred to it by the Council and the community and will seek advice from key statutory authorities, special interest groups, community and service club representatives and residents.

### **Output from the Advisory Committee**

The Advisory Committee will make recommendations and provide advice to the Council via the Manager, Recreation Arts and Culture.

## **AGENDA ITEMS**

All agenda items should be forwarded to the Manager RA&C by close of business five (5) working days prior to the next scheduled meeting.

The agenda, with attached meeting papers will be distributed at least three working days prior to the next scheduled meeting by the Manager RA&C. For documents requiring review, appropriate time will be allowed between document distribution and expected submittal of review.

The meeting agenda will include outstanding action items from the previous meeting and any relevant new issues for consideration as submitted by the members. Members may raise an item under 'Other Business' as time permits and at the discretion of the Chair.

## **MINUTES AND MEETING PAPERS**

The minutes of each meeting will be prepared by the Manager RA&C. Full copies of the minutes, including attachments, will be provided to all members no later than 10 working days following each meeting. Minutes including attendance, apologies, issues discussed, decisions made and action items will all be recorded for each meeting by the Manager RA&C.

All out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

## **QUORUM REQUIREMENTS**

A quorum comprises 50% of appointed members. A quorum is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

## **VOTING RIGHTS**

The Chairperson will be both entitled to vote and have a casting vote. The Colac Otway Shire officer representative will not have voting rights. All other representatives have one vote.

## **CONDUCT AND INTEREST PROVISIONS**

In performing the role of an Advisory Committee member, any member of the CRAC must:

- Act honestly;
- Exercise reasonable care and diligence;
- Not make improper use of their position; and
- Not make improper use of information acquired because of their position.

Where a member of the committee has an interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose to the committee before the matter is considered or discussed at the meeting and leave the meeting whilst the matter is being considered.

## **GUESTS**

The group may invite guests to appear at the meeting via the approval of the Chair and a majority of members. Guests may include any persons whom provide technical or other insight as appropriate from time to time. The group is encouraged to make use of guests where particular skills/experience can be provided.

## **TERMS OF REFERENCE**

The Terms of Reference and objectives of the CRAC are to be reviewed by the Committee from time to time. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the committee and Colac Otway Shire Council.

## **ADMINISTRATION**

The Advisory Committee will operate in a professional manner, including the issuing of agendas with adequate lead time, the keeping and distribution of accurate minutes and the development of draft policies/guidelines for consideration by the Colac Otway Shire.



## COLAC LIVESTOCK SELLING CENTRE ADVISORY COMMITTEE - TERMS OF REFERENCE

The Terms of Reference for the Colac Livestock Selling Centre Advisory Committee are as follows:

### **1. Establishment of the Colac Livestock Selling Centre Advisory Committee**

The Colac Livestock Selling Centre Advisory Committee was reconfirmed by Council on 23 May 2007 as a Regional Selling Centre.

The Advisory Committee and its Terms of Reference shall be reviewed within 6 months of the election of a new Council. The Advisory Committee shall be made up from Council appointed representatives, invited Industry Representatives and advertised Community Representatives who will be appointed by the Council at an Ordinary Meeting of the Council.

### **2. Responsibilities of the Colac Livestock Selling Centre Advisory Committee**

The Colac Livestock Selling Centre Advisory Committee will not have a decision making role.

The primary responsibility of the Colac Livestock Selling Centre Advisory Committee will be to provide comment and feedback to Council in relation to the operation and management of the Saleyards and promote the facility as a Regional Selling Centre.

The Colac Livestock Selling Centre Advisory Committee will also be responsible to assist in promoting, feeding information to and educating the wider community about the Saleyards.

The purpose of the Advisory Committee is as follows:

- a) Provide advice to Council on the operations of the Centre and to make recommendations to Council on potential improvements regarding the operation of the facility.
- b) Make recommendations to Council on how to improve sales through the centre based on sound strategic advice.
- c) Make recommendations to Council on proposed Capital Investment.
- d) Make recommendations to Council on setting of fees and charges.
- e) Contribute to continuous improvement in service delivery.
- f) Participate with other stakeholders to promote the importance of the Selling Centre to the wider community.
- g) Provide strategic advice to Council on matters effecting the operations of the Selling Centre. The Advisory Committee will have no authority to direct operational activities, Council staff, employees or customers at the centre.
- h) Promote the facility as a Regional Selling Centre with the objective of making this centre the major rural selling centre in rural Victoria.

### **3. Appointment of Members**

The Colac Livestock Selling Centre Advisory Committee will comprise of members who will be selected by Council at an Ordinary Meeting and consist of individuals or representatives from the following::

- Council Officer - General Manager Infrastructure and Services (*Appointed Member and Chairperson*)
  - Councillor (*Appointed Member*)
  - Farmer Representative x 2 No. (*Advertised Community Member*)
  - Stock Agents Representative x 4 No. (*Invited Member*)
  - Buyers Representative (*Invited Member*)
  - Victorian Farmers Federation Representative (*Invited Member*)
  - United Dairy Farmers Representative (*Invited Member*)
  - Livestock Transport Association of Victoria (*Invited Member*)
  - Council Officer – Manager Cosworks (*Appointed Member*)
  - Council Officer – Saleyards Superintendent (*Appointed Member*)
- a) Appointed Member - Shall be appointed by Council.
  - b) Invited Member - Shall be invited as an Advisory Member.
  - c) Advertised Community Member - Appointed by Council at an Ordinary meeting after the conduct of a public advertising process calling for expressions of Interest.

### **4. Colac Livestock Selling Centre Advisory Committee Procedures**

- The General Manager Infrastructure and Services shall act as Chairperson at the meetings of the Advisory Committee.
- The meetings will be held in Colac at a time and venue agreed by the Group, taking into account the availability of members and officers. Normally the meetings would occur at the Colac Saleyards office building canteen area outside normal sale times.
- Council will provide administration support for the production of meeting agendas and recording of minutes.
- The Committee will meet at least four (4) times per year. The actual meeting times will be determined by the Chairperson in consultation with the members of the committee.
- The Advisory Committee shall meet at other times as required and requested, subject to two (2) or more Advisory Committee members requesting in writing that the Chairperson arrange a meeting to discuss one (1) or more specific items of business.
- All members at the Advisory Committee Meeting shall have one (1) vote.
- Members may send delegates in their place if they are unable to attend.
- An agenda for each meeting will be prepared by a council officer and forwarded to members at least four (4) days prior to a meeting.
- Recommendations to Council need to be moved and seconded by members of the Advisory Committee.
- Recommendations to Council will be endorsed through a majority vote from the Advisory Committee. Where there is a tied vote, the Chairperson shall use their casting vote to either approve or reject the recommendation.
- Any member may at the discretion of the Advisory Committee and subject to a majority vote be removed from the Advisory Committee for undertaking any of the following:
  - a) Missing representation at three (3) consecutive meetings by either the Committee Member or their Delegate.

- 
- b) Undermines the interests of the Colac Livestock Selling Centre as determined by the Advisory Committee in a vote at an Advisory Committee Meeting where the matter is discussed.
    - c) Undertakes activities which impact on the Colac Livestock Selling Centre and are outside the Terms of Reference for the Advisory Committee.
    - d) Commits a Criminal Offence that is unacceptable to the majority of the Advisory Committee in a vote at an Advisory Committee Meeting where the matter is discussed.
  - If any member of the Advisory Committee is removed for any reason, then the member shall be replaced as soon as practical after following due process which includes advising Council.
  - The meetings of each Colac Livestock Selling Centre Advisory Committee shall be reported to Council at the next available Ordinary Council Meeting where practicable.



## TERMS OF REFERENCE

Committee Name: **LAKE COLAC COORDINATING COMMITTEE (LCCC)**

|                     |                                      |
|---------------------|--------------------------------------|
| Department          | Sustainable Planning and Development |
| Responsible Officer | Manager Economic Development         |
| Committee Type      | Community Advisory Committee         |

### 1. PURPOSE

#### BACKGROUND

The Lake Colac Management Plan was adopted by Colac Otway Shire Council in November 2002. The purpose of the Plan is to provide an ongoing framework for the community, Local and State Government agencies to manage and promote ecologically sustainable development and land use practices for Lake Colac and its catchments. The Lake Colac Management Plan recommended the formation of a committee to coordinate implementation of the Plan and the Lake Colac Coordinating Committee (LCCC) was established in March 2003.

The Lake Colac Master Plan was adopted by Council in November 2003 to drive future infrastructure and environmental development specific to the Southern Foreshore of Lake Colac. The LCCC is responsible for advising Council on the implementation of the Management Plan and the Lake Colac Master Plan.

Following a review of the Committee in 2007, and via a Council resolution in 2008, a decision was made to alter the status of the LCCC from a Committee appointed under Section 86 of the Local Government Act as a 'Committee of Council' to a 'Community Advisory Committee' with a Terms of Reference.

#### Scope

The Committee will:

- Provide strategic input and advice on the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan.
- Provide strategic logistical advice and support on operational matters related to the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan.
- Support planning and implementation of special projects.
- Raise issues of community or Government concern in relation to Lake Colac.

### 2. OBJECTIVES

- To be a forum of coordinated efforts of community, Local Government and State Government agencies to implement the Lake Colac Management Plan and the Lake Colac Master Plan.
- To advise Council on the revitalisation and development of Lake Colac as a recreational, tourism, social, environmental and economic asset.

### **3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT**

Membership will reflect key stakeholder interest in Lake Colac.

- 2 Colac Otway Shire Councillors
- 1 Parks Victoria representative
- 1 Department of Environment and Primary Industry representative
- 1 Corangamite Catchment Management Authority representative
- 1 Barwon Water representative
- 1 Friends of Botanic Gardens representative
- 1 Colac Yacht Club representative
- 1 Colac Anglers Club representative
- 1 Field & Game Australia, Colac Branch representative
- 1 Lake Colac Rowing Club representative
- 1 Wathaurong Aboriginal Co-operative representative
- 1 Greening Australia representative
- 1 Barongarook Landcare
- 4 local community representatives

Community representatives will be selected every 3 years through an Expression of Interest process managed by Colac Otway Shire Council staff.

Four (4) Colac Otway Shire Officers:

- Chief Executive Officer
- Economic Development Officer
- Manager Economic Development
- Manager Environment & Community Safety

attend Committee meetings, but have no voting rights. Refer Clause 8.

### **4. DELEGATED AUTHORITY AND DECISION MAKING**

In accordance with Council Committee Policy, the LCCC will act in an advisory capacity only and have no delegated authority to make decisions. The LCCC will provide advice to Council and staff to assist them in their decision making.

### **5. MEETING PROCEDURES**

In accordance with Council Committee Policy, LCCC meetings shall be conducted generally in accordance with Processes of Municipal Government Local Law No 4 where Council has resolved that the provisions of the Local Law are to apply.

Meetings are to be held at a time and place determined by the Advisory Committee. Advisory Committees are not required to give public notice of their meetings and meetings are not required to be open to the public.

The LCCC is expected to meet four times per year or as required if an important issue arises that requires a coordinated response.

## **6. CHAIRPERSON**

In accordance with Council Committee Policy, the position of Chairperson shall be reviewed annually immediately following Councillor appointments to committees.

If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s, the committee members shall appoint a Chairperson for the purpose of conducting the meeting.

The Committee must advise the Executive Team of the name of the chairperson within one week of appointment. These details will then be updated on the intranet and internet.

## **7. AGENDAS AND MINUTES**

In accordance with Council Committee Policy, Agendas and Minutes must be prepared for each meeting of the LCCC. The agenda must be provided to members of the committee not less than 48 hours before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a meeting of an Advisory Committee must:

- (a) contain details of the proceedings and resolutions made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) in relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the chair, distributed to members and then formally endorsed at the subsequent meeting, before being published on the internet

As a general rule, LCCC committees Agendas and Minutes and attachments will be available to the public, and placed on the Internet, with the exception of reports and attachments that are confidential in nature

## **8. VOTING**

In accordance with Council Committee Policy, all members have voting rights. Staff provide support and advice to the committee and have no voting rights.

In the event of an equality of votes the chairperson has a second vote.

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## **9. CONDUCT AND INTEREST PROVISIONS**

In accordance with Council Committee Policy, a LCCC member must:

- act honestly;
- exercise reasonable care and diligence;
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

Where a member of the committee has an interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

## **10. GUESTS**

The group may invite guests to appear at the meeting via the approval of the Chair and a majority of members. Guests may include any persons whom provide technical or other insight as appropriate from time to time. The group is encouraged to make use of guests where particular skills/experience can be provided.

## **11. QUORUM REQUIREMENTS**

A minimum of six members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

## **12. REPORTING**

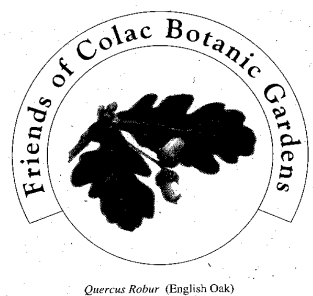
In accordance with Council Committee Policy, the LCCC is required to prepare a formal report on an annual basis in line with its stated objectives. The report will be presented to Council for noting under Sustainable Planning and Development.

## **13. ADMINISTRATION SUPPORT**

Administration support is provided by the Economic Development Officer who will be responsible for convening meetings, and providing minutes, agendas, meeting papers, etc. In the event that the Economic Development Officer is unavailable, he/she will designate these responsibilities to another member of staff and notify the Chair of such arrangements.

## **14. TERMS OF REFERENCE**

The Terms of Reference and objectives of the LCCC are to be reviewed by the committee biennially and by Council within twelve (12) months after a general election. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the committee and be presented to Council for formal approval.



## **Memorandum of Understanding between Colac Otway Shire Council and the Friends of the Colac Botanic Gardens**

The Friends of Colac Botanic Gardens is a volunteer body formed to foster interest in the preservation and development of the Colac Botanic Gardens and to inform the Colac Otway Shire Council in matters affecting the integrity of the Gardens.

### **Background**

In January 1992 the Friends of the Colac Botanic Gardens was established as an Advisory Committee to Council.

The function of an Advisory Committee is to assist Council in the consultative process and provide valuable information to support the decision making of Council and in turn the achievements of its objectives within the Community and Council Plans.

Advisory Committees allow Council to access independent external advice that may be valuable in the community. The committees have no other authority or purpose than to provide advice to Council to assist in its ultimate decision making ability.

### **The Parties**

The parties to this Memorandum of Understanding are:

- Friends of the Colac Botanic Gardens (the 'Friends')
- Colac Otway Shire Council (the 'Council')

### **Term of Memorandum**

This Memorandum of Understanding shall represent the agreement between the parties for a period of four (4) years from the date of signing by both parties as shown below.

### **Role of the Friends of Colac Botanic Gardens**

In undertaking its role as Friends of the Colac Botanic Gardens the group will:

- Work in close co-operation with Council in organising community activities in the Botanic Gardens;
- Act as a focal point for organisations and individuals interested in the Botanic Gardens;
- Inform Council on matters of interest and concern relating to the Botanic Gardens;

- Work in close co-operation with Council to ensure that all occupational health and safety responsibilities are met;
- Provide guides for interest group visitations to the Botanic Gardens; and
- Through the Potting Group undertake plant propagation to assist with fundraising activities to support the Friends of the Botanic Gardens.

### **Role of the Colac Otway Shire Council**

To assist the Friends of the Colac Botanic Gardens with this role the Council will:

- Develop an annual budget in consultation with the Friends which provides for the maintenance and development of the Botanic Gardens. These funds shall be expended and controlled at the absolute discretion of Council;
- Provide advice on occupational health and safety issues to the Friends;
- Annually nominate a representative to liaise with the Friends;
- Utilise the Friends as a reference body for the Botanic Gardens and related matters;
- Provide facilities for the Friends' Potting Group to undertake propagation of plants;
- Engage with the Friends and keep the group informed of activities to be undertaken by Council relating to the gardens; and
- Engage the services of a consultant curator twice yearly (or as appropriate) providing advice on long term planning of the gardens and involving a working party of the Friends as a component of site visits undertaken by the curator.

### **Communication**

Communication between the Friends and Council will be primarily undertaken by:

- General Manager Infrastructure and Services, representing Council; and
- The President, the Friends of the Colac Botanic Gardens representing the Friends, unless otherwise noted in this Memorandum.

The Friends will be given an opportunity to comment on actions or activities which may affect the level of service delivered at the Botanic Gardens. Any formal response to such actions or activities will be made in writing to the General Manager Infrastructure and Services, Colac Otway Shire Council.

The reporting relationships and roles between the Friends of the Botanic Gardens and Council are included as an attachment to this Memorandum of Understanding.

### **Variations**

Proposed variations to the Memorandum of Understanding may be initiated, in writing, by either party. Any variation will require the agreement of both parties.

### **Termination**

Either party may elect to terminate this Memorandum of Understanding by writing to the other party and advising the decision and reasons for doing so.

**Signed Sealed and Delivered**

**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

.....  
Date

.....  
**Friends of Colac Botanic Gardens**

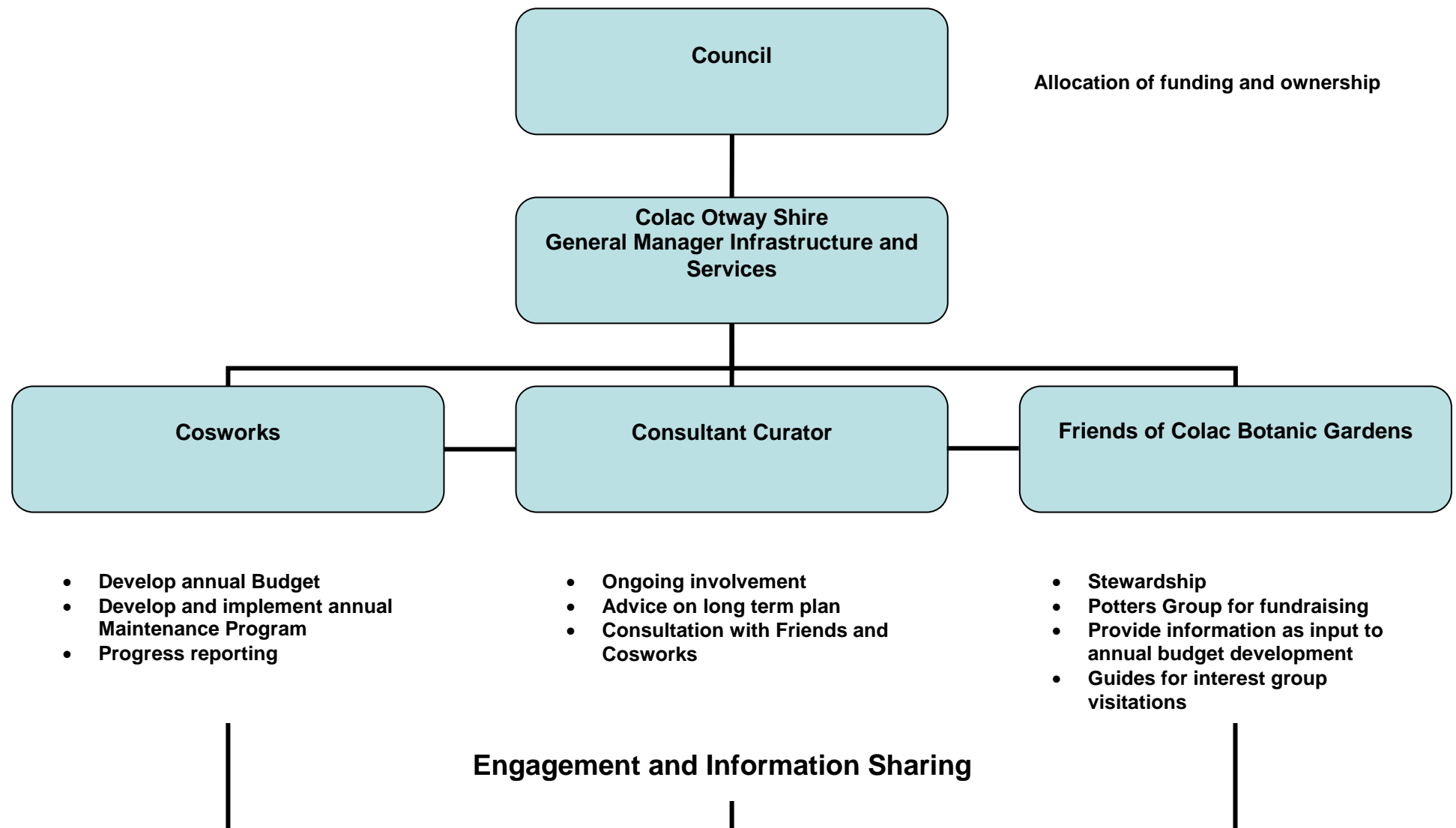
In the presence of:

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Date

## Reporting Relationships and Roles

## Attachment







## COUNCIL POLICY

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>Council Policy Title:</b>    | <b>Risk Management</b>           |
| <b>Council Policy ref. no:</b>  | 7.3                              |
| <b>Responsible Department:</b>  | Corporate and Community Services |
| <b>Date of adoption/review:</b> | 23 April 2014                    |

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### 1. INTRODUCTION

#### Policy Statement

Colac Otway Shire Council recognises that it is responsible and accountable for the management of risk as far as practicable at both corporate and community levels.

Council works in co-operation and consultation with employees and community to:

- Ensure ongoing active prevention of injury or illness to any person;
- Minimise or prevent risk and liability to Council; and
- Minimise damage or loss of any property.

Council acknowledges its corporate, financial and legal responsibility to effectively manage risks in all areas of its business activities. As far as is reasonably practicable Council will ensure that the organisation's operations do not place people, property or the environment at unacceptable levels of risk or harm.

#### Statement of Commitment

The major risk for most organisations is that they fail to achieve their strategic, business or project objectives, or are perceived to have failed by their stakeholders. The Colac Otway Shire is committed to managing this risk by logically and systematically identifying, analysing, evaluating, treating, monitoring and communicating all risks that directly or indirectly impact on the Council's ability to achieve the vision and strategic objectives outlined in the Council Plan.

Council believes that good Risk Management is essential for the successful implementation of the Council Plan, as it:

- Facilitates innovation, cooperation and the sharing of resources.
- Enhances the development and delivery of Council programs.
- Supports the Council's key values and ethics.
- Encourages a closer working partnership between the Council and the community.
- Ensures consultation with all Stakeholders on key issues.
- Encourages a proactive approach to problem solving.

Policy No. 7.3  
Risk Management Policy

## 2. POLICY PRINCIPLES

The principles of the policy are to:

- Identify and analyse Council's liability associated with risk;
- Identify, evaluate and prioritise the Council's risk associated opportunities and threats, with a view to:
  - Exploiting opportunities; and
  - Reducing, mitigating, transferring or eliminating threats.
- Promote and support risk management processes throughout the Colac Otway Shire;
- Encourage the identification and reporting of potential risks;
- Implement processes to reduce risk and eliminate high risk activities;
- Recognise that successful risk management relies on input from ALL employees;
- Recognise that Managers have specific responsibilities to oversee the management of risks within their areas of control;
- Allow for more effective allocation and use of resources;
- Provide a basis for higher standards of accountability;
- Protect Council's corporate image as a professional, responsible and ethical organisation; and
- Implement key actions in minimising risk exposure.

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## 3. DEFINITIONS

Definitions as per **AS/NZS ISO 31000**:

**Risk** is the effect of uncertainties on objectives. The "effect" of the uncertainty is any deviation from the expected and can be positive or negative. The objective could be related to finance, health & safety or environmental and could impact on different levels of the organisation (Strategic, Operational or Project based etc).

**Exposure** is the extent to which an organisation and/or stakeholder is subject to an event.

**Risk Management** is the co-ordinated activities to direct and control an organisation with regard to risk.

**Hazard** is a source of potential harm.

**Event** is an occurrence or change of a particular set of circumstances.

**Likelihood** is the chance of something happening.

**Consequence** is the outcome of an event affecting objectives.

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#### 4. SCOPE

This policy includes all services and functional areas of the organisation, including contractors, consultants and volunteers and at all levels of the organisation.

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The policy encompasses risk management principles pertaining to all classes of risk and will be implemented across all sectors of the organisation. It requires a consistent, proactive and systematic approach to risk management at all levels of Council and council activities.

In order to manage risks in accordance with best practice, Council should comply with the requirements of AS/NZS ISO 31000, Risk Management – Principles and Guidelines as well as Council's established ethical standards, values, policies, procedures and business practices.

#### 5. RISK MANAGEMENT REQUIREMENTS

***Risk Management shall be a consideration in all Council decision making processes.*** In accordance with its common law 'duty of care', statutory responsibilities and Council Policy, Council will ensure that resources are allocated to:

- Minimise Council's exposure to loss and litigation;
- Protect and enhance Council's Reputation;
- Protect Council's financial and physical assets;
- Implement employee health and safety programs;
- Capitalise on opportunities;
- Identify and manage risks which may cause loss or liability to Council; and
- Educate staff & Council to ensure there is a firm understanding of the principles associated with Enterprise Risk Management.

Maximum benefit is derived from the risk management processes through the:

- Commitment of Council and the Executive Management Team to risk management;
- Analysis of both external and internal risks;
- Establishment of risk management responsibilities throughout the Council;
- Communication throughout Council about risk;
- Regular monitoring and reporting on processes established to manage risk to the Risk Management Committee, to the Chief Executive Officer and the Audit Committee; and
- Integrating of risk management into the business planning process.

This will be achieved through the implementation of a risk management process, which is designed to identify significant risk exposures and find acceptable solutions for eliminating, reducing or transferring them.

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Policy No. 7.3  
Risk Management Policy

### Risk Tolerance

Colac Otway Shire recognises that undertaking the activities of Local Government has inherent risks. In pursuing its objectives, Council will manage risks based on the level of risk calculated as follows:

- **Risks with a residual rating of LOW** are acceptable and will be monitored by the routine procedures of responsible officers.
- **Risks with a residual rating of MEDIUM** are acceptable when the Executive Team clearly define responsible officer's responsibilities. These risks will be entered into the Risk Register.
- **Risks with a residual rating of HIGH** require authorisation by the Executive Team. The activity must be deemed critical to achieving Council's objectives and all other options must be explored before acceptance. These risks will be entered into the Risk Register. The Executive Team will closely monitor the activity with clearly defined responsibilities for the responsible manager.
- **Risks with a residual rating of EXTREME** are unacceptable and should cease until suitable controls are put in place to lower the risk as low as is reasonably practicable. Once a reduced risk rating has been achieved, it will be managed in accordance with the policy. Where the activity cannot be ceased (or ceasing the activity does not diminish the residual risk) the decision to tolerate the risk must be noted on the risk register. Resources should be applied to reduce the risk rating as soon as practicable.

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## 6. RESPONSIBILITY

Management and Staff are required to be familiar with and competent in the application of Council's Risk Management Policy and are accountable for adherence to the policy within their areas of responsibility.

Council is responsible for:

- adopting a Risk Management Policy and ensuring that there are adequate budgetary provisions for the implementation and maintenance of this policy.

The Audit Committee is responsible for:

- assisting the co-ordination of relevant activities of management, achieving the overall objectives of Council in an efficient and effective manner, including:
  - acting as an advisor of Council, to assist in discharging Council's responsibilities as they relate to the organisation's accounting policies, management systems, internal controls and financial reporting;
  - maintaining efficient and effective external and internal audit processes;
  - assisting Council in managing its risk; and
  - reviewing compliance processes with legislation.

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Risk Management Committee is responsible for:

- Ensuring Council's Risk Management practices operate within the framework provided by AS/NZS ISO 31000 Risk Management – Principles and Guidelines, legislation and Council policy.

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Policy No. 7.3  
Risk Management Policy

- Reviewing Council's Risk Management Policy and procedure by 31 March each year.
- Providing advice and assisting management and staff in the management of risk within their areas of responsibility.
- Annual review of all risks contained in the Risk Register
- Monitoring risk trends.
- Supporting risk management awareness training throughout the Council.
- Reporting to the Executive Management Team on a quarterly basis.
- Reporting progress to Executive after each meeting.

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*The terms of reference governing the composition and operation of the Risk Management Committee can be found in Appendix A.*

**Chief Executive Officer and General Managers** are responsible for:

- Understanding the principles of Risk Management, including their application to resource conservation and incident/claim reduction.
- Ensuring that the Council meets its "duty of care" to all staff and the general public and protects its assets and operations through:
  - Education.
  - Appropriate risk financing.
  - Adequate loss control programs and measures.
- Monitoring and evaluating the performance of Managers against their Risk Management responsibilities.
- Leading the Executive Management Team in the development of the Council's Business Continuity recovery program.
- Assisting the Council in the development and revision of the Council Plan.
- Develop agreed and assessable success measures, to support the Strategic Objectives contained in the Council Plan.
- Promoting Risk Management as a vital business principle.
- Monitoring the implementation of the Risk Management Policy and Risk Management procedure across the organisation.
- Monitoring and evaluating the performance of managers against their Risk Management responsibilities.
- Ensure that proposed events and projects within their jurisdiction are not approved without a formal risk assessment that effectively identifies and manages all the risks associated with them.
- Developing approved Business Unit Plans to support the Council Plan, linking all individual Business Objectives to the Council's Strategic Objectives.
- Monitoring all risks and associated Risk Management Plans entered into the Council's Risk Register which fall within their jurisdiction.
- Ensuring the provision of a safe and healthy work environment.
- Implementation of appropriate safe work practices and control measures in accordance with the Occupational Health & Safety Act 2004, its amendments, Regulations and related Codes of Practice and Australian Standards.
- Reviewing Council's Risk Register:
  - review and prioritise all risks entered on the register;
  - review action plans against all identified risks;

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- Ensuring that Council's assets and operations, together with liability risks to the public, are adequately protected through appropriate risk financing and loss control programs and measures.
- Advising Council of significant risks, strategies and resource implications.
- Monitoring and ensuring treatments are developed for the items identified in the Risk Register.

Risk and OHS Coordinator is responsible for:

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- Assisting with the implementation of an effective Risk Management System to ensure Council takes a proactive role in managing:
  - WorkCover;
  - Public Liability;
  - Professional Indemnity;
  - Industrial Special Risks and
  - Motor Vehicle claims for Council staff, works, services and facilities.
- Providing advice and assistance to all Council staff in relation to the development and implementation of an effective Risk Management System that complies with AS/NZS ISO 31000 Risk Management – Principles and Guidelines encouraging all Council staff, contractors and volunteers to actively employ Risk Management processes in their decision making.
- Assisting all staff with the procedural aspects of Risk Management.
- Maintaining Council's Risk Register.
- Providing an Action Progress Report to the Audit Committee on a quarterly basis.

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Managers, Co-ordinators and Team Leaders are responsible for:

- Understanding and observing the Risk Management Policy and related procedures.
- Making loss control/prevention a priority whilst undertaking daily tasks in Council's operations.
- Providing a safe and healthy work environment, in accordance with the Occupational Health and Safety Act 2004, its amendments, regulations and related Codes of Practice and Australian Standards.
- Providing assistance and requested information in relation to any insurance claim or risk management issue, in a timely manner.
- Ensuring that Council responds immediately to any report of a hazard or incident received from a resident, employee or visitor.
- Advising of any risk management matter that should be incorporated in forthcoming budgets.
- Monitoring and ensuring treatments are applied for the items identified in the Risk Register and reporting on these items to the Risk Management Committee.
- Understanding the principles of Risk Management, including their application to resource conservation and incident/claim reduction.
- Monitoring and evaluating the performance of Team Leaders against their Risk Management responsibilities.
- Contributing to the development of the Council's Business Continuity recovery program.

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- Assisting their General Manager in the development and maintenance of Business Unit Plans.
- ~~Evaluation and mitigation of risks associated with day to day business management and departmental/unit success measures.~~
- Advising of any risk issues within their jurisdiction that should be incorporated in forthcoming budgets.
- Promoting Risk Management as a vital business principle.

**Deleted:** Assisting their team members/staff in the identification, evaluation and mitigation of risks associated with their success measures

**Staff, Volunteers and Contractors** are responsible for:

- Understanding and observing the Risk Management Policy and related procedures.
- Making loss control/prevention a priority whilst undertaking daily tasks in Council's operations.
- Performing duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, Council's customers, visitors, contractors or the community in general.
- Reporting any illness, injury, hazard, near miss or incidents and losses as soon as they are detected to their manager or coordinator.
- Providing risk management related information, as requested by their manager.
- Assisting their manager in the identification and management of risks to be entered into Council's Risk Register.
- Contributing to the development and implementation of Risk Action Plans and strategies within their jurisdiction.
- Identifying evaluating and mitigating risks associated with their agreed success measures.
- Providing timely assistance and requested information in relation to any insurance claim or Risk Management issue

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**Contracts Co-ordinator, Manager Sustainable Assets, Manager Capital Works, Manager Major Projects** are to:

- Ensure that tenders issued and contracts let by Council comply with the Risk Management, Insurance and Indemnity requirements of AS 4000 and conform to the intent of Council's Risk Management Policy and procedure.
- Manage contracts to ensure their compliance with the above.

**Events Co-ordinator** is responsible for:

*In addition to their generic responsibilities under this Policy, the Events Co-ordinator is to undertake and document a formal risk assessment for all proposed events/projects, prior to their submission for funding consideration. This assessment must:*

- Consider known risks identified for similar events/projects.
- Identify unique risks associated with a particular event/project.
- Where possible, modify the event/project's design to eliminate or at least minimise these known risks.
- Where risks cannot be eliminated through redesign or re-engineering, establish plans to mitigate the risk to an acceptable level during an event or after a project's completion/implementation.

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**Building Construction Coordinator and Building Maintenance Officer** are responsible for:

*In addition to their generic responsibilities under this Policy, the Building Construction Coordinator and Building Maintenance Officer are accountable for:*

- Developing and maintaining an inspection program for all Council owned and controlled buildings, which complies with the relevant statutory and regulatory obligations.
- Generating maintenance activities and programmed works proposals from inspections conducted.
- Ensure that all building works, including maintenance, are carried out in accordance with applicable specifications and standards.

## 7. DISSEMINATION AND REVIEW

This policy will be communicated throughout the organisation on endorsement.

A regular review of all Council's activities is to be undertaken in order to assess the level of compliance with the Risk Management Policy. Progressive adjustment of practices will be undertaken, including the documentation and recording of those practices, to achieve full compliance with this Policy.

## 8. PERFORMANCE REVIEW

This policy is to be reviewed on an annual basis by the **Risk Management Committee** ~~and the Audit Committee.~~

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Council shall ensure that there is ongoing review of its risk management system to ensure continued suitability and effectiveness in satisfying the requirements of **AS/NZS ISO 31000 Risk Management – Principles and Guidelines**, and its Risk Management Policy. Records of such reviews shall be maintained. Council shall take part in regular audits to ensure compliance with relevant legislative requirements, these may include SafetyMap, Civic Mutual Plus (CMP) audits, Jardine Mutual Asset Protection Program (JMAPP) audits.

~~The ultimate objective is for Council to be recognised as achieving and maintaining best practice standards for managing risk within Local Government.~~

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## 9. RISK REGISTER/RISK MANAGEMENT PROCESS

This policy provides the basis for the management of risk within the Colac Otway Shire. This policy should be read in conjunction with the Risk Register, legislation and the associated Risk Management procedures.

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#### 10. RELATED DOCUMENTS

- OH&S Manual
- AS/NZS 31000 Risk Management – Principles and guidelines
- ISO Guide 73 Risk Management - Vocabulary
- AS 4000 General Conditions of Contract
- Colac Otway Shire Council Plan
- Colac Otway Shire Risk Management Procedure

#### ADOPTED/AMENDMENT OF POLICY

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
| 23 January 2002    | Adopted by Council   |
| 24 May 2006        | Review               |
| 28 March 2007      | Review               |
| 16 December 2009   | Review               |
| 28 April 2010      | Review               |
| 16 March 2011      | Review               |
| 27 June 2012       | Review               |
| 24 April 2013      | Review               |
|                    | Review               |

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**APPENDIX A - RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE****Objectives**

The objectives of the Risk Management Committee are to:

- Ensure that Council's Risk Management practices operate within the framework provided by AS/NZS ISO 31000 Risk Management - Principles and Guidelines, legislation and Council policy.
- Provide advice and assist management and staff in the management of risk within their areas of responsibility.
- Monitor Risk Trends.
- Regularly review the Risk Register (in particular the key corporate risks), risk mitigation strategies and level of residual risk.
- Review and assess the effectiveness of the risk management program and risk treatment action plans and make recommendations for continuous improvement.
- Support risk management awareness training and development of a Risk Management culture throughout Council.
- Report to the Executive and Audit Committee on the Risk Management program.

**Membership**

The following positions form the Core of the Committee:

- Manager Organisational Support and Development, Chair;
- General Manager corporate and Community Services (representing the Executive Management Team); and
- The Risk & Occupational Health and Safety Coordinator.

In addition, departments will be represented by:

- One Manager from each department (3) appointed on an annual rotating basis.

**Meetings**

- Meetings of the Committee shall be held four times per year i.e. on a quarterly basis.
- A quorum will be two core members and two Managers.

**Tasks**

- Review Council's Risk Management Policy and procedure by 30 March each year.
- Regularly review the key risks, risk mitigation strategies and residual risk/s contained within the organisations Risk Register.
- Re-evaluate and document risk scores post implementation of agreed treatment action plans.
- Review risk treatment action plans and make recommendations for continuous improvement.
- Via the attendance at the committee, review the risks and risk mitigation strategies each Manager is responsible for at least annually.
- Report to the Executive Management Team on a quarterly basis, following each meeting of the Committee.
- Provide an Action Progress Report to the Audit Committee on a quarterly basis;
- Provide an annual report to the Executive Management Team on Committee attendance.
- Promote risk management as a critical business process and monitor and endorse new initiatives and advances in the area.
- Review the Committee's Terms of Reference on an annual basis.



## COUNCIL POLICY

|                                 |                                                          |
|---------------------------------|----------------------------------------------------------|
| <b>Council Policy Title:</b>    | <b>Internal Audit Policy and Audit Committee Charter</b> |
| <b>Council Policy ref. no:</b>  | Policy No: 16.1                                          |
| <b>Responsible Department:</b>  | Corporate & Community Services                           |
| <b>Date of adoption/review:</b> |                                                          |

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### 1. INTRODUCTION

The internal audit policy provides a framework for Council, the Audit Committee and the Chief Executive Officer to independently appraise, examine and evaluate the activities of the Council in effectively discharging their responsibilities and accountabilities to customers and constituents.

This policy provides for the implementation of the internal audit function ensuring compliance with laws and regulations that impact upon the organisation. It also provides for the development of adequate and effective controls to be given particular attention to areas of risk in establishing a quality financial, management and reporting system that complements, however does not duplicate the external audit process undertaken by the Auditor General.

### 2. OBJECTIVES/PURPOSE

The objective of the internal audit process is to provide independent advice and assurance to Council and management that the policies, operations, systems and procedures for which they are responsible:

- comply with relevant legislation and standards (compliance);
- are carried out with optimum use of resources (economy and efficiency);
- achieve the objectives specified in Council and Operational Plans (effectiveness).
- pro-active Risk Management to minimise Council's risk exposure.

Internal Audit will undertake reviews of Council's activities and furnish the Audit Committee and management with reports containing analyses, appraisals, recommendations, comments and observations.

### 3. POLICY

#### 3.1 Scope of Internal Audit

The scope of internal audit is to include both compliance by Council and operational performance of Council (including any controlled entities) and may include, but is not restricted to:

- Monitoring risks to which the local government's operations are exposed.
- Preparing of audit plans to lessen the identified risks.

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Internal Audit Policy

- Evaluating the extent of compliance with legislation, policies and procedures.
- Monitoring, evaluating and reporting on compliance and probity issues surrounding the management of tendering arrangements, including contract compliance, the annual performance statement and co-operative performance indicators.
- Reviewing policies, systems and procedures and evaluating the adequacy of controls.
- Recommending improvements to systems and procedures.
- Advising on appropriate systems of control and other operational matters.
- Assessing the accuracy and appropriateness of reports and other information provided to Councillors.
- Reviewing revenues and expenditure of Council and its controlled entities.
- Advising revenue enhancement and cost reduction.
- Reviewing Business Continuity and Fraud Control.
- Evaluating Council operations and service delivery.
- Making recommendations to achieve operational best practice.

### 3.2 Operating Principles

#### 3.2.1 Organisational Arrangements

The Internal Auditor (as appointed by Council) is responsible to Council through the Audit Committee and the Chief Executive Officer, for the effective management of an independent Internal Audit function. The independent status within Council is essential to effective internal auditing and shall be maintained at all times.

The Internal Auditor has no managerial powers, authorities, functions or duties except those relating to the Internal Audit function. Accordingly Internal Audit activities do not in any way relieve other personnel from their responsibilities.

The Internal Auditor has the right of access to Council's properties, works, all records, accounts, correspondence, minutes and other documents that may be necessary in the conduct of a review. Council personnel may be requested to provide relevant information within a specified timeframe to enable a review to be efficiently completed.

Internal Audit shall not be responsible for detailed development, implementation of, or variation to financial and administrative systems, but should be advised of any approved development or change to such systems.

The Internal Auditor will promote its image as a service function carrying out its responsibilities through constructive co-operation with Executive Management and personnel at all levels within Council.

#### 3.2.2 Code of Ethics

Internal Auditors are expected to adopt professional ethical standards in order to meet their responsibility to the Council. The Council accepts that a suitable Code of Ethics and Rules of Conduct is one based on the Institute of Internal Auditors Australia.

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**Principles**

Internal auditors are expected to apply and uphold the following principles:

**Integrity**

The integrity of internal auditors establishes trust and thus provides the basis for reliance on their judgement.

**Objectivity**

Internal auditors exhibit the highest level of professional objectivity in gathering, evaluating and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgements.

**Confidentiality**

Internal auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

**Competency**

Internal auditors apply the knowledge, skills and experience needed in the performance of internal auditing services.

**3.2.3 Rules of Conduct****Integrity**

Internal auditors:

- (a) Shall perform their work with honesty, diligence and responsibility.
- (b) Shall observe the law and make disclosures expected by the law and the profession.
- (c) Shall not knowingly be a party to any illegal activity, or engage in acts that are discreditable to the profession of internal auditing or to the organisation.
- (d) Shall respect and contribute to the legitimate and ethical objectives of the organisation.

**Objectivity**

Internal auditors:

- (a) Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organisation.
- (b) Shall not accept anything that may impair or be presumed to impair their professional judgement.
- (c) Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

**Confidentiality**

Internal auditors:

- (a) Shall be prudent in the use and protection of information acquired in the course of their duties.
- (b) Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organisation.

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Policy No. 16.1  
Internal Audit Policy

### **Competency**

Internal Auditors:

- (a) Shall engage only in those services for which they have the necessary knowledge, skills and experience.
- (b) Shall perform internal auditing services in accordance with the International Standards for the Professional Practice of Internal Auditing.
- (c) Shall continually improve their proficiency and the effectiveness and quality of their services.

### **3.2.4 Audit Planning and Control**

Internal Audit planning shall be risk based and aligned to the Council Plan. The risk based methodology will indicate where longer term strategic or cyclic activities are involved. In addition, the internal audit plan will take cognizance of the results of the previous year, advice and requests from Council, the Audit Committee and Management.

The Internal Audit Annual Work Plan shall be approved by Council upon the recommendation of the Audit Committee.

### **3.2.5 Reporting the Results of Audit**

Matters arising during audits, including matters for possible inclusion in reports will, on completion of the audit, be discussed with the Manager in charge of the area and where appropriate with the responsible General Manager.

Matters that can be promptly resolved without the need for formal reporting will be done so and if necessary followed up. Details of such matters will be retained in audit working papers.

Reports will include the Manager's response to audit recommendations that will include recommendation acceptance, the responsible officer to undertake the corrective action and the expected date that the corrective action will be completed.

Managers are required to respond to all issues within 30 days of the formal report being issued. This is an initial response only and further work associated with particular recommendations will be negotiated with the appropriate General Manager as required.

The final draft report will be provided to Executive for final review and approval prior to being included in an Audit Committee Report.

The Audit Report including management responses and actions will be presented to Council's Audit Committee as soon as possible after the completion of the review.

Recommendations as approved will be included as actions in the relevant Business Plans of the particular unit(s).

At the completion of each Internal Audit review a survey of customers will be undertaken.

The following evaluation criteria will be assessed:

- Professional Attributes
- Scope of Work
- Performance of Audit Work

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Internal Audit Policy

### 3.2.6. Organisational Reporting of Audit Activity

The Internal Audit function is directly responsible to the Chief Executive Officer and will report the results of audit reviews via the Audit Committee. The detailed reporting process will be as determined by the Chief Executive Officer on the advice of the Audit Committee.

### 3.2.7 Relations with External Audit

A professional relationship will be maintained with Council's External Auditors. A close liaison will result in a cost effective use of audit resources ensuring the best value to Council.

Internal Audit will consult with External Audit, where necessary.

### 3.2.8 Confidentiality

All the work of internal audit will be confidential to the Council and Audit Committee and will not be disclosed to third parties, except for the external auditors unless specifically authorised by Council.

### 3.2.9 Key Performance Indicators

The Internal Auditor will provide regular Performance Indicator reports for the information of the Audit Committee.

The report will include indicators on the following Performance Criteria:

- Strategic Internal Audit Plan
- Committee Meetings
- Memorandum of Audit Planning (MAP)
- Close Out Meetings

## 4. IMPLEMENTATION AND REVIEW

This policy will be implemented by Colac Otway Shire and will be subject to periodic review.

## 5. ATTACHMENT

Audit Committee Charter - April 2013

### ADOPTED/AMENDMENT OF POLICY

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
| 27 June 2007       | Adoption by Council  |
| 28 October 2009    | Review               |
| 16 December 2009   | Review               |
| 27 June 2012       | Review               |
| 24 April 2013      | Review               |

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Policy No. 16.1  
Internal Audit Policy

## AUDIT COMMITTEE CHARTER

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### 1. PURPOSE

The Colac Otway Shire Council (Council) Audit Committee is a formally appointed independent Advisory Committee of Council for the purposes of the *Local Government Act 1989* (the Act).

The Audit Committee is 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 auditors 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.

### 2. AUTHORITY

The Audit Committee does not have:

- executive powers;
- authority to implement actions in areas over which management has responsibility;
- any delegated financial responsibility; and
- any management functions and is therefore independent of management.

However Council authorises the Audit Committee, within the scope of the responsibilities to:

- 2.1 Perform activities within its role and responsibilities.
- 2.2 Require the attendance of council officers at meetings as appropriate.
- 2.3 Have unrestricted access to management, employees and information it considers relevant to its roles and responsibilities.
- 2.4 Monitor the work and assess the performance of the internal and external auditors.

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**3. ORGANISATION****3.1 Membership**

- 3.1.1 The Committee will be comprised of two Councillors and two independent members, all of whom shall be appointed by Council.
- 3.1.2 The Council members of the Committee will be appointed annually by Council and the independent members will be appointed for a three year term.
- 3.1.3 Each Committee member should be capable of making a valuable contribution to the committee and have skills and experience appropriate to the Council's operations.  
  
The independent members will be able to demonstrate a background in financial reporting, accounting or business management.
- 3.1.4 Independent members will be eligible for reappointment by Council after the initial three year term.
- 3.1.5 The Chairperson of the Audit Committee shall be appointed by the Committee on an annual basis. The Chairperson is to be from the independent members of the Committee.
- 3.1.6 If Council proposes to remove an independent member of the Committee, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard at a Council meeting.

**3.2 Remuneration Arrangements**

- 3.2.1 Remuneration will be paid to any externally appointed member of the Committee. The basis of the fee may be an annual fee, a set fee per meeting, or some other basis negotiated with the Chief Executive Officer.
- 3.2.2 A Letter of Offer must be signed by externally appointed Committee members and Council. The Letter of Offer must describe any remuneration arrangements and be signed prior to appointment.
- 3.2.3 The Chief Executive Officer will review the remuneration annually in accordance with the terms of appointment.

**3.3 Meetings**

- 3.3.1 The Audit Committee shall meet at least four times each year and at least once in each quarter.
- 3.3.2 Meetings should be arranged to co-incide with the relevant Council reporting deadlines, including co-inciding with the finalisation of the Financial Statements and the draft Annual Report to the Minister.
- 3.3.3 Additional meetings shall be convened at the discretion of the Chairperson or at the written request of any member of the Committee.

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- 3.3.4 The Chief Executive Officer should attend all meetings, except where the Committee chooses to meet in camera.
- 3.3.5 The Mayor must be invited to attend every meeting of the Committee, but does not have voting rights. A copy of the agenda and comprehensive minutes shall be distributed to the Mayor where not a member of the Committee.
- 3.3.6 Council staff may be requested to attend either regularly or from time to time at the discretion of the Committee.
- 3.3.7 Representatives of the external auditor should be invited to attend at the discretion of the Committee.
- 3.3.8 The Committee may invite any other external party to a meeting in order to carry out the duties and functions of the Committee.
- 3.3.9 A standing invitation exists for all Councillors to attend Audit Committee meetings as observers but voting rights and discussion remains with Audit Committee members. Copies of agendas shall be provided to a Councillor where requested.
- 3.3.10 The internal auditor (as appointed by Council) should attend all meetings where internal audit reports are presented or as requested by the committee.
- 3.3.11 The number of members required to form a quorum is set at three committee members.
- 3.3.12 The chairperson of the Committee shall have a casting vote.
- 3.3.13 Detailed and summary minutes of each Audit Committee meeting will be prepared.

#### 4. CONFLICTS OF INTEREST

- 4.1 In accordance with section 79 of the *Local Government Act 1989*, members of the Committee are required to disclose all conflicts of interests and may not be eligible to vote on a matter or attend a meeting at which the subject of the conflict will be considered, depending on the nature of the conflict.
- 4.2 Members of the Committee are to be aware of the provisions of the Act concerning conflicts of interest.
- 4.3 Failure to comply with provisions of the Act with regard to conflicts of interest may result in termination of the member's appointment
- 4.4 Members of the Audit Committee are required to lodge appropriate declaration of interest returns.

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## 5. CONFIDENTIALITY

- 5.1 All Audit Committee meetings and records are considered confidential.
- 5.2 All members are to be aware of their responsibilities with regard to the confidential of information about Council's affairs pursuant to Section 77 of the Act.
- 5.3 Failure to comply with provisions of the Act with regard to confidentiality may result in termination of the member's appointment.

## 6. RESPONSIBILITIES

The Audit Committee will carry out the following responsibilities:

### 6.1 Financial Report

- 6.1.1 Review significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas and recent accounting, professional and regulatory pronouncements and legislative changes and understand their effect on the financial report.
- 6.1.2 Review with management and the external auditors the results of the audit, including any difficulties encountered.
- 6.1.3 Review the annual financial report and consider whether it is complete, consistent with information known to audit committee members and reflects appropriate accounting principles.
- 6.1.4 Review with management and external auditors all matters required to be communicated to the audit committee under the Australian Auditing Standards.
- 6.1.5 Review interim financial reports and consider whether they are complete and consistent with the information known to Audit Committee members.

### 6.2 Internal Control

- 6.2.1 Overview the scope of internal and external auditors review of internal controls over financial reporting and obtain reports on significant findings and recommendations, together with management's responses.
- 6.2.2 Consider the effectiveness of Council's internal control system, including IT security and control.

### 6.3 Risk Management

- 6.3.1 Monitor the systems, frameworks, processes and risk profile to ensure that material strategic and operational risks to the Council are dealt with appropriately.
- 6.3.2 Monitor the process of review of the Council's risk profile.
- 6.3.3 Consider the adequacy of actions taken to ensure that the material business risks have been dealt with in a timely manner to mitigate exposures to the Council.

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6.3.4 Receive half yearly updates on activities to mitigate any Extreme or High Risks identified in Council's Risk Register

**6.4 Fraud Prevention/Awareness**

- 6.4.1 Review the adequacy of Council's fraud prevention policies, procedures and plans, including fraud awareness programs and processes for reporting and investigations.
- 6.4.2 Review the circumstances surrounding any instances of fraud or corruption and any identified internal control weaknesses and monitor management's actions to address the issues.
- 6.4.3 Provide advice to the Chief Executive Officer and Council in relation to the management and reporting of fraudulent or corrupt actions.

**6.5 Business Continuity**

- 6.5.1 Monitor processes and practices of the Council to ensure for effective business continuity.

**6.6 Internal Audit**

- 6.6.1 Review with management and the internal auditor the charter, activities, staffing, financial resourcing and organisational structure of the internal audit function.
- 6.6.2 Review and recommend the 3 year strategic and annual audit plan for approval by the Council and all major changes to the plan and ensure the plan is linked with and covers Councils material business risks.
- 6.6.3 Monitor processes and practices to ensure that the independence of the audit function is maintained.
- 6.6.4 As part of the audit committee's annual assessment of performance, determine level of satisfaction with internal audit function having consideration of the Institute of Internal Auditor's 'International Standards for the Professional Practice of Internal Auditing'.
- 6.6.5 Monitor that the internal auditor's annual plan is linked with and covers the material business risks.
- 6.6.6 Provide an opportunity for the audit committee to meet with the internal auditor to discuss any matters that the audit committee or internal auditor believes should be discussed privately.
- 6.6.7 Review all audit scopes and reports and provide advice to the Council and Chief Executive Officer on significant issues identified in audit reports and action taken on issues raised including identification and dissemination of good practice.
- 6.6.8 Ensure that there are no unjustified restrictions or limitations on the internal auditor and review the appointment, replacement, dismissal and performance of the internal auditor.

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**6.7 External Audit**

- 6.7.1 Review the external auditor's proposed audit scope and approach, including any reliance on internal auditor activity.
- 6.7.2 Provide an opportunity for the audit committee to meet with the external auditors, to discuss any matters that the audit committee or the external auditors believe should be discussed privately.
- 6.7.3 Review all audit reports and provide advice to the Council and CEO on significant issues identified in audit reports and action taken on issues raised including identification and dissemination of good practice.
- 6.7.4 Review the performance of the external auditors and their agents.

**6.8 Compliance**

- 6.8.1 Review the systems and processes to monitor effectiveness of the system for monitoring compliance with legislation and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.
- 6.8.2 Keep informed of the findings of any examinations by regulatory agencies and any auditor (internal or external) observations and monitor management's response to these findings.
- 6.8.3 Obtain regular updates from management about compliance matters.

**6.9 Reporting Responsibilities**

- 6.9.1 Report regularly to the Council about audit committee activities, issues and related recommendations through circulation of minutes and annual report. Additional updates may be appropriate should issues of concern arise.
- 6.9.2 Monitor that open communication between the internal auditor, external auditors and the Council occurs.
- 6.9.3 Report to Council, describing the audit committee's composition, responsibilities and how they were discharged and any other information required by regulation, including approval of non-audit services.
- 6.9.4 Consider the findings and recommendations of relevant Performance Audits undertaken by the Victorian Auditor-General and to ensure the Council implements relevant recommendations.

**6.10 Other Responsibilities**

- 6.10.1 Perform other activities related to this Charter as requested by the Council.

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6.10.2 Review and assess the adequacy of the Audit Committee Charter annually, requesting Council approval for proposed changes and ensure appropriate disclosure as might be required by legislation or regulation.

6.10.3 Confirm annually that all responsibilities outlined in this Charter have been carried out.

6.10.4 Institute and oversee any investigations as requested by Council.

6.10.5 Evaluate the audit committee's performance annually.

## 7. REPORTING

The Colac Otway Shire Audit Committee will:

- 7.1 Report to Council as soon as practicable following the conduct of each meeting in the form of minutes or otherwise.
- 7.2 Report bi-annually to Council, summarising the activities and performance of the Committee during the previous year. The bi-annual report to Council shall include a forward plan and retrospective overview having regard to the Charter.

## 8. REVIEW

The Colac Otway Shire Audit Committee will:

- 8.1 Review the Audit Committee Charter on an annual basis and any recommendations for amendments will be submitted to Council for approval.
- 8.2 Evaluate its own performance (both of individual members and collectively) on an annual basis. This will include an assessment of the extent to which the Committee has discharged its responsibilities as set out in this Charter. The results of this evaluation will be reported to Council.
- 8.3 Obtain feedback on the Committee's performance and operations from key people such as the external auditor and senior management.
- 8.4 Obtain feedback from the Council on the effectiveness of the committee.

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## COUNCIL POLICY

|                                 |                                              |
|---------------------------------|----------------------------------------------|
| <b>Council Policy Title:</b>    | <b>Fraud Prevention &amp; Control Policy</b> |
| <b>Council Policy ref. no:</b>  | 16.2                                         |
| <b>Responsible Department:</b>  | Corporate & Community Services               |
| <b>Date of adoption/review:</b> |                                              |

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### 1. INTRODUCTION

Colac Otway Shire is committed to the prevention, deterrence and detection of fraudulent and corrupt behaviour in the performance of the business activities of Council.

The Council is committed to ensuring a corporate culture of honesty and integrity in which staff, volunteers and contractors **know** that fraud, corruption, dishonest acts and conflicts of interest will be detected and investigated. Fraud in any form will not be tolerated.

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The Colac Otway Shire expects its Councillors and staff to maintain a high standard of ethical conduct in all activities, in particular with respect to resources, information and authority. The community rightly expects the Colac Otway Shire to conduct its business in a fair and honest manner.

### 2. POLICY OBJECTIVES

To ensure that Councillors, members of committees, staff, volunteers and contractors are aware, what constitutes appropriate ethical conduct and responsibilities in dealing with instances of potential fraudulent activities and corrupt behaviour that may come to their attention.

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Management of the risk of exposure is an important area to monitor and the Council needs to be assured that appropriate and transparent procedures are in place. This document is linked to the Councillors and Employees Codes of Conduct which Councillors and employees are required to abide by.

The purpose of this policy is to:

- Promote and guide the conduct of all Councillors, employees and external parties associated with Colac Otway Shire Council, with a view to the avoidance of fraud and management of situations, which may be regarded as unethical conduct or behaviour.
- To demonstrate that Council is committed to the detection and investigation of any such occurrences.
- Encourage and facilitate the notification of matters that will assist in the avoidance of fraud.

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- Ensure that notifications are treated in strict confidence and investigated fully.
- Protect those people making notifications from retribution.

### 3. DEFINITIONS

In this Policy:

#### 3.1 Corruption

Corruption includes dishonest or improper use of a position and is defined as including any conduct of:

- any person that could adversely affect the honest or impartial exercise of official functions; or
- a Shire Officer or Councillor that involves the dishonest or partial exercise of any of his or her official functions; or
- a Shire Officer or former Shire Officer or Councillor that involves a breach of public trust; or
- a Shire Officer or former Shire Officer or Councillor that involves the misuse of information or material that he or she has acquired in the course of his or her official functions, whether or not for his or her benefit or for the benefit of any other person; or
- any person that could adversely affect the exercise of official functions and which could involve a number of specific offences such as: official misconduct, breach of trust, malfeasance, oppression, fraud and perverting the course of justice.

It is not corrupt conduct unless it involves:

- a criminal offence;
- a disciplinary offence;
- breach of policy or statute; or
- reasonable grounds for terminating the services of a Shire Officer.

#### 3.2 Employee

Includes Shire employees (Including full-time; part-time temporary and casual), Contractors, Volunteers or the employees of any Body providing services on the Shire's behalf.

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#### 3.3 Fraud

Fraud is characterised as dishonest conduct or misuse of position or authority in order to obtain unjust advantage, the theft of funds, assets or information, or the unauthorized use of Shire assets for personal gain. Persons inside or outside the Shire's organization, or both, can perpetrate fraud.

#### 3.4 Prevention

Prevention is the process by which the Shire, its management and employees manage risks to prevent fraud and includes:

- Adoption of appropriate internal controls in response to fraud and corruption risk assessments;

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- Adherence to a Code of Conduct, a commitment to ethical practices and disciplinary standards;
- Deterrence through commitment to imposing sanctions (e.g. disciplinary action and/or forwarding evidence and/or information to other agencies);
- Publicising outcomes of investigations where fraud and/or corruption is found to have occurred;
- Internal and external awareness of fraud and corruption and how Shire will deal with it; and
- Education programs to raise and maintain awareness of employees, contractors, consultants, customers and the community.

#### 4. RESPONSIBILITY FOR FRAUD PREVENTION

For fraud prevention controls to be effective the ownership of the policy must not be one staff member or a group of staff members, but must include all levels within Council.

A prerequisite for everyone is that they are expected to develop, encourage, insist upon and implement sound financial, legal and ethical decision making within their responsibility levels. Measures to prevent fraud will be continually monitored, reviewed and developed.

Specific Responsibilities include:

##### 4.1 The Council

As the body responsible for the good governance of the Shire the Council is responsible for developing and cultivating a culture of honesty and integrity in the management of the organisation.

The Council will ensure that Management has appropriate measures in place to detect and prevent fraud.

##### 4.2 Chief Executive Officer and General Managers

The Chief Executive Officer has primary responsibility for the proper management of Council resources and the development and implementation of systems and practices to minimise the risk of fraud.

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The General Managers play a major role in assisting the Chief Executive Officer in these responsibilities, by ensuring that appropriate corporate systems and procedures are put in place, properly managed and all necessary reporting and accountability provisions are in place and operating.

##### 4.3 Managers, Coordinators, Team Leaders and Supervisors

- Establish and maintain effective management practices, systems, procedures and controls.
- Ensure that staff understand their responsibilities through adequate supervision, written procedures and awareness training.
- Be aware of, and actively monitor, key fraud indicators and symptoms.

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- Respond positively to matters raised by Internal and External Audit.
- Act upon all reports of fraud in accordance with this Policy.
- Comply with the Staff Code of Conduct and all other Council policies.

#### 4.4 Employees, Contractors and Volunteers

- Responsible for acting with propriety and integrity in undertaking their duties. Must not use their position with the Shire to gain personal advantage or to confer advantage, or disadvantage on any other person
- Responsible for the safeguard of Shire assets against theft, misuse or improper use.
- Required to report any suspicion of fraud to the Chief Executive Officer, General Manager Corporate and Community Services or Manager of Finance and Customer Services.

#### 4.5 Audit Committee

- Monitor the implementation of the Fraud Control Policy.
- Direct and guide the internal audit function and approve, monitor and manage the annual internal audit plan.
- Ensure appropriate internal audit coverage is given to fraud control issues.
- Liaise closely with internal and external audit and ensure issues and recommendations are appropriately actioned.

#### 4.6 Internal Audit

The role of Internal Audit is to assist Management and Shire to achieve sound managerial review and control over all Shire activities. This process can aid fraud control, detection and improvements to the controls in place in the organisation.

Internal Audit is not involved in the day to day internal checking systems but is an independent and objective assurance and consulting activity. It assists the organisation to accomplish its objectives by bringing a systematic, disciplined approach to:

- evaluating systems
- improving the effectiveness of management and Corporate Governance.

The principal objectives of Internal Audit are to assess and report on whether:

- there are sufficient internal controls in place to protect Shire's assets and the integrity of information provided to management and Shire.
- there is adequate compliance with relevant laws/statutes and Shire's policies and procedures
- functional areas are appropriately controlled.

#### 4.7 External Audit

External Audit is conducted to verify the Shire's annual reported financial performance. External Audit also has a role in the process of achieving fraud control by reviewing internal Policies and Procedures and testing systems via specific guidelines developed in accordance with relevant legislation; Accounting Standards and the Auditor-General's code of ethics.

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**5. FRAUD MINIMISATION PROCEDURES**

The following is a listing of fraud minimisation strategies that may be implemented as part of this policy;

- Management is to be accountable for deviations from the Shire's approved budget and for the conduct of independent detailed reviews of significant variances to the budget.
- An annual review of Shire operations and an assessment of the Shire's exposure to risk to be undertaken.
- Fraud risks will be identified and monitored via the Corporate Risk Register.
- Management to impose financial controls which include separation of duties and regular checking of processes to minimise the opportunity for misappropriation of funds and/or assets.
- An ongoing internal audit process. Strong internal controls supported by the internal audit reviews on a regular basis will minimise the exposures to risk and prevent possible new risk areas that have not been addressed.
- External audit review and the focus on accountability of financial systems and the reporting process.
- Maintain strict recruitment practices and confirm all employee details and references are thoroughly checked, also promotion of this policy to all new Shire employees.
- Determine penalties for any fraud that has occurred, in conjunction with, but not limited to Shire's disciplinary procedure.
- Undertake Fraud Awareness and Prevention Training for all Shire employees.
- All assets are properly recorded and regular checks are performed to ensure significant items are present.
- Set a standard of conduct for suppliers and contractors.
- Have procedures in place relating to the use of Shire assets by employees.
- Shire and Management completing the appropriate disclosure of interest forms.

**6. FRAUD RISK REVIEW**

The General Manager Corporate and Community Services will ensure that a structured fraud risk assessment review is conducted periodically covering all functions and operations of the Shire. The review to address both the internal and external environments, and the fraud risk associated with both. The review will establish the level, nature and form of the Shire's fraud risk exposure. A plan generated from the review will subsequently define areas where specific action may be required. Any new Fraud Risks identified will be added to the Corporate Risk Register.

There are a number of indicators that exist for identifying possible frauds.

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Some indicators of fraud that should be reviewed as part of the review process are as follows:

- Theft, embezzlement or other misapplication of funds or assets
- Bribery or kick-backs
- Misuse of Shire credit cards and petty cash
- Misuse or unauthorised selling Shire's intellectual property
- False claims for reimbursement
- Misappropriation of cash, credit cards or other Council assets
- Forgery or alteration of documents
- Destruction or concealment of records or assets
- Collusive tendering or rigging of tenders
- Tendering inducements
- Unauthorised use of assets or equipment
- Electronic fraud
- Payroll fraud

## 7. FRAUD AWARENESS TRAINING

This Strategy requires that an ongoing awareness program be implemented to identify issues of fraud prevention, detection and reporting, and bring them to the attention of employees.

Fraud awareness or prevention provisions should be included in employee contracts, employee orientation, contract documentation, Shire agreements and any other process where employee conduct is involved.

The program will need to promote a confidential process whereby employees can feel comfortable to identify any suspicion of Fraud and where such employees can be protected from possible victimisation or discrimination.

There is a need to promote community awareness that fraud committed against the Shire is not acceptable and perpetrators will be prosecuted. The Shire should also promote an honest, ethical and businesslike approach to dealings with Shire by the adherence to good governance practices and protocols.

## 8. REPORTING OF FRAUD

All Shire employees, volunteers or contractors who suspect fraud have an obligation to report it by notifying the Chief Executive Officer, General Manager Corporate and Community Services or Manager of Finance and Customer Services in person, by telephone, in writing or via email.

### *Initial response when a fraud is discovered*

When a fraud is discovered the employee, volunteer or contractor who discovered the fraud must weigh up carefully how to react.

They must notify the Shire's General Manager Corporate and Community Services or Manager of Finance and Customer Services as appropriate in the

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circumstances who in turn must notify the Chief Executive Officer unless the issue of fraudulent behaviour involves either party.

#### **Fraud Investigation Process**

When a fraud investigation takes place, it must be undertaken in a methodical and comprehensive manner.

#### **Purpose of the Fraud Investigation**

- a) To determine if a fraud has been committed.
- b) Identify the person(s) responsible for the fraud.
- c) Discover the extent of the fraud and determine the action to be taken.
- d) Identify how long the fraud has been occurring and thereby the extent of the breakdown of internal controls.

The Chief Executive Officer in consultation with the appropriate General Manager will determine how and by whom the investigation will be conducted and whether the police or any external assistance will be employed.

Any investigation should be conducted using the principles of investigation and being mindful of the legalities involved. The Audit Committee should be advised of the situation at the earliest practicable time.

In all cases the principles of confidentiality, natural justice and human rights will be maintained.

### **9. EXTERNAL NOTIFICATION**

Council is committed to ensuring that all allegations, breaches of the Code of Conduct or this policy which are considered to be prima facie cases supported by evidence of fraudulent or corrupt activity are notified to the appropriate law enforcement or regulatory agency for investigation and/or prosecution. Where any successful prosecution of a matter results, employment ramifications will be considered on a case by case basis in accordance with Council Human Resources policies.

### **10. DOCUMENTATION**

The following documents will provide the basis of the ethical standards and conduct expected of Council staff, Councillors, volunteers and Council contractors:

- Code of Conduct – Councillors and Staff
- Employee Manual
- Protected Disclosure Act 2012 - Procedures
- Information Privacy Policy
- Risk Management Policy
- Position Description/Employment Agreement/Contract

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### **11. REVIEW OF POLICY**

The Fraud Prevention and Control Policy will be reviewed as part of the Council's annual audit program. At the time of the review, additionally, a report will be prepared which will detail procedures and processes undertaken

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during the past year which will confirm that an appropriate program of fraud awareness and control is in place.

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
| 28 March 2007      | Adoption by Council  |
| 28 October 2010    | Review               |
| 30 March 2011      | Review               |
| 24 April 2013      | Review               |

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## ***Quarterly Operational Plan Progress Report***

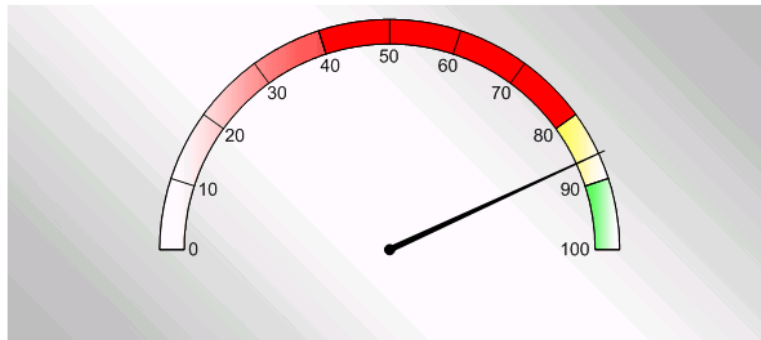
***Period:*** 01/01/14 - 31/03/14



Colac Otway Shire Council

Quarterly Operational Plan Progress Report (Jan to Mar)

Quarterly Progress against Operational Plan Actions



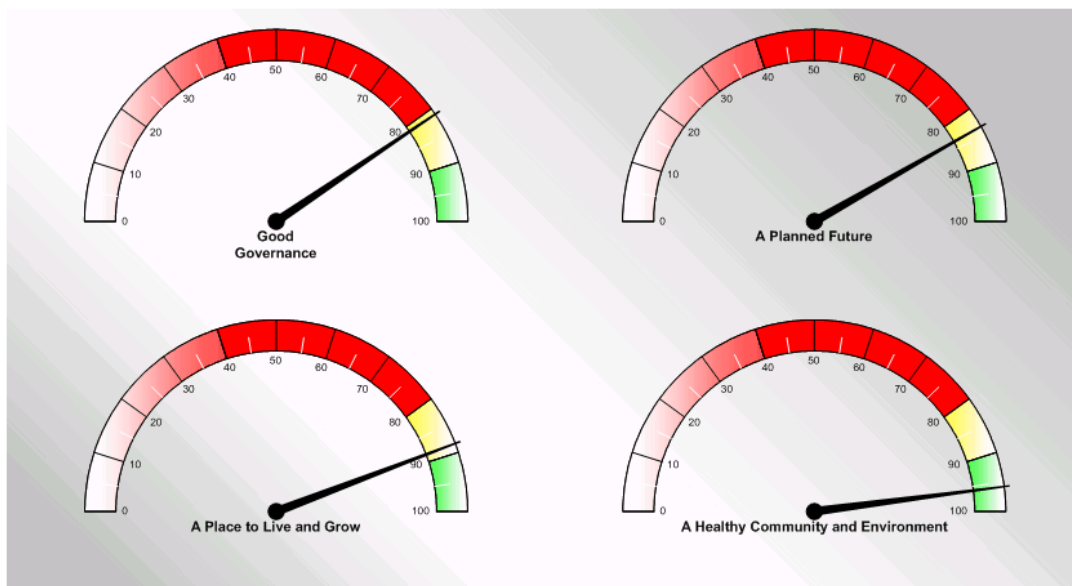
Description

Indicator

- 52 Operational Plan Actions reported on
- 34 Operational Plan Actions at least 90% of target
- 5 Operational Plan Actions between 70% and 90% of target
- 13 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                                          | 6                                     | 2                                         | 4                                      | 0                         | 0                      |
| 2. A Planned Future                    | 17                                          | 11                                    | 1                                         | 5                                      | 0                         | 0                      |
| 3. A Place to Live and Grow            | 15                                          | 10                                    | 2                                         | 3                                      | 0                         | 0                      |
| 4. A Healthy Community and Environment | 8                                           | 7                                     | 0                                         | 1                                      | 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 4 continues. A draft has been forwarded to Councillors for comment.                                                                                                                                 | Corporate & Community Services GM's Office | 30/06/2014 |          |
| 1.1.1.3 Review all Council policies.                                                                                 | All policies have been reviewed by Council.                                                                                                                                                                                 | 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.                                                   | Dredge under construction and is approximately 60% complete. Workboat final design has been approved by Transport Safety Victoria. Construction about to commence.                                                          | Major Contracts                            | 30/06/2014 |          |
| 1.1.2.2 Asbestos Register Update.                                                                                    | Quotes presently being sought to undertake a review of Council's asbestos register.                                                                                                                                         | Sustainable Assets                         | 30/06/2014 |          |
| 1.1.2.2 Develop an NDIS (National Disability Insurance Scheme) service delivery Business Model to mitigate the risk. | All workshops and information sessions required for the NDIS have been attended. Transfer of existing service users to NDIS is now occurring; however there are still many considerations to make during this trial period. | Health and Community Services              | 30/06/2014 |          |

**Colac Otway Shire Council**

**Quarterly Operational Plan Progress Report (Jan to Mar)**

| <b>ACTION</b>                                                                                                           | <b>EXECUTIVE COMMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>BUSINESS UNIT</b>                   | <b>COMP. DATE</b> | <b>PROGRESS</b>                                                                       |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------|---------------------------------------------------------------------------------------|
| 1.1.2.5 Staged implementation of the National Asset Management Framework.                                               | Stage 1 is complete. It included the establishment of asset capital, strategic management of the asset system and maintenance schedule. Stage 2 is on schedule to commence June/July 2014.                                                                                                                                                                                                                                                                 | Information Services                   | 30/06/2014        |    |
| 1.1.2.7 Implement Council's internal audit program.                                                                     | Two (2) audits have commenced during the quarter concerning Statutory Planning and Rates.                                                                                                                                                                                                                                                                                                                                                                  | 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 has not progressed further during the period.                                                                                                                                                                                                                                                                                                                                                                  | Finance & Customer Service             | 30/06/2014        |    |
| 1.1.2.12 Implement Council's Risk Management System.                                                                    | Risk Register has been refined and received praise from the Audit Committee. It has been decided that this will be the tool that Colac Otway Shire will continue to use. The Risk Committee has commenced the process of inviting Managers to meetings to review risks - target is all risks reviewed annually. An Outline Business Case has been prepared for Incident Management Software - the case was presented to Council for funding consideration. | 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                                           | Strategy completed and presented to a Council Workshop on 15 January 2014.                                                                                                                                                                                                                                                                                                                                                                                 | Information Services                   | 30/06/2014        |  |






April 09, 2014



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**Colac Otway Shire Council**

**Quarterly Operational Plan Progress Report (Jan to Mar)**

| <b>ACTION</b>                                                                                             | <b>EXECUTIVE COMMENTS</b>                                                                                                                                                                                                             | <b>BUSINESS UNIT</b>         | <b>COMP. DATE</b> | <b>PROGRESS</b>                                                                       |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------|---------------------------------------------------------------------------------------|
| <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.                                                                                                                                                    |                              |                   |                                                                                       |
| 2.1.1.1 Apollo Bay Harbour Master Plan.                                                                   | Public exhibition of Amendment C73 amd Revised Master Plan Report completed on 30 October 2013. Submissions considered at February 2014 Council meeting and referred to a Panel.                                                      | Planning & Building Services | 30/06/2014        |    |
| 2.1.1.1 Redevelopment of the former Colac High School site.                                               | The Consultant has provided final options for master planning of the site and these are available for the purposes of assisting Council to determine its approach to the future of the site.                                          | 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 received in-principle funding approval from Regional Development Victoria and have lodged a more detailed grant application.                  | Planning & Building Services | 30/06/2014        |    |
| 2.1.1.6 Planning Scheme Amendment implementing Birregurra Structure Plan & Neighbourhood Character Study. | Amendment C76 to implement the Structure Plan and Neighbourhood Character Study placed on public exhibition late in 2013. Submissions considered by Council and referred to an independent panel at the January 2014 Council meeting. | Planning & Building Services | 30/06/2014        |  |
| 2.1.1.7 Local Bushfire Planning Policy Project.                                                           | A consultant report has been finalised following extensive consultation with external authorities including the Country Fire Authority, and placed on public exhibition until 17 April 2014.                                          | Planning & Building Services | 30/06/2014        |  |

Colac Otway Shire Council

Quarterly Operational Plan Progress Report (Jan to Mar)

| ACTION                                                                                                       | EXECUTIVE COMMENTS                                                                                                                                                                                                                                                                                                                   | BUSINESS UNIT                | COMP. DATE | PROGRESS                                                                              |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------|---------------------------------------------------------------------------------------|
| 2.1.1.8 Prepare Township Plans for Alvie, Cororooke and Beeac to establish new settlement boundaries.        | Preliminary work has been undertaken by officers, however the project has been deferred until mid 2014 to enable waste water treatment information to be derived from a Domestic Wastewater Management Plan (DWMP) prepared for the Shire. The DWMP commenced in March following confirmation of funding from the water authorities. | Planning & Building Services | 30/06/2014 |    |
| <b>Council Plan Strategy:</b> 2.1.2 Develop an integrated response to meet future infrastructure needs.      |                                                                                                                                                                                                                                                                                                                                      |                              |            |                                                                                       |
| 2.1.2.1 Implementation Plan for G21 Regional Growth Plan, including strategic priorities for Infrastructure. | The final Implementation Plan report was adopted by Council at the November 2013 Council meeting.                                                                                                                                                                                                                                    | Planning & Building Services | 30/06/2014 |    |
| 2.1.2.1 Staged implementation of the Colac CBD & Entrances Project.                                          | VicRoads are now using our detailed design work as a basis for their investment in road and streetscape works which will extend as far as Corangamite Street.                                                                                                                                                                        | Economic Development         | 30/06/2014 |    |
| 2.1.2.2 Develop Colac Airfield Business Plan.                                                                | Business Plan completed and reported to Council. Currently undergoing public consultation.                                                                                                                                                                                                                                           | Major Contracts              | 30/06/2014 |  |
| 2.1.2.2 Heritage Strategy implementation.                                                                    | A Heritage Overlay anomalies amendment is being prepared including a peer review of selected sites by Council's Heritage Adviser. The Heritage Strategy was adopted by Council at the November 2013 meeting.                                                                                                                         | Planning & Building Services | 30/06/2014 |  |
| 2.1.2.4 Community infrastructure and asset renewal plan.                                                     | Draft Asset Management Plans have been completed. Will be presented to Council for adoption over the coming period.                                                                                                                                                                                                                  | Sustainable Assets           | 30/06/2014 |  |
| 2.1.2.11 Develop a Colac Otway Shire Footpath Strategy.                                                      | Strategy is still in initial draft form. Initial scoping of the strategy has commenced.                                                                                                                                                                                                                                              | Capital Works                | 30/06/2014 |  |

| Colac Otway Shire Council                                                    |                                                                                                                                                                                                                                                                                                   | Quarterly Operational Plan Progress Report (Jan to Mar)                                                |            |          |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------|----------|
| ACTION                                                                       | EXECUTIVE COMMENTS                                                                                                                                                                                                                                                                                | BUSINESS UNIT                                                                                          | COMP. DATE | PROGRESS |
| 2.1.2.12 Develop a 10 Year Capital Works Strategy.                           | Draft strategy prepared. Additional work required prior to forwarding to Executive for comment.                                                                                                                                                                                                   | Capital Works                                                                                          | 30/06/2014 |          |
| <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.                       | Work has progressed on the 2013/14 Small Town Improvement Program projects, with a number of projects aimed to be completed by early 2014.                                                                                                                                                        | Economic Development                                                                                   | 30/06/2014 |          |
| 2.1.4.7 Implement the Colac Marketing Strategy.                              | Planning and collateral development for the Regional Living Expo is complete. A promotional campaign ran over the Labor Day Long weekend promoting the Colac brand through local coffee shops; anecdotal evidence is they were well received and further metrics will come from website hits etc. | 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.           | Final Guidelines have been adopted by Council at the December 2013 meeting.                                                                                                                                                                                                                       | Recreation, Arts and Culture                                                                           | 30/06/2014 |          |
| 2.1.5.6 Implement the Visiting Friends and Relatives local tourism campaign. | TV advertising continues on WIN TV supported by the Visitor Information Centres (VIC). VIC's, particularly Colac, are reporting increasing numbers of local residents investigating tourism options for themselves or their friends and relatives. .                                              | 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.                      |            |          |
| 3.1.1.3 Develop the G21 Physical Activity Strategy.                          | Draft Colac Otway Shire Physical Activity Strategy, endorsed by Council at the February meeting, to be put on public exhibition seeking comment from the community. G21 Physical Activity Strategy is in draft form and will be presented to the G21 Board in the near future.                    | Recreation, Arts and Culture                                                                           | 30/06/2014 |          |

Colac Otway Shire Council

Quarterly Operational Plan Progress Report (Jan to Mar)

| ACTION                                                                                      | EXECUTIVE COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | BUSINESS UNIT                                                                            | COMP. DATE | PROGRESS |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------|----------|
| 3.1.1.30 Develop and implement the Public Health and Wellbeing Plan.                        | Working with a number of coordinators and external agencies to prepare for the Early Years Plan, 50+ Plan, Alcohol & Other Drugs Plan, and and Access, Equity and Inclusion Policy/Plan.                                                                                                                                                                                                                                                                                                                                                                                                                 | 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). | The Colac Skills and Workforce Audit has been completed and the consultancy firm is now working on seeking agreement from 10-15 businesses to do enterprise specific workforce development plans. Primarily these firms or organisations represent large employers who have been identified as likely to grow. A draft business planning tender is with the governing bodies of Trinity and Colac Secondary Colleges for ratification for the operation of the Trade Training Centre. A draft scoping study for the development of a regional "Green Brand" is with the Steering Committee for approval. | 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 Project well underway. Colac Secondary College oval has been completed and is currently in the maintenance period. Discussions held with AFL Victoria and Sport & Recreation Victoria about leveraging funding for Central Reserve. A project proposal will be submitted to Sport & Recreation Victoria's Community Facilities Funding Program in April 2014.                                                                                                                                                                                                     | Recreation, Arts and Culture                                                             | 30/06/2014 |          |



Colac Otway Shire Council

Quarterly Operational Plan Progress Report (Jan to Mar)



| ACTION                                                                 | EXECUTIVE COMMENTS                                                                                                                                                                                                                                                                                                          | BUSINESS UNIT                | COMP. DATE | PROGRESS |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------|----------|
| 3.1.3.6 Staged implementation of the Open Space Strategy.              | Currently seeking tenders for Elliminyt Playground Stage 2 project. Wye River Open Space Development progressing. Discussions continuing with Fonterra about the possible acquisition of land for open space in Cororooke. Investigations undertaken to redevelop the Apollo Bay P-12 College oval to enable community use. | Recreation, Arts and Culture | 30/06/2014 |          |
| 3.1.3.7 Construct Colac Secondary College Community Sports Field.      | Construction works completed. Ground is currently in maintenance period and will be ready for community use for the 2014-15 summer period.                                                                                                                                                                                  | 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. | Majority of works complete. Drainage program and asphalt program still to be completed; on track for program to be delivered.                                                                                                                                                                                               | Capital Works                | 30/06/2014 |          |
| 3.1.4.9 Sealed road reconstruction program.                            | Reconstruction program completed for 2013-2014, three months ahead of schedule.                                                                                                                                                                                                                                             | Cosworks                     | 30/06/2014 |          |
| 3.1.4.10 Implement the asset renewal and maintenance programs.         | 2013/14 works programmes being implemented.                                                                                                                                                                                                                                                                                 | Sustainable Assets           | 30/06/2014 |          |
| 3.1.4.10 Unsealed road resheeting program.                             | Approximately 70km completed. Expenditure \$1,000,000. Program slightly behind due to Timber Road Funding increase of \$375,000 to do additional works to resheet Old Beech Forest Road.                                                                                                                                    | Cosworks                     | 30/06/2014 |          |
| 3.1.4.11 Footpath Renewal Program.                                     | Delivery of this programme is nearing completion.                                                                                                                                                                                                                                                                           | Sustainable Assets           | 30/06/2014 |          |
| 3.1.4.11 Implement the annual maintenance program.                     | On target as per our program and within budget.                                                                                                                                                                                                                                                                             | Cosworks                     | 30/06/2014 |          |

April 09, 2014



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**Colac Otway Shire Council** **Quarterly Operational Plan Progress Report (Jan to Mar)**

| ACTION                                  | EXECUTIVE COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | BUSINESS UNIT      | COMP. DATE | PROGRESS                                                                            |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------|-------------------------------------------------------------------------------------|
| 3.1.4.12 Annual Road Resealing Program. | All sealing works are completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Sustainable Assets | 30/06/2014 |  |
| 3.1.4.13 Bridge Reconstruction Program. | VEC Civil Engineering, awarded the contract for the replacement of the Lyness Access bridge, Carlisle River, have started preliminary designs for the new structure. GHD have prepared concept designs for the remediation of this Sand Road bridge. These are presently being reviewed by Council officers as to the design solution with the highest cost benefit ratio. Both of these projects are being completed under Council's \$1M allocation from the State Government's Country Roads and Bridges Initiative. | Sustainable Assets | 30/06/2014 |  |








Colac Otway Shire Council

Quarterly Operational Plan Progress Report (Jan to Mar)

| ACTION                                                           | EXECUTIVE COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | BUSINESS UNIT                                                                                                                                                   | COMP. DATE | PROGRESS |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|
| 3.1.4.14 Building Renewal Program.                               | The following is a status summary of projects being completed under the 2013/14 Building Renewal programme:<br>- Larpent Hall Kitchen Refurbishment - documentation for his project is being finalised. Quotations are to be sought shortly. Further discussion will be required with the Hall Committee to avoid potential conflicts between the planned works and any functions that may have been scheduled.<br>- Gellibrand Works Depot Amenity Upgrades - shower facilities to be provided in works depot to meet WorkSafe requirements for staff amenities. A building permit has been applied for. Quotations will be sought once this is received.<br>- Lake Forshore toilets - this involves minor refurbishment works to improve the overall appearance of these high profile facilities. Specification documents are presently being finalised with quotes from builders to be sought shortly. | 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 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.              | The designer is consulting with the Environmental Protection Agency on the design requirements and constraints.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Major Contracts                                                                                                                                                 | 30/06/2014 |          |


Colac Otway Shire Council

Quarterly Operational Plan Progress Report (Jan to Mar)

| ACTION                                                                                                                    | EXECUTIVE COMMENTS                                                                                                                                                                                                                                                                                                                                                                                 | BUSINESS UNIT                  | COMP. DATE | PROGRESS                                                                              |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------|---------------------------------------------------------------------------------------|
| 4.1.3.10 Solar Array Installations.                                                                                       | The tender specifications have been finalised and will be released by May 2014. Installation of the Rae Street array is expected to commence in June 2014.                                                                                                                                                                                                                                         | Environment & Community Safety | 30/06/2014 |    |
| 4.1.3.11 Energy Efficient Street Lighting Installation.                                                                   | The more efficient globes are expected to be installed in April 2014. LED lights are going to be installed in all of the street lights in the shire. LED lights are more expensive but are much cheaper to maintain.                                                                                                                                                                               | 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.                                               | Actions are being undertaken in accordance with Environment Action Plan. Revegetation works continue along Barongarook Creek. Phase 2 of the Climate Resilient Communities Project has commenced.                                                                                                                                                                                                  | Environment & Community Safety | 30/06/2014 |    |
| <b>Council Plan Strategy:</b> 4.1.5 Support community safety initiatives, local law enforcement and emergency management. |                                                                                                                                                                                                                                                                                                                                                                                                    |                                |            |                                                                                       |
| 4.1.5.15 Implement the Municipal Emergency Management Plan.                                                               | Council continues to fulfil its obligations in accordance with the Municipal Emergency Management Plan (MEMP). Fire Inspections have been carried out through the fire danger period and investigation continues into possible sites for Neighbourhood Safer Places in Gellibrand, Beeac and Birregurra. The MEMP is currently being reviewed in preparation for an audit by the SES in July 2014. | Environment & Community Safety | 30/06/2014 |  |
| 4.1.5.16 Complete a review of Local Laws 1, 2 and 3.                                                                      | Review completed and actions implemented.                                                                                                                                                                                                                                                                                                                                                          | Environment & Community Safety | 30/06/2014 |  |

**Colac Otway Shire Council**

**Quarterly Operational Plan Progress Report (Jan to Mar)**

| <b>ACTION</b>                                                      | <b>EXECUTIVE COMMENTS</b>                                                                                                                                                                                                                                                                                                                                                 | <b>BUSINESS UNIT</b>           | <b>COMP. DATE</b> | <b>PROGRESS</b>                                                                     |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------|-------------------------------------------------------------------------------------|
| 4.1.5.17 Review and implement the Domestic Animal Management Plan. | Council continues to undertake actions in accordance with the Domestic Animal Management Plan. To date this financial year 4,994 dogs and 1,582 cats have been registered, 36 dogs and 39 cats have been impounded, 5 dogs and 3 cats have been rehoused and 28 dogs and 1 cat have been returned to their owners. Unfortunately 3 dogs and 35 cats had to be euthanased. | Environment & Community Safety | 30/06/2014        |  |





# **Third Quarter Financial Performance Report 2013-2014 March 2014**



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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 31 March 2014 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 third 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 \$8.095 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 \$15.161 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 \$40.204 million which higher than the adopted budget, while the service expenditure budget is also projected at this stage to remain relatively consistent at \$42.35 million, resulting in the service budget deficit of \$2.146 million.

#### **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 \$3.85 million to \$10.087, 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 \$13.289 million to \$24.498 million.

The net result of these changes is a projected increase in the capital works deficit of \$9.439 million to \$14.411 million.



## Operating Statement

The information portrayed below provides an operating statement as per the data at 31 March 2014. 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 31 March 2014 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.

### Operating Statement

March 2014

|                                       | Actual YTD          | Budget YTD          | Forecast Budget     | Original Budget     |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Operating revenue</b>              |                     |                     |                     |                     |
| Rates and charges                     | (25,459,527)        | (24,675,388)        | (24,683,566)        | (24,651,950)        |
| Statutory fees and charges            | (426,118)           | (404,651)           | (498,915)           | (462,100)           |
| User fees and charges                 | (2,501,064)         | (2,549,818)         | (3,349,289)         | (3,187,169)         |
| Operating grants - state              | (3,707,984)         | (3,539,337)         | (4,271,252)         | (3,237,667)         |
| Operating grants - federal            | (2,491,344)         | (2,367,407)         | (6,312,147)         | (6,553,871)         |
| Contributions - cash operating        | (221,212)           | (145,427)           | (446,940)           | (128,560)           |
| Reimbursements                        | (74,582)            | (56,162)            | (76,364)            | (92,376)            |
| Finance revenue                       | (363,167)           | (311,375)           | (468,000)           | (368,000)           |
| Other revenue                         | (80,910)            | (79,249)            | (97,922)            | (94,250)            |
| <b>Total operating revenue</b>        | <b>(35,325,908)</b> | <b>(34,128,814)</b> | <b>(40,204,395)</b> | <b>(38,775,943)</b> |
| <b>Operating expenses</b>             |                     |                     |                     |                     |
| Employee benefits                     | 11,763,303          | 11,457,422          | 15,642,514          | 15,840,790          |
| Materials and services                | 3,763,836           | 4,056,705           | 5,503,368           | 4,981,488           |
| Contracts                             | 5,089,478           | 5,197,097           | 9,781,520           | 8,207,651           |
| Depreciation and amortisation         | 6,784,998           | 6,784,998           | 9,634,866           | 9,634,866           |
| Finance expenses                      | 233,243             | 235,760             | 353,371             | 353,371             |
| Other expenses                        | 987,138             | 884,412             | 1,434,359           | 1,184,911           |
| <b>Total operating expenses</b>       | <b>28,621,996</b>   | <b>28,616,394</b>   | <b>42,349,998</b>   | <b>40,203,077</b>   |
| <b>Underlying deficit/(surplus)</b>   | <b>(6,703,912)</b>  | <b>(5,512,420)</b>  | <b>2,145,603</b>    | <b>1,427,134</b>    |
| <b>Capital revenue</b>                |                     |                     |                     |                     |
| Capital grants - state                | (1,068,473)         | (1,170,551)         | (8,240,002)         | (2,650,084)         |
| Capital grants - federal              | (1,885,826)         | (923,800)           | (1,846,700)         | (1,200,000)         |
| Contributions - cash capital          | 23,000              |                     |                     |                     |
| Net gain / loss on disposal of assets | (181,726)           | (131,744)           | (153,810)           | (153,810)           |
| <b>Total capital revenue</b>          | <b>(3,113,025)</b>  | <b>(2,226,095)</b>  | <b>(10,240,512)</b> | <b>(4,003,894)</b>  |
| <b>Operating deficit/(surplus)</b>    | <b>(9,816,937)</b>  | <b>(7,738,515)</b>  | <b>(8,094,909)</b>  | <b>(2,576,760)</b>  |

## Financial Position Statement

The information below provides details on the financial position or balance sheet as at 31 March 2014.

### Balance Sheet March 2014

|                                             | Actual YTD           | Forecast Budget      | Original Budget      |
|---------------------------------------------|----------------------|----------------------|----------------------|
| <b>Current assets</b>                       |                      |                      |                      |
| Cash and cash equivalents                   | 15,161,069           | 7,488,417            | 7,488,417            |
| Trade and other receivables                 | 10,830,297           | 3,519,467            | 3,519,467            |
| Inventories                                 | 230,774              | 158,109              | 158,109              |
| Total current assets                        | 26,222,140           | 11,165,993           | 11,165,993           |
| <b>Non-current assets</b>                   |                      |                      |                      |
| Other non-current assets                    | 351,317              | 382,712              | 382,712              |
| Property, infrastructure, plant & equipment | 276,285,712          | 287,040,132          | 287,040,132          |
| Total non-current assets                    | 276,637,029          | 287,422,844          | 287,422,844          |
| <b>Total assets</b>                         | <b>302,859,169</b>   | <b>298,588,837</b>   | <b>298,588,837</b>   |
| <b>Current liabilities</b>                  |                      |                      |                      |
| Trade and other payables                    | (4,065,006)          | (2,065,734)          | (2,065,734)          |
| Interest-bearing loans and borrowings       | (120,745)            | (636,061)            | (636,061)            |
| Trust                                       | (263,587)            | (215,713)            | (215,713)            |
| Provisions                                  | (3,873,299)          | (4,132,263)          | (4,132,263)          |
| Total current liabilities                   | (8,322,637)          | (7,049,771)          | (7,049,771)          |
| <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)          | (4,216,929)          | (4,216,929)          |
| Total non-current liabilities               | (8,762,627)          | (8,585,635)          | (8,585,635)          |
| <b>Total liabilities</b>                    | <b>(17,085,264)</b>  | <b>(15,635,406)</b>  | <b>(15,635,406)</b>  |
| <b>Net assets</b>                           | <b>285,773,905</b>   | <b>282,953,431</b>   | <b>282,953,431</b>   |
| <b>Equity</b>                               |                      |                      |                      |
| Accumulated surplus                         | (117,008,456)        | (123,931,751)        | (116,443,334)        |
| Asset revaluation reserve                   | (154,970,922)        | (151,533,263)        | (159,021,680)        |
| Other reserves                              | (13,794,527)         | (7,488,417)          | (7,488,417)          |
| <b>Total equity</b>                         | <b>(285,773,905)</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 31 March 2014.

### Capital Works

March 2014

| Category                   | Actual YTD       | Budget YTD        | Forecast Budget   | Original Budget   |
|----------------------------|------------------|-------------------|-------------------|-------------------|
| Buildings                  | 2,075,337        | 919,870           | 10,477,871        | 875,000           |
| Roads & traffic network    | 3,392,195        | 4,674,069         | 4,538,400         | 4,530,000         |
| Bridges & culverts         | 29,981           | 506,943           | 1,000,000         | 1,000,000         |
| Kerb & Channelling         | -                | 62,646            | 196,932           | 75,000            |
| Outdoor furniture          | 510              | -                 | -                 | 100,000           |
| Footpaths                  | 471,048          | 549,923           | 949,042           | 396,000           |
| Drainage                   | 271,965          | 385,301           | 850,489           | 540,000           |
| Other structures           | 225,250          | 493,276           | 1,275,416         | 371,000           |
| Plant, equipment & other   | 2,649,888        | 4,175,484         | 5,209,278         | 5,401,813         |
| <b>Capital Works Total</b> | <b>9,116,174</b> | <b>11,767,512</b> | <b>24,497,428</b> | <b>13,288,813</b> |

## Capital Works and Major Projects Programme Update

The capital works and major projects original budget for the 2013-2014 financial year was \$14.245 million of which \$13.289 million related to capital asset works.

Project commencement across the organisation is well underway, with most programs and projects tracking on schedule for completion by the end of the year.

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. The large projects relating to Small Town Improvement Program (STIP) have been identified as potential carry over projects including the Barwon Downs Community Centre, Kewarren Community House development etc. Other projects that have been identified as potential carry over items include the Photovoltaic Cells (PV System) installation for Rae Street and Blue Water Fitness Centre.

Overall, there are 63 Capital Works and Major programmes and projects to be undertaken within the 2013-2014 programme, not including carry over projects. Detailed information on those projects is included in the attached 2013/14 Project List.

To date, total expenditure with regard to all capital works and major projects, including carry over projects is at approximately \$10.140 million. The level of expenditure is on track for the progress through the financial year, as major construction expenditure associated with the renewal program still to be finalised within the remaining three months of the year.

## 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 |
|--------------|-------------|-------------|------------|
| <b>Total</b> | 12,695,345  | (6,122,950) | 6,572,395  |

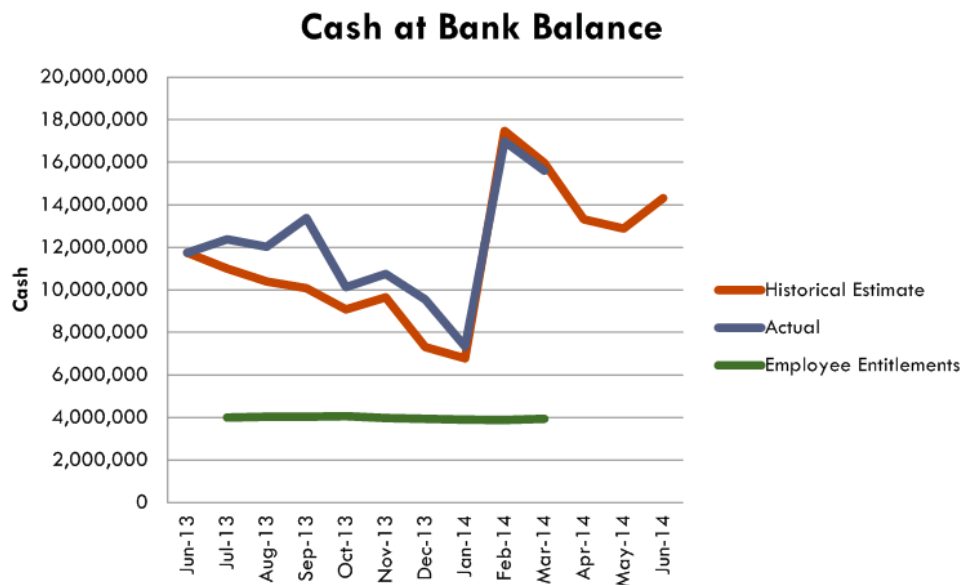
| Project/Activity                                                                                             | Carry-over<br>Expense | Carry-over<br>Income | Net Result | Complete |
|--------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|------------|----------|
| 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)            | (29,468)   |          |
| 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     | ✓        |

| Project/Activity                                                                                                    | Carry-over<br>Expense | Carry-over<br>Income | Net Result       | Complete |
|---------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|------------------|----------|
| 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<br>Park loading                                              | 90,000                | -80,000              | 10,000           |          |
| Advancing Country Towns (ACT) - Enterprise Level<br>Workforce Planning                                              | 77,713                | 0                    | 77,713           |          |
| Advancing Country Towns (ACT) - Better Services Early<br>Years 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<br>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> | <b>7</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:

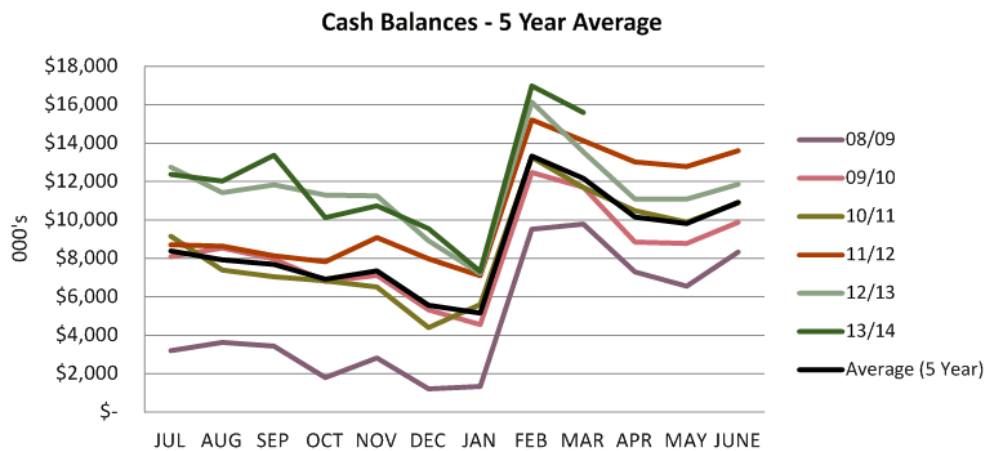
- The Estimate – which is an estimation of what the cash balance may be at the end of each month based entirely upon historical averages.
- The Actual – which is the actual balance at the end of each month of the year up to and including March 2014.
- Employee Entitlements – which is the value of employee entitlements owed to employees at that time. This is effectively for Council the cash balance at which point Council's operating funds are zero (0).



| Month  | Historical Estimate | Actual     | Employee Entitlements (Floor) |
|--------|---------------------|------------|-------------------------------|
| Jul-13 | 10,998,670          | 12,383,545 | 3,999,800                     |
| Aug-13 | 10,399,014          | 12,020,669 | 4,039,386                     |
| Sep-13 | 10,081,349          | 13,373,881 | 4,040,667                     |
| Oct-13 | 9,073,791           | 10,125,388 | 4,060,251                     |
| Nov-13 | 9,654,822           | 10,744,929 | 3,976,232                     |
| Dec-13 | 7,306,040           | 9,547,019  | 3,939,579                     |
| Jan-14 | 6,773,800           | 7,330,063  | 3,894,716                     |
| Feb-14 | 17,473,953          | 16,981,777 | 3,882,935                     |
| Mar-14 | 15,963,534          | 15,601,849 | 3,938,049                     |

The following chart provides details on the cash balances at month end for the five (5) years prior to the 2013-2014 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 carefully assess its resource capability before any commitment is made to additional works or projects, regardless of the opportunity it may offer. For all new projects it is important that proper planning is undertaken.

## Investment Report

| Deposit                             | Minimum Rate | Maximum Rate | Average |
|-------------------------------------|--------------|--------------|---------|
| <b>TOTAL PORTFOLIO</b>              |              |              |         |
| Total                               | 2.50%        | 4.09 %       | 3.44%   |
| <b>GENERAL INVESTMENTS</b>          |              |              |         |
| At-Call deposits                    | 2.50%        | 2.50%        | 2.50%   |
| Fixed term deposits                 | 3.35%        | 4.09%        | 3.67%   |
| <b>PERFORMANCE BENCHMARK</b>        |              |              |         |
| Reserve Bank of Australia Cash Rate | 2.50%        | 2.75%        | 2.53%   |
| 90-Day Bank Bill Index              | 2.58%        | 2.76%        | 2.62%   |

The portfolio has performed above the Reserve Bank of Australia (RBA) average cash rate (2.53%) and above the average 90-day bank bill index (2.62%).

The balance of Council's Investment Portfolio at the end of the quarter was approximately \$15 million in fixed term deposits and \$0.6 million in at call deposits.

Below is a summary of the fixed term deposits held at 31 March 2014.

| Bank                    | Investment Amount | % Total Investments |
|-------------------------|-------------------|---------------------|
| AMP                     | \$750,000         | 5%                  |
| Bank of Melbourne       | \$4,400,000       | 29%                 |
| Commonwealth Bank       | \$2,850,000       | 19%                 |
| National Australia Bank | \$3,000,000       | 20%                 |
| BankWest                | \$4,000,000       | 27%                 |



## 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.

## Underlying Result

|                                     | Actual YTD  | Budget YTD  | Forecast Budget | Original Budget |
|-------------------------------------|-------------|-------------|-----------------|-----------------|
| Underlying result (surplus)/deficit | (6,703,912) | (5,512,420) | 2,145,603       | 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 31 March 2014.

| Department                                           | Business Unit                                     | Account Type | March Actual YTD    | March Budget YTD    | Forecast Budget     |
|------------------------------------------------------|---------------------------------------------------|--------------|---------------------|---------------------|---------------------|
| <b>Chief Executive Office</b>                        |                                                   |              | <b>661,481</b>      | <b>680,024</b>      | <b>975,007</b>      |
| CEO                                                  |                                                   |              | 459,357             | 488,140             | 647,665             |
|                                                      | Executive Office Section                          |              | 344,512             | 360,894             | 464,497             |
|                                                      | Expense                                           |              | 344,512             | 360,894             | 464,497             |
|                                                      | Public Relations & Marketing Section              |              | 114,845             | 127,246             | 183,168             |
|                                                      | Expense                                           |              | 114,845             | 127,246             | 183,168             |
| <b>Council</b>                                       |                                                   |              | <b>202,124</b>      | <b>191,884</b>      | <b>327,342</b>      |
|                                                      | Elected Members Section                           |              | 202,124             | 191,884             | 327,342             |
|                                                      | Expense                                           |              | 209,346             | 199,084             | 334,542             |
|                                                      | Income                                            |              | (7,222)             | (7,200)             | (7,200)             |
| <b>Corporate &amp; Community Services</b>            |                                                   |              | <b>(11,925,858)</b> | <b>(14,636,446)</b> | <b>(20,452,547)</b> |
| <b>Corporate &amp; Community Services Management</b> |                                                   |              | <b>737,058</b>      | <b>733,484</b>      | <b>992,808</b>      |
|                                                      | Corporate & Community Services Management Section |              | 225,161             | 223,355             | 317,232             |
|                                                      | Expense                                           |              | 248,490             | 236,086             | 342,632             |
|                                                      | Income                                            |              | (23,329)            | (12,731)            | (25,400)            |
|                                                      | Library Section                                   |              | 511,897             | 510,129             | 675,576             |
|                                                      | Expense                                           |              | 529,209             | 524,480             | 691,776             |
|                                                      | Income                                            |              | (17,312)            | (14,351)            | (16,200)            |
| <b>Finance &amp; Customer Service</b>                |                                                   |              | <b>(16,565,012)</b> | <b>(19,132,158)</b> | <b>(26,806,617)</b> |
|                                                      | Customer Service Section                          |              | 304,684             | 341,995             | 478,326             |
|                                                      | Expense                                           |              | 305,298             | 342,736             | 479,326             |
|                                                      | Income                                            |              | (614)               | (741)               | (1,000)             |

| Department                                    | Business Unit                                               | Account Type | March Actual YTD | March Budget YTD | Forecast Budget  |
|-----------------------------------------------|-------------------------------------------------------------|--------------|------------------|------------------|------------------|
|                                               | <i>Financial Services Section</i>                           |              | (991,270)        | (1,026,896)      | (4,575,380)      |
|                                               | Expense                                                     |              | 1,670,751        | 1,383,346        | 1,785,813        |
|                                               | Income                                                      |              | (2,662,021)      | (2,410,242)      | (6,361,193)      |
|                                               | <i>Property &amp; Rates Section</i>                         |              | (22,660,798)     | (22,837,613)     | (21,981,594)     |
|                                               | Expense                                                     |              | 311,755          | 352,591          | 582,038          |
|                                               | Income                                                      |              | (22,972,553)     | (23,190,204)     | (22,563,632)     |
|                                               | <i>Vic Roads Section</i>                                    |              | (2,625)          | (3,555)          | (2,425)          |
|                                               | Income                                                      |              | (2,625)          | (3,555)          | (2,425)          |
|                                               | <i>Accounting Adjustments Section</i>                       |              | 6,784,998        | 4,393,911        | (725,544)        |
|                                               | Expense                                                     |              | 6,784,998        | 4,158,735        | (1,046,234)      |
|                                               | Income                                                      |              |                  | 235,176          | 320,690          |
| <b>Health &amp; Community Services</b>        |                                                             |              | <b>719,142</b>   | <b>549,332</b>   | <b>691,240</b>   |
|                                               | <i>Children &amp; Family Services Section</i>               |              | 186,900          | 191,633          | 269,377          |
|                                               | Expense                                                     |              | 577,848          | 564,247          | 770,877          |
|                                               | Income                                                      |              | (390,948)        | (372,614)        | (501,500)        |
|                                               | <i>Health &amp; Community Service Management Section</i>    |              | 135,810          | 158,838          | 221,663          |
|                                               | Expense                                                     |              | 135,810          | 158,838          | 221,663          |
|                                               | <i>Public Health Section</i>                                |              | 78,747           | 116,870          | 166,187          |
|                                               | Expense                                                     |              | 212,389          | 230,425          | 310,187          |
|                                               | Income                                                      |              | (133,642)        | (113,555)        | (144,000)        |
|                                               | <i>Rural Access Section</i>                                 |              | (14,352)         | (676)            | (2,500)          |
|                                               | Expense                                                     |              | 41,016           | 46,882           | 68,560           |
|                                               | Income                                                      |              | (55,368)         | (47,558)         | (71,060)         |
|                                               | <i>Transport Connections</i>                                |              | 71,273           |                  |                  |
|                                               | Expense                                                     |              | 71,273           |                  |                  |
|                                               | <i>Older Persons &amp; Ability Support Services Section</i> |              | 260,763          | 82,667           | 36,513           |
|                                               | Expense                                                     |              | 1,724,946        | 1,669,174        | 2,218,776        |
|                                               | Income                                                      |              | (1,464,183)      | (1,586,507)      | (2,182,263)      |
| <b>Information Services</b>                   |                                                             |              | <b>1,030,954</b> | <b>1,065,372</b> | <b>1,518,118</b> |
|                                               | <i>Information Management Section</i>                       |              | 219,411          | 236,303          | 322,364          |
|                                               | Expense                                                     |              | 219,411          | 236,303          | 322,364          |
|                                               | Income                                                      |              |                  |                  |                  |
|                                               | <i>Information Services Unit Section</i>                    |              | 811,543          | 829,069          | 1,195,754        |
|                                               | Expense                                                     |              | 815,181          | 832,024          | 1,198,754        |
|                                               | Income                                                      |              | (3,639)          | (2,955)          | (3,000)          |
| <b>Organisation Support &amp; Development</b> |                                                             |              | <b>989,107</b>   | <b>1,037,519</b> | <b>1,287,596</b> |
|                                               | <i>Human Resources Section</i>                              |              | 288,558          | 226,205          | 373,947          |
|                                               | Expense                                                     |              | 289,013          | 227,581          | 375,947          |
|                                               | Income                                                      |              | (455)            | (1,376)          | (2,000)          |
|                                               | <i>Organisational Development Section</i>                   |              | 192,783          | 259,595          | 366,018          |
|                                               | Expense                                                     |              | 192,783          | 259,595          | 366,018          |
|                                               | <i>Risk Management Section</i>                              |              | 507,766          | 551,719          | 547,631          |
|                                               | Expense                                                     |              | 552,563          | 579,782          | 576,131          |
|                                               | Income                                                      |              | (44,797)         | (28,063)         | (28,500)         |
| <b>Recreation Arts &amp; Culture</b>          |                                                             |              | <b>1,162,893</b> | <b>1,110,005</b> | <b>1,864,308</b> |
|                                               | <i>Bluewater Fitness Centre Section</i>                     |              | 355,455          | 256,378          | 504,711          |
|                                               | Expense                                                     |              | 750,023          | 539,124          | 845,554          |
|                                               | Income                                                      |              | (394,568)        | (282,746)        | (340,843)        |
|                                               | <i>COPACC Section</i>                                       |              | 201,672          | 99,705           | 366,026          |
|                                               | Expense                                                     |              | 614,816          | 591,583          | 956,767          |

| Department                                | Business Unit                                 | Account Type | March Actual YTD | March Budget YTD   | Forecast Budget    |
|-------------------------------------------|-----------------------------------------------|--------------|------------------|--------------------|--------------------|
|                                           |                                               | Income       | (413,144)        | (491,878)          | (590,741)          |
|                                           | Other Leisure & Fitness Centres Section       |              | 21,219           | 60,461             | 57,648             |
|                                           | Expense                                       |              | 40,971           | 70,522             | 70,148             |
|                                           | Income                                        |              | (19,752)         | (10,061)           | (12,500)           |
|                                           | Recreation & Events Section                   |              | 441,445          | 478,446            | 645,581            |
|                                           | Expense                                       |              | 467,322          | 514,352            | 681,581            |
|                                           | Income                                        |              | (25,877)         | (35,906)           | (36,000)           |
|                                           | Recreation, Arts & Culture Management Section |              | 143,103          | 215,015            | 290,342            |
|                                           | Expense                                       |              | 143,103          | 215,015            | 290,342            |
| <b>Infrastructure &amp; Services</b>      |                                               |              | <b>3,063,575</b> | <b>3,527,833</b>   | <b>6,260,037</b>   |
| <b>Capital Works Management</b>           |                                               |              | <b>548,234</b>   | <b>592,326</b>     | <b>785,806</b>     |
|                                           | Capital Works Management Section              |              | 548,234          | 592,326            | 785,806            |
|                                           | Expense                                       |              | 585,222          | 644,110            | 852,806            |
|                                           | Income                                        |              | (36,987)         | (51,784)           | (67,000)           |
| <b>Infrastructure Services Management</b> |                                               |              | <b>156,782</b>   | <b>183,063</b>     | <b>268,077</b>     |
|                                           | Infrastructure Services Management Section    |              | 156,782          | 183,063            | 268,077            |
|                                           | Expense                                       |              | 156,782          | 183,063            | 268,077            |
| <b>Major Contracts</b>                    |                                               |              | <b>(567,810)</b> | <b>(375,837)</b>   | <b>832,186</b>     |
|                                           | Aerodrome Section                             |              | 14,941           | 21,886             | 22,178             |
|                                           | Expense                                       |              | 15,768           | 24,525             | 25,928             |
|                                           | Income                                        |              | (827)            | (2,639)            | (3,750)            |
|                                           | Contract Management Section                   |              | 194,633          | 187,000            | 258,348            |
|                                           | Expense                                       |              | 201,822          | 205,438            | 278,348            |
|                                           | Income                                        |              | (7,189)          | (18,438)           | (20,000)           |
|                                           | Waste Management Section                      |              | (777,384)        | (584,723)          | 551,660            |
|                                           | Expense                                       |              | 2,076,837        | 2,342,713          | 3,531,594          |
|                                           | Income                                        |              | (2,854,221)      | (2,927,436)        | (2,979,934)        |
| <b>Plant Operations</b>                   |                                               |              | <b>(773,456)</b> | <b>(1,010,468)</b> | <b>(1,329,111)</b> |
|                                           | Major Plant                                   |              | (630,893)        | (722,114)          | (1,012,786)        |
|                                           | Expense                                       |              | (609,956)        | (692,693)          | (956,786)          |
|                                           | Income                                        |              | (20,937)         | (29,421)           | (56,000)           |
|                                           | Light Fleet                                   |              | (142,563)        | (288,354)          | (316,325)          |
|                                           | Expense                                       |              | (142,563)        | (288,354)          | (316,325)          |
| <b>Sustainable Assets</b>                 |                                               |              | <b>906,993</b>   | <b>866,539</b>     | <b>1,221,103</b>   |
|                                           | Council Facilities Section                    |              | 347,255          | 345,827            | 484,644            |
|                                           | Expense                                       |              | 347,255          | 345,827            | 484,644            |
|                                           | Sustainable Assets Management Section         |              | 559,738          | 520,712            | 736,459            |
|                                           | Expense                                       |              | 559,738          | 520,712            | 736,459            |
| <b>COSWORKS (Colac Otway Shire Works)</b> |                                               |              | <b>2,792,833</b> | <b>3,272,210</b>   | <b>4,481,976</b>   |
|                                           | COSWORKS Management Section                   |              | 243,583          | 269,921            | 348,207            |
|                                           | Expense                                       |              | 279,683          | 290,409            | 373,207            |
|                                           | Income                                        |              | (36,100)         | (20,488)           | (25,000)           |
|                                           | Livestock Selling Centre Operations Section   |              | (83,667)         | (66,100)           | (112,395)          |
|                                           | Expense                                       |              | 327,150          | 349,332            | 470,293            |
|                                           | Income                                        |              | (410,817)        | (415,432)          | (582,688)          |
|                                           | Parks & Reserves Maintenance Section          |              | 1,048,105        | 1,289,148          | 1,672,630          |
|                                           | Expense                                       |              | 1,048,105        | 1,289,148          | 1,672,630          |
|                                           | Road Maintenance Section                      |              | 1,584,813        | 1,779,241          | 2,573,534          |
|                                           | Expense                                       |              | 1,584,813        | 1,779,241          | 2,573,534          |

| Department                                               | Business Unit                                                    | Account Type | March Actual YTD   | March Budget YTD    | Forecast Budget     |
|----------------------------------------------------------|------------------------------------------------------------------|--------------|--------------------|---------------------|---------------------|
| <b>Sustainable Planning &amp; Development Services</b>   |                                                                  |              | <b>2,560,216</b>   | <b>2,721,264</b>    | <b>3,833,797</b>    |
| <b>Economic Development</b>                              |                                                                  |              | <b>664,498</b>     | <b>722,378</b>      | <b>1,087,666</b>    |
|                                                          | <i>Business Section</i>                                          |              | <b>248,268</b>     | <b>275,222</b>      | <b>397,949</b>      |
|                                                          | Expense                                                          |              | 255,173            | 278,029             | 400,949             |
|                                                          | Income                                                           |              | (6,905)            | (2,807)             | (3,000)             |
|                                                          | <i>Tourism Section</i>                                           |              | <b>416,230</b>     | <b>447,156</b>      | <b>689,717</b>      |
|                                                          | Expense                                                          |              | 737,903            | 664,787             | 969,872             |
|                                                          | Income                                                           |              | (321,673)          | (217,631)           | (280,155)           |
| <b>Environment &amp; Community Safety</b>                |                                                                  |              | <b>709,938</b>     | <b>778,106</b>      | <b>1,057,797</b>    |
|                                                          | <i>Emergency Management Section</i>                              |              | <b>165,523</b>     | <b>203,750</b>      | <b>257,530</b>      |
|                                                          | Expense                                                          |              | 228,782            | 234,492             | 331,366             |
|                                                          | Income                                                           |              | (63,259)           | (30,742)            | (73,836)            |
|                                                          | <i>Environment Section</i>                                       |              | <b>316,619</b>     | <b>359,520</b>      | <b>530,929</b>      |
|                                                          | Expense                                                          |              | 318,299            | 361,200             | 532,609             |
|                                                          | Income                                                           |              | (1,680)            | (1,680)             | (1,680)             |
|                                                          | <i>Local Laws Section</i>                                        |              | <b>227,796</b>     | <b>214,836</b>      | <b>269,338</b>      |
|                                                          | Expense                                                          |              | 453,120            | 469,541             | 657,289             |
|                                                          | Income                                                           |              | (225,324)          | (254,705)           | (387,951)           |
| <b>Planning &amp; Building</b>                           |                                                                  |              | <b>828,618</b>     | <b>934,148</b>      | <b>1,242,206</b>    |
|                                                          | <i>Building Control Section</i>                                  |              | <b>106,922</b>     | <b>98,148</b>       | <b>151,142</b>      |
|                                                          | Expense                                                          |              | 172,711            | 173,694             | 254,342             |
|                                                          | Income                                                           |              | (65,790)           | (75,546)            | (103,200)           |
|                                                          | <i>Statutory Planning Section</i>                                |              | <b>558,269</b>     | <b>640,389</b>      | <b>854,544</b>      |
|                                                          | Expense                                                          |              | 675,971            | 744,487             | 1,008,744           |
|                                                          | Income                                                           |              | (117,702)          | (104,098)           | (154,200)           |
|                                                          | <i>Strategic Planning Section</i>                                |              | <b>163,427</b>     | <b>195,611</b>      | <b>236,520</b>      |
|                                                          | Expense                                                          |              | 165,023            | 195,611             | 286,520             |
|                                                          | Income                                                           |              | (1,596)            |                     | (50,000)            |
| <b>Sustainable Planning &amp; Development Management</b> |                                                                  |              | <b>357,161</b>     | <b>286,632</b>      | <b>446,128</b>      |
|                                                          | <i>Sustainable Planning &amp; Development Management Section</i> |              | <b>357,161</b>     | <b>286,632</b>      | <b>446,128</b>      |
|                                                          | Expense                                                          |              | 357,161            | 286,632             | 446,128             |
| <b>Port of Apollo Bay Operations</b>                     |                                                                  |              | <b>(488,943)</b>   | <b>(2,306,734)</b>  | <b>(2,800,163)</b>  |
| <b>Contra Transfers To Balance Sheet</b>                 |                                                                  |              |                    | <b>(2,378,934)</b>  | <b>(3,171,913)</b>  |
|                                                          | <i>Apollo Bay Harbour End of Year Transaction Section</i>        |              |                    | <b>(2,378,934)</b>  | <b>(3,171,913)</b>  |
|                                                          | Expense                                                          |              |                    | (2,378,934)         | (3,171,913)         |
| <b>Port of Apollo Bay Operations</b>                     |                                                                  |              | <b>(479,748)</b>   | <b>221,200</b>      | <b>536,883</b>      |
|                                                          | <i>Operations Expenditure</i>                                    |              | <b>372,074</b>     | <b>1,056,178</b>    | <b>1,414,497</b>    |
|                                                          | Expense                                                          |              | 372,074            | 1,056,178           | 1,414,497           |
|                                                          | <i>Operations Income</i>                                         |              | <b>(851,822)</b>   | <b>(834,978)</b>    | <b>(877,614)</b>    |
|                                                          | Income                                                           |              | (851,822)          | (834,978)           | (877,614)           |
| <b>Port of Apollo Bay Plant Operations</b>               |                                                                  |              | <b>(9,195)</b>     | <b>(149,000)</b>    | <b>(165,133)</b>    |
|                                                          | <i>Major Plant</i>                                               |              | <b>(9,195)</b>     | <b>(149,000)</b>    | <b>(165,133)</b>    |
|                                                          | Expense                                                          |              | (9,195)            | (149,000)           | (165,133)           |
| <b>Grand Total</b>                                       |                                                                  |              | <b>(6,129,528)</b> | <b>(10,014,059)</b> | <b>(12,183,869)</b> |

## Contracts Awarded and Tenders Advertised

### January

#### Contracts Awarded

| Contract No. | Description                 | Contractor    | Value \$<br>(excluding GST) |
|--------------|-----------------------------|---------------|-----------------------------|
| 1337         | Supply & Deliver 4WD Loader | William Adams | 105,000                     |

#### Tenders Advertised

| Tender No. | Description                                                      | Closing Date |
|------------|------------------------------------------------------------------|--------------|
| 1401       | Ferrier Drive Reconstruction                                     | 26/2/14      |
| 1406       | Supply of Crushed Rock, Sealing Aggregate and Pavement Materials | 12/2/14      |

### February

#### Tenders Advertised

| Tender No. | Description                                                            | Closing Date |
|------------|------------------------------------------------------------------------|--------------|
| 1403       | Supply & Service of Multi-Function Devices (Printers/Photocopiers)     | 12/3/14      |
| 1404       | Provision of Consultancy Services – Tiger Rail Trail Feasibility Study | 2/4/14       |

### March

#### Contracts Awarded

| Contract No. | Description                                                      | Contractor         | Value \$<br>(excluding GST) |
|--------------|------------------------------------------------------------------|--------------------|-----------------------------|
| 1401         | Ferrier Drive Reconstruction                                     | Deja Eight Pty Ltd | 262,723.15                  |
| 1406         | Supply of Crushed Rock, Sealing Aggregate and Pavement Materials | Panel of Suppliers | Schedule of Rates           |



| 2013/14 Project List |                                                                   |                 |                 |                  |        |        |      |          |   |
|----------------------|-------------------------------------------------------------------|-----------------|-----------------|------------------|--------|--------|------|----------|---|
| ID                   | Work Project Name                                                 | 2013 Budget     | YTD Expenditure | Remaining Budget | % Work | Status | Flag | Comments |   |
| 1                    | 0 2013/14 Project List                                            | \$12,725,500.00 | \$5,091,728.14  | \$6,633,771.86   | 63%    | ①      | ●    |          |   |
| 2                    | 0 Cat 1 - Roads, Curbs, & Traffic Renewal                         | \$1,725,500.00  | \$3,172,447.87  | \$3,172,447.87   | 79%    | ①      | ●    | ●        | ● |
| 3                    | 0 3369 Asphalt Program                                            | \$70,000.00     | \$0.00          | \$70,000.00      | 0%     | ①      | ●    | ●        | ● |
| 4                    | 0 3370 Bridge Renewal Program                                     | \$1,000,000.00  | \$13,146.82     | \$987,233.48     | 34%    | ①      | ●    | ●        | ● |
| 7                    | 0 3371 Footpath Renewal Program                                   | \$300,000.00    | \$19,020.83     | \$78,979.27      | 56%    | ①      | ●    | ●        | ● |
| 35                   | 0 3372 Kurb & Channel Renewal                                     | \$75,000.00     | \$0.00          | \$75,000.00      | 0%     | ①      | ●    | ●        | ● |
| 46                   | 0 3373 Resurfacing Seal Weaving Course                            | \$850,000.00    | \$1,274,138.54  | \$-413,728.78    | 100%   | ①      | ●    | ●        | ● |
| 124                  | 0 3374 Road Slip Rehabilitation Program                           | \$400,000.00    | \$320,427.11    | \$79,572.89      | 60%    | ①      | ●    | ●        | ● |
| 154                  | 0 3377 Road Slip Rehabilitation Program                           | \$100,000.00    | \$2,064.30      | \$97,935.70      | 10%    | ①      | ●    | ●        | ● |
| 165                  | 0 3375 Sealed Road Reconstruction Program                         | \$2,100,000.00  | \$1,200,811.40  | \$899,788.60     | 65%    | ①      | ●    | ●        | ● |
| 193                  | 0 3366 Quarter All Installation Program                           | \$0.00          | \$0.00          | \$0.00           | 0%     | ①      | ●    | ●        | ● |
| 195                  | 0 3368 Unseal Weaving Course & Substructure - Resurfacing Program | \$2,154,500.00  | \$1,036,774.25  | \$1,117,725.75   | 69%    | ①      | ●    | ●        | ● |
| 272                  | 0 3376 Street/Drainage Rehabilitation Program                     | \$1,000,000.00  | \$30,344.13     | \$969,655.87     | 63%    | ①      | ●    | ●        | ● |
| 277                  | 0 3382 Cat 2 - Roads, Curbs, & Traffic Upgrade                    | \$1,100,000.00  | \$6,641.13      | \$1,093,358.87   | 46%    | ①      | ●    | ●        | ● |
| 278                  | 0 3382 School Bus Route Safety Improvements                       | \$30,000.00     | \$0.00          | \$30,000.00      | 0%     | ①      | ●    | ●        | ● |
| 279                  | 0 3383 Cat 3 - Drainage Renewal                                   | \$60,000.00     | \$5,061.39      | \$54,938.61      | 20%    | ①      | ●    | ●        | ● |
| 280                  | 0 3384 Drainage Pipe and Pile Network                             | \$100,000.00    | \$0.00          | \$100,000.00     | 0%     | ①      | ●    | ●        | ● |
| 285                  | 0 3385 Cat 4 - Building Renewal                                   | \$870,000.00    | \$188,266.62    | \$681,733.38     | 46%    | ①      | ●    | ●        | ● |
| 287                  | 0 3386 Building Structure                                         | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 288                  | 0 3387 Cat 5 - Building Structure                                 | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 289                  | 0 3388 Cat 6 - Building Structure                                 | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 290                  | 0 3389 Cat 7 - Building Structure                                 | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 291                  | 0 3390 Cat 8 - Building Structure                                 | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 292                  | 0 3391 Cat 9 - Building Structure                                 | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 293                  | 0 3392 Cat 10 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 294                  | 0 3393 Cat 11 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 295                  | 0 3394 Cat 12 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 296                  | 0 3395 Cat 13 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 297                  | 0 3396 Cat 14 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 298                  | 0 3397 Cat 15 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 299                  | 0 3398 Cat 16 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 300                  | 0 3399 Cat 17 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 301                  | 0 3400 Cat 18 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 302                  | 0 3401 Cat 19 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 303                  | 0 3402 Cat 20 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 304                  | 0 3403 Cat 21 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 305                  | 0 3404 Cat 22 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 306                  | 0 3405 Cat 23 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 307                  | 0 3406 Cat 24 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 308                  | 0 3407 Cat 25 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 309                  | 0 3408 Cat 26 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 310                  | 0 3409 Cat 27 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 311                  | 0 3410 Cat 28 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 312                  | 0 3411 Cat 29 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 313                  | 0 3412 Cat 30 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 314                  | 0 3413 Cat 31 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 315                  | 0 3414 Cat 32 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 316                  | 0 3415 Cat 33 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 317                  | 0 3416 Cat 34 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 318                  | 0 3417 Cat 35 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 319                  | 0 3418 Cat 36 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 320                  | 0 3419 Cat 37 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 321                  | 0 3420 Cat 38 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 322                  | 0 3421 Cat 39 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 323                  | 0 3422 Cat 40 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 324                  | 0 3423 Cat 41 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 325                  | 0 3424 Cat 42 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 326                  | 0 3425 Cat 43 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 327                  | 0 3426 Cat 44 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 328                  | 0 3427 Cat 45 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 329                  | 0 3428 Cat 46 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 330                  | 0 3429 Cat 47 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 331                  | 0 3430 Cat 48 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 332                  | 0 3431 Cat 49 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 333                  | 0 3432 Cat 50 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 334                  | 0 3433 Cat 51 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 335                  | 0 3434 Cat 52 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 336                  | 0 3435 Cat 53 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 337                  | 0 3436 Cat 54 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 338                  | 0 3437 Cat 55 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 339                  | 0 3438 Cat 56 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 340                  | 0 3439 Cat 57 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 341                  | 0 3440 Cat 58 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 342                  | 0 3441 Cat 59 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 343                  | 0 3442 Cat 60 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 344                  | 0 3443 Cat 61 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 345                  | 0 3444 Cat 62 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 346                  | 0 3445 Cat 63 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 347                  | 0 3446 Cat 64 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 348                  | 0 3447 Cat 65 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 349                  | 0 3448 Cat 66 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 350                  | 0 3449 Cat 67 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 351                  | 0 3450 Cat 68 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 352                  | 0 3451 Cat 69 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 353                  | 0 3452 Cat 70 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 354                  | 0 3453 Cat 71 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 355                  | 0 3454 Cat 72 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 356                  | 0 3455 Cat 73 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 357                  | 0 3456 Cat 74 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 358                  | 0 3457 Cat 75 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 359                  | 0 3458 Cat 76 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 360                  | 0 3459 Cat 77 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 361                  | 0 3460 Cat 78 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 362                  | 0 3461 Cat 79 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 363                  | 0 3462 Cat 80 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 364                  | 0 3463 Cat 81 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 365                  | 0 3464 Cat 82 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 366                  | 0 3465 Cat 83 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 367                  | 0 3466 Cat 84 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 368                  | 0 3467 Cat 85 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 369                  | 0 3468 Cat 86 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 370                  | 0 3469 Cat 87 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 371                  | 0 3470 Cat 88 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 372                  | 0 3471 Cat 89 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 373                  | 0 3472 Cat 90 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 374                  | 0 3473 Cat 91 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 375                  | 0 3474 Cat 92 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 376                  | 0 3475 Cat 93 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 377                  | 0 3476 Cat 94 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.38     | 46%    | ①      | ●    | ●        | ● |
| 378                  | 0 3477 Cat 95 - Building Structure                                | \$1,000,000.00  | \$102,266.62    | \$897,733.3      |        |        |      |          |   |

Project: 2013/14 Project List - This view

Date Fri 11/04/14

Task

Milestone

Roll Up Task

Roll Up Milestone

Project Summary

Group By Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Manual Summary

Manual Summary Policy

Start-only

End-only

3

Summary

External Tasks

Project Summary

Inactive Milestone

Inactive Task

Manual Task

Manual Summary

Manual Summary Policy

Start-only

End-only

3

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2013/14 Project List

ID

Work Item

Project Name

12/13 Budget

YTD Expenditure

Remaining Budget

% Work Complete

Status

\$ Exp Flag

Progress Flag

Comments

June

July

August

September

October

November

December

January

February

March

April

May

June

333

✓

Chair

Information Technology Equipment Renewal

\$150,000.00

\$152,200.00

\$2,200.00

100%

✓

✓

</





Colac – Wayfinding Signage Strategy

# COLAC Wayfinding Signage Strategy

April 2014, version 2.0 FINAL



Prepared for:  
Colac Otway Shire  
PO Box 283, Colac, Victoria 3250

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## **Introduction**

Walking and cycling was the ‘forgotten mode’ of travel during the last two to three decades of the 20th century. As cities in most of the developed world were planned to accommodate the use of the private car, walking and cycling became more difficult and dangerous and declined almost everywhere.

However, during the first decade of the 21st century there has been a growing recognition of the links between walking and cycling and issues such as health and obesity, the environment and climate change, car dependence and peak oil, congestion and amenity, walkability and property values, along with equity issues for the young, old and people with a disability. These have resulted in a resurgence of interest in all aspects of walking and cycling.

The benefits of encouraging people to walk and cycle to more destinations, more often, are substantial. Improved infrastructure and environment benefit individuals, businesses, public transport systems and their users. Good walking and cycling environments create good business environments.

Supporting and encouraging people to walk and cycle more, both for transport and recreation is both affordable and necessary for the health and prosperity of local communities.

## **Behaviour change**

New and improved infrastructure for pedestrians and cyclists is important. However, even the existence of a good physical environment may not be sufficient to make people walk or cycle more. Usually it needs to be complemented by a range of “encouragement information” aimed at getting more people to use existing and new infrastructure and to embrace the culture of walking and cycling. This strategy focuses on the provision of information (signage) to promote travel behaviour change and thus greater levels of walking and cycling.

The aim is to persuade occasional walkers to become regular walkers and car drivers to reduce their share of trips by making more outings wholly or partly on foot or by bike.

Many people want to walk or cycle more and know they should for a range of personal and social reasons and this needs to be encouraged.

## **The provision of information**

There is already a large body of information about the personal, community and business benefits of increased walking and cycling. Of particular relevance is the reasonably large amount of retail expenditure that is derived from local residents, many of whom already do, or would like to walk to local shops. Retailer groups are more likely to support walking initiatives after exposure to relevant data of this type. Information, research outcomes and advice is available on-line from a range of sources including Victoria Walks, the Heart Foundation and many others within Australia and overseas.

Colac – Wayfinding Signage Strategy

Map-based wayfinding signage with walk-time estimates, is already installed in many suburbs of Melbourne, Sydney and Perth and in regional city centres including Bendigo, Ballarat and Wodonga.

The signage is complemented by directional signs along major walking and cycling routes, illustrating the proximity of local destinations and helping people walk to them quickly, easily and safely.

Best practice wayfinding maps are 'heads-up' maps. These maps show what is in front of the user and illustrate the area towards which they are walking, so do not always have north at the top as traditionally.

Map-based and related signage are designed to be integrated parts of a comprehensive 'sign family' which have local branding and consistent colour and design themes.

This wayfinding signage can be complemented by printed hand-held, smartphone and on-line versions of the same map on the signs - refer examples on page 14.



Ballarat map-based sign with integrated precinct branding



### **Proposed signage for Colac**

The wayfinding signage recommendations for Colac are based on two distinct aims identified in the brief:

- To provide pedestrian orientation to the town and the key walking routes
- To promote cycling via signed cycling routes

Colac is divided north/south by the east/west rail line, which restricts north/south movement to streets with rail crossings. The town is further bounded by Lake Colac in the north. The majority of the towns destinations are on the north side, while the south side is predominately residential with schools, sports fields, swimming pool and library.

There are two existing off road walking paths - the Barongarook Creek path and Joseph Paatsch Trail which are marked for infrastructure improvements in multiple town strategies. There is currently no signage on these paths to indicate where the paths go or how long it takes to walk them.

Colac commercial town centre is relatively easy to navigate due to its compact size and form. Many key destinations are easily accessed from the town centre. However, due to the geography and lack of direct sight lines, some areas and links are not obvious despite being in close proximity to the town centre. For example the Barongarook Creek path, the Visitor Centre and the Botanic Gardens cannot be seen from the town centre although they are close by and are relatively short walks away.

The introduction of best practice pedestrian wayfinding signage at key points on the walking network will make people aware of the walking (and cycling routes) and reinforce the option to walk (or ride) to key areas and destinations across the town.

Analysis of the on road bike lane infrastructure shows that while the destinations are common, the routes cyclists take will often differ to the routes pedestrians use. This occurs partly because cyclists usually cover greater distances, their trip origin may be different from pedestrians and they require different infrastructure. A cyclist may ride across town (2-3 km, 10-15 minute ride) whereas a pedestrians journey is usually shorter. Consequently the recommendation is to sign the cycling routes independently of the pedestrian routes.

Cycling signage has been allocated along the streets with existing on road bike lanes and can be expanded in the future as the bike lane network grows. These signs are located across a broader area of the town reflecting the longer journeys cyclists take.

Colac – Wayfinding Signage Strategy

The map below highlights the key places of interest. All destinations are within an easy and relatively flat short walk or cycle. For example town centre to Botanic Gardens via Gellibrand St is a 9 minute walk. The blue circle around the library shows a 1km radius catchment area which is within a 15 minute walk or 5 minute ride.



Map showing key places of interest in and around Colac.

The destinations listed on the map should where applicable, be incorporated into the signage. A detailed review of all destinations to be included in the final signage is to be undertaken in the next stage of implementing the system.

Colac – Wayfinding Signage Strategy

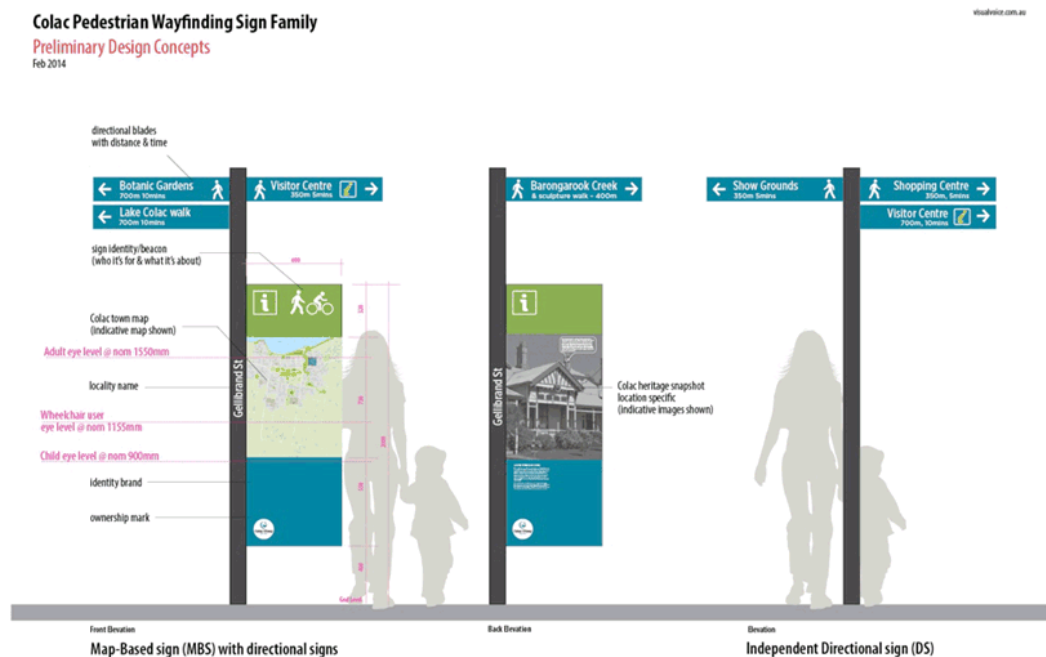
### Proposed sign family

Best practice wayfinding signage for pedestrians consists of map-based signs (MBS) and directional signs (DS). The maps should contain information relevant to pedestrians - ie suggested walking routes, public toilets, seats, water fountains, preferred road crossing points etc. The maps should also highlight the cycling routes.

Directional signs should include walking times in minutes and the distance where possible, to encourage walking and overcome the often common perception that “it takes too long to walk there”.

Directional signs for the cycling network are recommended to be produced in a different design and following an established cycling signing standard - refer page 7.

The following illustration shows a draft design for the pedestrian map-based and directional signage. The designs utilise the distinctive Colac brand elements to help identify the system. The draft designs will be further refined in the next stage following review and input from council.

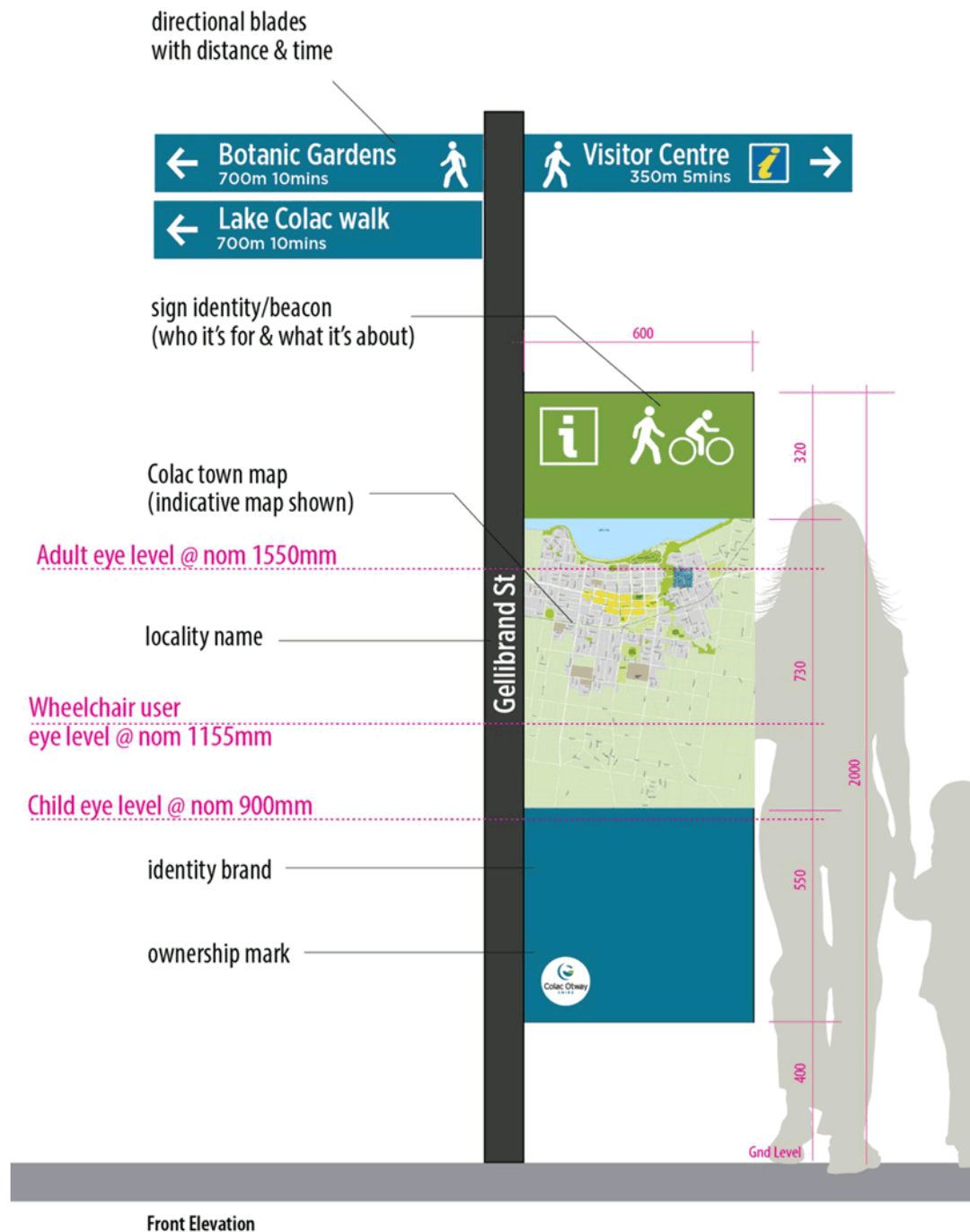


The sign family consists of:

- Map-based sign with the town walking map on one side and heritage imagery on the opposite side (Note the three map-based signs located in the town centre could include a detailed map of the town centre on the opposite side instead of the heritage image – TBC)
- Directional sign – pointing the way to places of interest (with walk times and distances)

Colac – Wayfinding Signage Strategy

Map-based sign - detail



Map-Based sign (MBS) with directional signs

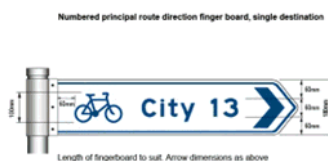


Colac – Wayfinding Signage Strategy

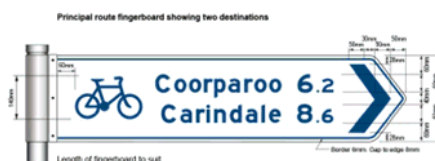
## Cycling directional signs

The Queensland Cycle Network Directional Signage Guidelines – July 2009, are considered the best practice cycling signage guidelines. The directional signs from this system are related to the national vehicle signage signing system and indeed drivers and pedestrians will also use these signs. The guide provides extensive detailed information on the application of this system. Visualvoice has implemented this standard for a number of councils in Victoria including the City of Greater Geelong's commuter cycling routes. The illustrations below show the directional signs relevant for Colac.

### Principal Cycle Network Directional Signage



**G2-C04-1**  
Intersection fingerboard  
(one-line, one-direction)

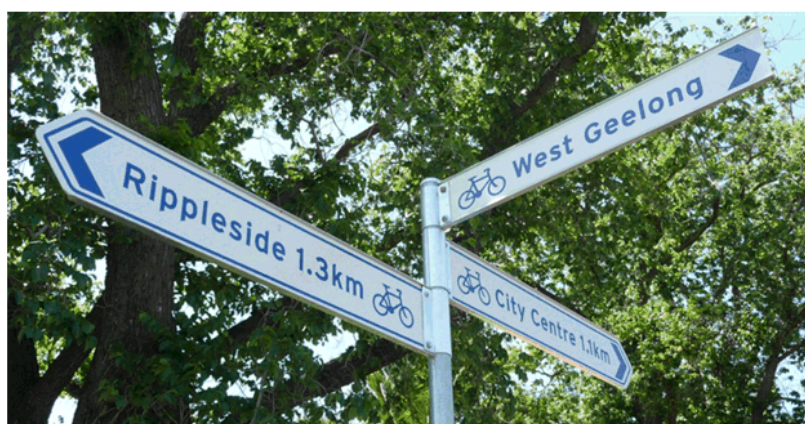


**G2-C04-2**  
Intersection fingerboard  
(two-lines, one-direction)

### Local Route Directional Signage



**G2-C06-1**  
Local cycle route intersection fingerboard  
(one-line)



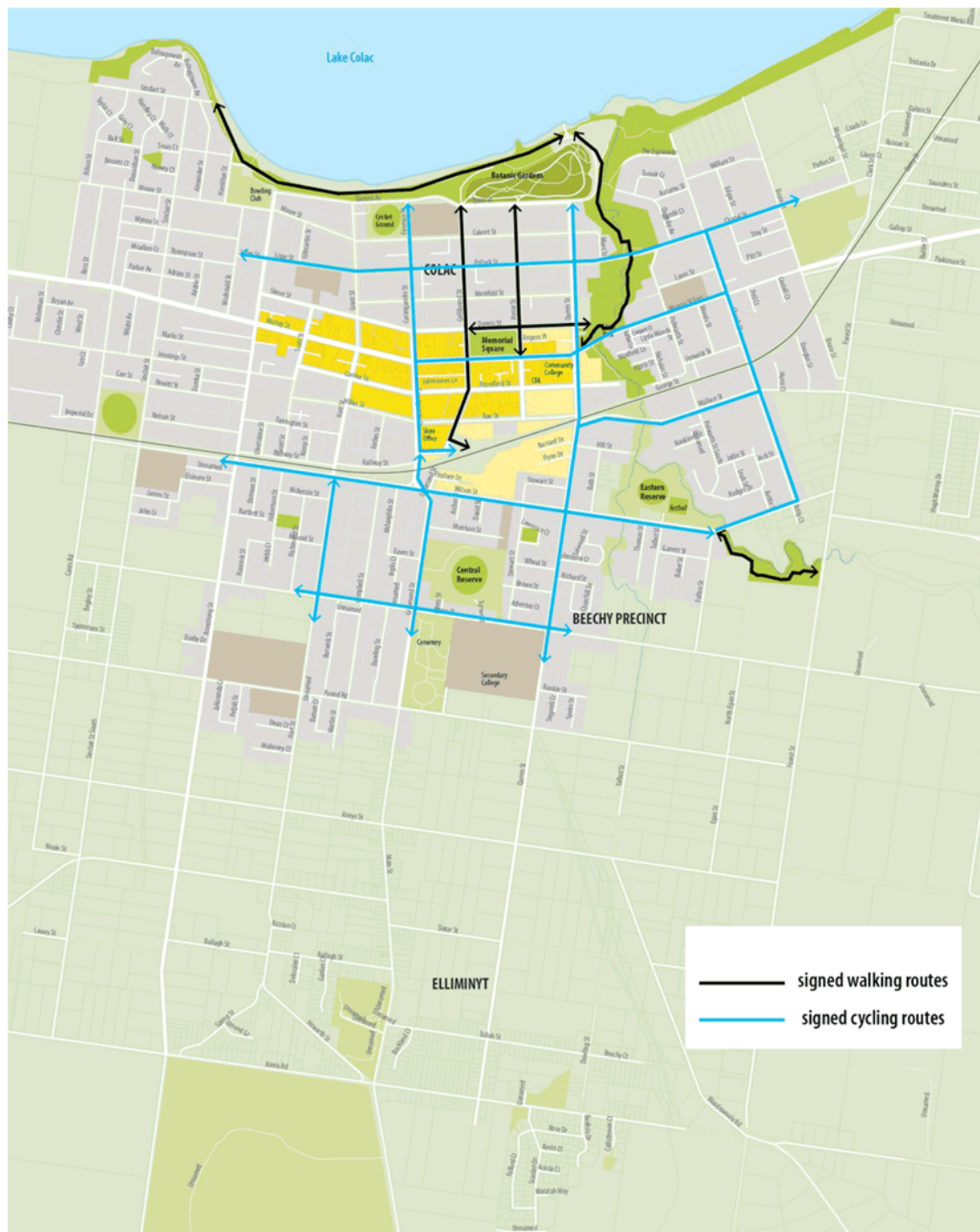
Cycling network signage – Geelong



Colac – Wayfinding Signage Strategy

Map-based sign - proposed town map coverage

Proposed extent of the town map showing Elliminyt in the south. The final map would highlight key walking routes, all places of interest, public toilets, seating, drinking fountains, barbecues etc. The map has north at the top following the normal convention and will be viewed on the signage when looking north to aid user orientation.



Proposed Colac town map coverage

Colac – Wayfinding Signage Strategy

### Signing to/from destinations and the connecting routes

The map below highlights the proposed signed routes for both walking and cycling. All routes require signing the full length in both directions. The map shows that the key walking and cycling routes fall on different streets and therefore the cycling signage location requirements are different to the pedestrian signage requirements. While the cycling signage will be different in appearance, they will be consistent in the place naming terminology and be co-ordinated with the pedestrian signage.



Map showing the signed routes formed by the signage

Note some signage will be required off the signed routes. The purpose of the map is to highlight the connections formed by the signage only - the locations of all recommended signage is shown on page 12.

Colac – Wayfinding Signage Strategy

Pedestrian signage – MBS and DS sign locations

The map below shows the locations for the MBS and DS signs to form the walking connections shown on the previous map. There are seven map-based signs and sixteen directional signs. Four map-based signs are located in the town centre where they will get the highest exposure. These signs will convey all the amenity of the town and highlight the walking and cycling links between areas, benefiting both locals and visitors. The other three map-based signs are located outside the town centre at locations where guidance and promotion of walking and cycling is desirable. These locations are at the recreational areas of Lions Park, Lake Colac foreshore and the library. Directional signs are placed at decision points on the main routes between map-based signs and the towns destinations. There may be a number of additional directional signs needed following a detailed review by council. This will be identified in the next stage.



Pedestrian signage locations

| No   | Location        | Purpose                                                                                              |
|------|-----------------|------------------------------------------------------------------------------------------------------|
| MBS1 | Town Centre     | Centrally located orientation – in high foot traffic area                                            |
| MBS2 | Memorial Square | As above                                                                                             |
| MBS3 | Train Station   | Orientation for people arriving by train                                                             |
| MBS4 | Visitor Centre  | Orientation for visitors                                                                             |
| MBS5 | Lions Park      | General orientation and to promote the Barongarook Creek path connection to and from the town centre |
| MBS6 | Lake Colac      | As above                                                                                             |
| MBS7 | Library         | General orientation to community destinations                                                        |



### Sign placement considerations

#### Water Cycle Management Strategy

Council has recently prepared an Integrated Water Cycle Management strategy which focusses on upgrading the waterways in and around Colac. One of the recommendations is for interpretive signage on the pathways along the creeks including Barongarook Creek, focusing on educating people about the waterways. It has also been suggested that signs with integrated water refill facility could be utilized. Consideration has been given to the co-ordination of this project with the wayfinding project as there is a clear connection in user needs.

There are two main issues to be considered. The first issue is it is likely the preferred location for the wayfinding signage will be different to the preferred location for the interpretative signage. Wayfinding signage is generally located at decision points on a route, whereas interpretive signage is generally located at or near a specific point of interest. However it may be possible to locate the signs close to each other. The second issue is that if the signs with the integrated water station are adopted, it would be advisable to locate them as close to the source of potable water as possible to minimise installation costs.

#### Colac taxi rank up-grade

The strategy recommends a map-based wayfinding sign to be located at Memorial Square near the existing tank rank and bus stop. This area is currently being redesigned and consideration of integrating the wayfinding sign into the upgrade is required. A taxi rank project officer has acknowledged the preference for consistent sign structures. Therefore the project could potentially adopt the same sign specification as the wayfinding signage for it's own needs and possibly contribute to the cost of the proposed map-based sign to this location. Further consultation will be required in stage 2 - implementation.

#### Decluttering

There is currently little signage in Colac that could be referred to as 'pedestrian' signage. Most of the existing signage are the standard blue with white text directional signs pointing to various destinations designed primarily for motorists and these should remain. The existing Civic Guides signs (a number of them around the town) will be made redundant by the new pedestrian signage, therefore it is recommended these signs be removed after the new signs have been installed.

Colac – Wayfinding Signage Strategy

### Cycling signage – Directional sign locations

The map below shows the locations for the DS signs to form the cycling connections. There are sixteen directional signs. The destinations signed to on the cycling directional signs will be co-ordinated with the pedestrian signage.

Directional signs are placed at the decision points on the streets with on-road bike lanes. Cyclists can also refer to the walking signage system when off this network. The MBS will highlight the preferred cycling routes and show all of the towns destinations.

There may be a number of additional directional signs needed following a detailed review by council.



Cycling signage locations

Colac – Wayfinding Signage Strategy

All signage locations

The map below shows both the walking and cycling signage and the subsequent connections formed. The signage would be modular in nature, allowing the system to be expanded in the future when new walking and/or cycling infrastructure is implemented.



All signage locations



Colac – Wayfinding Signage Strategy

### Additional applications for the town map

People access information in many different forms. Digital options cater to pre journey planning. The following options provide broader access to the signage information - specifically the map.

#### Visitor Centre display

A full size wall mounted version of the town map could be displayed inside the Visitor Centre for staff use.

#### Handheld map

An A4 size version of the town map should be prepared for distribution at the Visitor Centre and for reproduction in other print marketing publications.



#### Smartphone map

A smartphone version of the map can be made available by scanning a QR code on the map-based signs. This allows people to follow their location on the map using GPS via a free smartphone app (IOS and Android).

For more information about the Avenza PDF maps app see [www.pdf-maps.com](http://www.pdf-maps.com)

*Click here for an example prepared for the City of Melton:*  
[http://www.melton.vic.gov.au/Out\\_n\\_About/Parks\\_grounds\\_and\\_trails/Free\\_Map\\_and\\_App\\_-\\_Walking\\_and\\_Cycling](http://www.melton.vic.gov.au/Out_n_About/Parks_grounds_and_trails/Free_Map_and_App_-_Walking_and_Cycling)



#### Online map

An online version of the map can be integrated within existing websites replacing the default map which shows little specific local content such as public toilets, seats, safe crossings etc. If adopted, when a user zooms in to Colac town centre, the map shown on the signs would be displayed on screen.

*Click here for an example prepared for the Wellington Shire:*  
<http://www.youareheremaps.com.au/Wellington/Sale/map.html>



Colac – Wayfinding Signage Strategy

A sample of MBS locations – illustrated



MBS2 – At the corner of Murray and Gellibrand Sts, Memorial Gardens.  
Location indicative - TBC



MBS6 – At Lake Colac foreshore. Location indicative - TBC

Final MBS locations are to be precisely identified with council in the detailed development stage. Note that the sign panels should be oriented east-west at all locations to ensure the maps are heads-up, ie what is in front of you is at the top of the map.



### **Next steps**

If fully adopted and implemented, the proposed signage and the associated map by-products will form a best practice wayfinding system – which will improve the legibility of the town, enhance the experience and encourage greater levels of walking and cycling.

The next step to implement the strategy is to prepare final designs for the proposed system. It is during the detailed design stage that issues relating to sign materials, maintenance, graffiti and updating are reviewed in detail. The detailed design work must be fully completed in order to install part or all of the proposed signage. The output from this stage is all graphic artwork, maps, schedules and sign specifications to enable public tender for manufacture and installation. This process usually requires 3-4 months and may require consultation with local stakeholders.

Apollo Bay – Wayfinding Signage Strategy

# APOLLO BAY Wayfinding Signage Strategy

April 2014, version 2.1 FINAL



Prepared for:  
Colac Otway Shire  
PO Box 283, Colac, Victoria 3250



Department of Transport,  
Planning and Local Infrastructure  
180 Fyans St, South Geelong, Victoria



Prepared by:  
Visualvoice – Wayfinding Strategy & Design  
PO Box 128, Sandringham, Victoria 3191



## **Introduction**

Walking and cycling was the ‘forgotten mode’ of travel during the last two to three decades of the 20th century. As cities in most of the developed world were planned to accommodate the use of the private car, walking and cycling became more difficult and dangerous and declined almost everywhere.

However, during the first decade of the 21st century there has been a growing recognition of the links between walking and cycling and issues such as health and obesity, the environment and climate change, car dependence and peak oil, congestion and amenity, walkability and property values, along with equity issues for the young, old and people with a disability. These have resulted in a resurgence of interest in all aspects of walking and cycling.

The benefits of encouraging people to walk and cycle to more destinations, more often, are substantial. Improved infrastructure and environment benefit individuals, businesses, public transport systems and their users. Good walking and cycling environments create good business environments.

Supporting and encouraging people to walk and cycle more, both for transport and recreation is both affordable and necessary for the health and prosperity of local communities.

## **Behaviour change**

New and improved infrastructure for pedestrians and cyclists is important. However, even the existence of a good physical environment may not be sufficient to make people walk or cycle more. Usually it needs to be complemented by a range of “encouragement information” aimed at getting more people to use existing and new infrastructure and to embrace the culture of walking and cycling. This strategy focuses on the provision of information (signage) to promote travel behaviour change and thus greater levels of walking and cycling.

The aim is to persuade occasional walkers to become regular walkers and car drivers to reduce their share of trips by making more outings wholly or partly on foot or by bike.

Many people want to walk or cycle more and know they should for a range of personal and social reasons and this needs to be encouraged.

## **The provision of information**

There is already a large body of information about the personal, community and business benefits of increased walking and cycling. Of particular relevance is the reasonably large amount of retail expenditure that is derived from local residents, many of whom already do, or would like to walk to local shops. Retailer groups are more likely to support walking initiatives after exposure to relevant data of this type. Information, research outcomes and advice is available on-line from a range of sources including Victoria Walks, the Heart Foundation and many others within Australia and overseas.

Apollo Bay – Wayfinding Signage Strategy

Map-based wayfinding signage with walk-time estimates, is already installed in many suburbs of Melbourne, Sydney and Perth and in regional city centres including Bendigo, Ballarat and Wodonga.

The signage is complemented by directional signs along major walking and cycling routes, illustrating the proximity of local destinations and helping people walk to them quickly, easily and safely.

Best practice wayfinding maps are 'heads-up' maps. These maps show what is in front of the user and illustrate the area towards which they are walking, so do not always have north at the top as traditionally.

Map-based and related signage are designed to be integrated parts of a comprehensive 'sign family' which have local branding and consistent colour and design themes.

This wayfinding signage can be complemented by printed hand-held, smartphone and on-line versions of the same map on the signs - refer examples on page 12.



Ballarat map-based sign with integrated precinct branding



Apollo Bay – Wayfinding Signage Strategy

### Proposed signage for Apollo Bay

The wayfinding signage recommendations for Apollo Bay are based on three distinct aims identified during Visualvoice's recent site visit:

- To provide general orientation to the town
- To promote use of the Apollo Bay Coastal path
- To sign selected cycling routes

#### General orientation

The Apollo Bay foreshore and town centre is relatively easy to navigate due to its linear form. Many key destinations are accessed from Great Ocean Rd (GOR) and the immediately surrounding streets around the town centre.

However due to Apollo Bay's geography and lack of direct sight lines, some areas are not obvious despite being in close proximity to the town centre. For example the Apollo Bay Coastal path and wharf area with its harbour walk cannot be seen from the town centre although are close by and should be promoted as recreational walks.



Introduction of wayfinding signage in the foreshore park area is needed to make people aware of the option to walk to various near by destinations.

The following map highlights the key places of interest in Apollo Bay. All destinations are in the town within an easy and relatively flat, short walk with the exception of Marriners Lookout and Wild Dog Creek. The walkable destinations listed on the map should, where applicable, be incorporated into the directional signage following a detailed review with council.

Apollo Bay – Wayfinding Signage Strategy



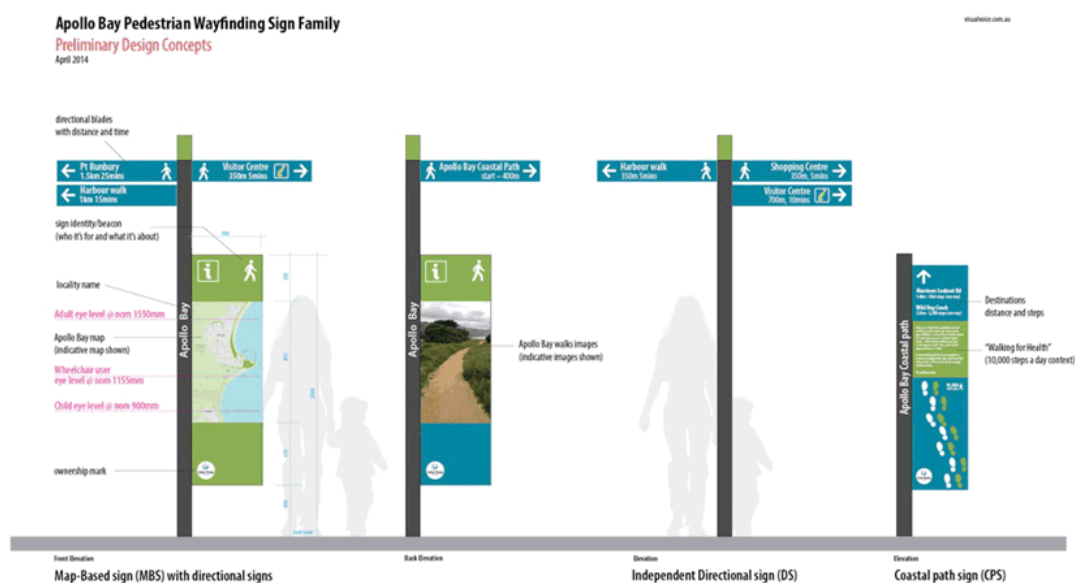
Map showing key places of interest in Apollo Bay town centre.

## Apollo Bay – Wayfinding Signage Strategy

### Proposed sign family

Best practice wayfinding signage consists of map-based signs (MBS) and directional signs (DS). The maps should contain information relevant to pedestrians - ie suggested walking routes, public toilets, seats, water fountains, preferred road crossing points etc. Directional signs should include walking times in minutes and the distance where possible, to encourage walking and overcome the often common perception that “it takes too long to walk there”.

The following illustration shows a draft design for map-based signs for Apollo Bay. The designs utilise the Colac Otway Shire corporate colours which seem well suited to the locality.



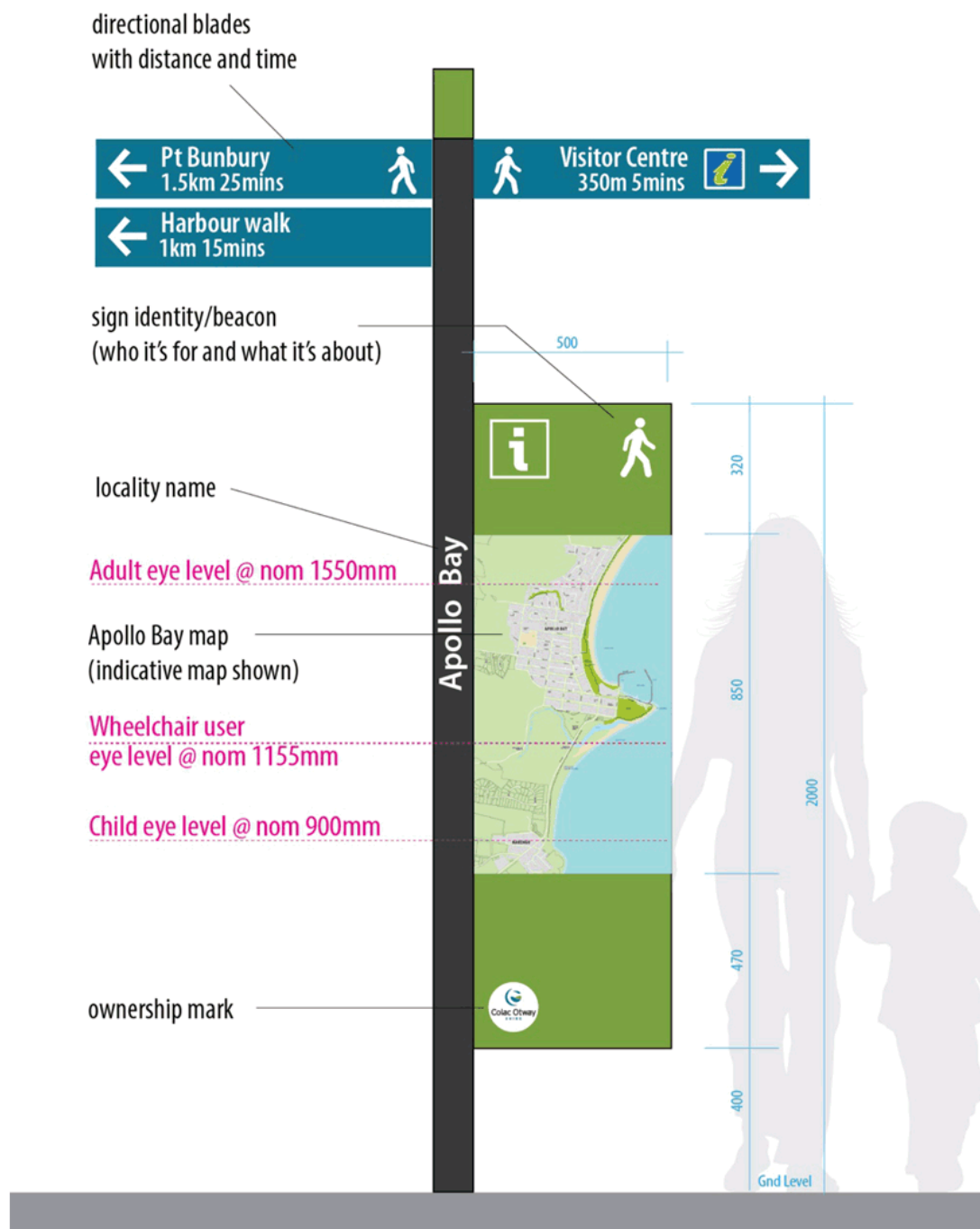
The sign family consists of:

- Map-based sign with the town walking map on one side and imagery of local walks on the opposite side
- Directional sign – pointing the way to places of interest (with walk times and distances)
- Apollo Bay Coastal path sign – promoting use of the trail

To provide orientation of Apollo Bay, Visualvoice recommends two map-based signs be installed on the footpath network in the town centre where they will get the highest exposure. These signs will convey all the amenity of the town and highlight the walking and cycling links between areas, benefiting both locals and visitors. The following illustration shows the map-based sign elements in detail.

Apollo Bay – Wayfinding Signage Strategy

Map-based sign - Draft concept



Front Elevation

Map-Based sign (MBS) with directional signs



Apollo Bay – Wayfinding Signage Strategy

**Map-based sign - proposed town map coverage**

Proposed extent of map includes Apollo Bay and Marengo. The final map would highlight all walking routes, places of interest, public toilets seating, drinking fountains, barbeques etc.



Apollo Bay – Wayfinding Signage Strategy

### MBS and DS locations

MBS1 and MBS2 are both located at the pedestrian crossing points on GOR. MBS1 is on the west side of the north crossing by the shops and MBS2 is on the east side of the south crossing on the foreshore parkland. The following images illustrate these locations. The map-based signs will include directional signs pointing to destinations and walks from these locations.

The directional signs DS2 and DS3 aim to connect the wharf, harbour walk and Pt Bunbury to and from the town centre. Additional directional signs may be added following a review with council.



Pedestrian signage locations

Apollo Bay – Wayfinding Signage Strategy

MBS locations – illustrated



MBS1 – At the northern pedestrian crossing near the Commonwealth Bank on GOR.



MBS2 – On the foreshore path near the southern pedestrian crossing on GOR.



Apollo Bay – Wayfinding Signage Strategy

Apollo Bay Coastal path sign



The Apollo Bay Coastal path is an attractive recreational walking path for both residents and visitors. The path is 2.5km (5km return) from the start behind the Visitor Centre to Wild Dog Creek. Currently there is no signage to indicate the extent of the path or how far it goes.

The Apollo Bay Coastal path sign concept incorporates a health message and aims to encourage more walking on the path. A behavior change message is included, informing people of the 10,000 steps a day target and the ability to see the number of steps reached at specified destinations on the path. A brief and informative "Walking for Health" text sets the context of the information - ie explaining the 10,000 steps a day concept.

By informing people of the destinations, walking times and average number of steps achieved the signs help promote use of the path and encourage people to gauge their level of walking against a widely accepted walking program.

Elevation

Coastal path sign (CPS)



Illustration of CP1, at the Visitor Centre carpark

Apollo Bay – Wayfinding Signage Strategy

Apollo Bay Coastal path sign locations



CP1 is located at the carpark behind the Visitor Centre. CP2 is located at the carpark near Marriners Lookout Rd. The option exists to install a sign at the Wild Dog Creek carpark - the final destination of the walk.

Apollo Bay – Wayfinding Signage Strategy

### Additional applications for the town map

People access information in many different forms. Digital options cater to pre journey planning. The following options provide broader access to the signage information - specifically the map.

#### Visitor Centre display

A full size wall mounted version of the Apollo Bay town map should be displayed outside the Visitor Centre where it can be accessed after hours.

#### Handheld map

An A4 size version of the Apollo Bay town map should be prepared for distribution at the Visitor Centre and for reproduction in other print marketing publications.



#### Smartphone map

A smartphone version of the map can be made available by scanning a QR code on the map-based signs. This allows people to follow their location on the map using GPS via a free smartphone app (IOS and Android).

For more information about the Avenza PDF maps app see [www.pdf-maps.com](http://www.pdf-maps.com)

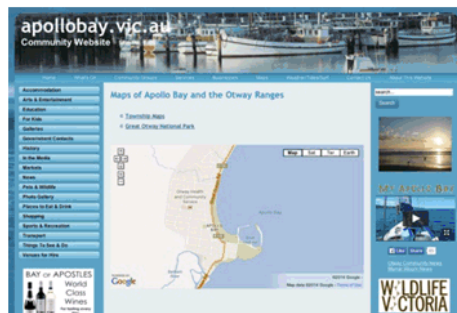
Click here for an example prepared for the City of Melton:  
[http://www.melton.vic.gov.au/Out\\_n\\_About/Parks\\_grounds\\_and\\_trails/Free\\_Map\\_and\\_App\\_-\\_Walking\\_and\\_Cycling](http://www.melton.vic.gov.au/Out_n_About/Parks_grounds_and_trails/Free_Map_and_App_-_Walking_and_Cycling)



#### Online map

An online version of the map can be integrated within existing websites replacing the default Google map which shows little specific local content such as public toilets, seats, safe crossings etc. The Google map would continue to be used as the base map but when the user zooms in to Apollo Bay town centre, the map shown on the signs would be displayed on screen.

Click here for an example prepared for the Wellington Shire:  
<http://www.youareheremaps.com.au/Wellington/Sale/map.html>





Apollo Bay – Wayfinding Signage Strategy

### Existing signage

There are a number of existing directional signs to destinations in Apollo Bay. These are intended for drivers but are useful for all modes of travel. It is not recommended to duplicate or changes these signs.



Existing directional signs on the corner of McLachlan and Pengilley Streets.



Existing directional signs on the corner of Great Ocean Rd and Cawood Street.

### Signed cycling routes

There are a number of marked on-road cycling lanes in Apollo Bay. However there is no signage specifically aimed at cyclists on these routes to direct them to local destinations. Consideration has been given to locations where new signage may be installed to support cycling to local destinations. The suggested destinations to sign to are: P-12 College, Pool, Community Garden, Town Centre and Library.

Signing the streets with the on-road bike lanes is desirable, however installation of additional signs would duplicate existing signage, therefore Council will need to assess the value of these signs.



Example of Geelong cycling directional signs

Apollo Bay – Wayfinding Signage Strategy

**Next steps**

If fully adopted and implemented, the proposed signage and the associated map by-products will form a best practice wayfinding system – which will improve the legibility of the town, enhance the experience and encourage greater levels of walking and cycling.

The next step to implement the strategy is to prepare final designs for the proposed system. It is during the detailed design stage that issues relating to sign materials, maintenance, graffiti and updating are reviewed in detail. The detailed design work must be fully completed in order to install part or all of the proposed signage. The output from this stage is all graphic artwork, maps, schedules and sign specifications to enable public tender for manufacture & installation. This process usually requires 3-4 months and may require consultation with local stakeholders.



## **ATTACHMENT 2 - WAYFINDING SIGNAGE STRATEGY CONSULTATION RESULTS**

Following release of the Draft Colac and Apollo Bay Wayfinding and Signage Strategy in February 2014 for a public exhibition period of six weeks, 3 submissions were received by Council. Submissions closed 10 April 2014.

The following table summarises the feedback received. All comments were considered by the Project Steering Committee and project consultant with recommendations for some amendments to be made to the report before it was considered by Council for adoption.

| <b>Issue</b>                                                                                                                                                              | <b>Details / Comments</b>                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Requests that the Otway Coastal Committee attend to the repair and maintenance of the shared path between Marriners Lookout Road and Milford Street that was washed away. | Request will be relayed to the Otway Coastal Committee for consideration.                |
| Requests to keep this piece of infrastructure maintained and in good order for wheeled vehicles. Without this, signage is not of any help.                                | Request will be relayed to the Otway Coastal Committee for consideration.                |
| Include Apollo Bay Historical Walk (which has just been developed by the Apollo Bay & District Historical society) on signs.                                              | To be included and further investigated as part of detailed design phase of the project. |
| Correction of inaccuracies on some signs contained in document.                                                                                                           | To be amended in final document                                                          |
| Wayfinding signs featuring historical images will detract from what is a more interesting and wider tourist attraction- newly installed Apollo Bay Historical Walk signs. | Sign family images - heritage images to be changed to walks images (p5).                 |

## Summary of Submissions

The following table provides a summary and analysis of formal submissions received in response to the Draft Colac and Apollo Bay Wayfinding and Signage Strategy.

| Submission From | Submission Details                                                                                                                                                                                                                                                                                                                                      | Changes to Plan? |    | Response Project Steering Committee                                                                                                                                                                                                                                       |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 |                                                                                                                                                                                                                                                                                                                                                         | Yes              | No |                                                                                                                                                                                                                                                                           |
| Submission 1:   | <ul style="list-style-type: none"> <li>In complete agreement with the proposed Apollo Bay Wayfinding Signage Strategy.</li> </ul>                                                                                                                                                                                                                       |                  | x  | <ul style="list-style-type: none"> <li>Noted. Will be responded to via letter of acknowledgement.</li> </ul>                                                                                                                                                              |
|                 | <ul style="list-style-type: none"> <li>Resident of Ballarat but has a permanent caravan located in Apollo Bay.</li> </ul>                                                                                                                                                                                                                               |                  | x  | <ul style="list-style-type: none"> <li>Noted.</li> </ul>                                                                                                                                                                                                                  |
|                 | <ul style="list-style-type: none"> <li>Is a walker and cyclist and uses many of the existing walking cycling routes.</li> </ul>                                                                                                                                                                                                                         |                  | x  | <ul style="list-style-type: none"> <li>Noted.</li> </ul>                                                                                                                                                                                                                  |
|                 | <ul style="list-style-type: none"> <li>Requests that the Otway Coastal Committee attend to the repair and maintenance of the shared path between Marriners Lookout Road and Milford Street that was washed away.</li> </ul>                                                                                                                             |                  | x  | <ul style="list-style-type: none"> <li>Noted. Request will be relayed to the Otway Coastal Committee for consideration.</li> </ul>                                                                                                                                        |
|                 | <ul style="list-style-type: none"> <li>Requests to keep this piece of infrastructure maintained and in good order for wheeled vehicles. Without this, signage is not of any help.</li> </ul>                                                                                                                                                            |                  | x  | <ul style="list-style-type: none"> <li>Noted. Request will be relayed to the Otway Coastal Committee for consideration.</li> </ul>                                                                                                                                        |
| Submission 2:   | <ul style="list-style-type: none"> <li>Include Apollo Bay Historical Walk (which has just been set up by the Apollo Bay &amp; District Historical Society) on signs.</li> </ul>                                                                                                                                                                         |                  | x  | <ul style="list-style-type: none"> <li>Noted. To be further investigated and included in the detailed design stage.</li> </ul>                                                                                                                                            |
|                 | <ul style="list-style-type: none"> <li>Promote the Apollo Bay Coastal walk as stretching all the way from Wild Dog Creek around the harbour and golf course.</li> <li>Have a sign at Marengo with the distance to Apollo Bay and Wild Dog. Also have another sign at Wild Dog showing the distance to Apollo Bay and all the way to Marengo.</li> </ul> |                  | x  | <ul style="list-style-type: none"> <li>This request is beyond the boundary of what this project is about. The request is more about the recreational walk whilst the project aims to promote and increase active transport options as a part of everyday life.</li> </ul> |
|                 | <ul style="list-style-type: none"> <li>Place a sign at Wild Dog Creek showing the walk along the beach to Skenes Creek, noting the level of difficulty and the need to be aware that walk is affected by tides.</li> </ul>                                                                                                                              |                  | x  | <ul style="list-style-type: none"> <li>This request is beyond the boundary of what the project is about. The request is more about the recreational walk whilst the project aims to promote and increase active</li> </ul>                                                |

| Submission From | Submission Details                                                                                                                                                                                                                                                                                             | Changes to Plan? |    | Response Project Steering Committee                                                                                                                                                                                                                                                                                                      |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 |                                                                                                                                                                                                                                                                                                                | Yes              | No |                                                                                                                                                                                                                                                                                                                                          |
|                 | Refer to Great Ocean Walk signage for examples.                                                                                                                                                                                                                                                                |                  |    | transport options as a part of everyday life.                                                                                                                                                                                                                                                                                            |
| Submission 3:   | <ul style="list-style-type: none"> <li>General orientation – success of the strategy depends on safe walking and cycling paths, we assume further development of paths shown on the map is part of implementing the strategy.</li> </ul>                                                                       |                  | x  | <p>General orientation</p> <ul style="list-style-type: none"> <li>The further development of paths is not part of this strategy, they are independent of the strategy. The signage strategy and detailed design is being developed for future paths, so that as these paths are constructed, signs can be produced as needed.</li> </ul> |
|                 | <ul style="list-style-type: none"> <li>Some destinations will have safety issues where there are shared paths with motor traffic e.g. Pt Bunbury.</li> </ul>                                                                                                                                                   | x                |    | <ul style="list-style-type: none"> <li>Reference to Point Bunbury walking route will be removed from key places of interest map (p.4) and sign locations (p.8), however sufficient detail regarding amenity will be included on the map to indicate its existence.</li> </ul>                                                            |
|                 | <ul style="list-style-type: none"> <li>Sign family - Map based signs appear quite large and care will need to be taken that they do not block visibility and passage down streets and paths.</li> </ul>                                                                                                        |                  | x  | <ul style="list-style-type: none"> <li>This is applicable to the sign located in the town centre. There is a curb outstand where the sign will be deliberately positioned so it will not be an obstruction. Consideration has been given to safety in determining the desire location for the sign.</li> </ul>                           |
|                 | <ul style="list-style-type: none"> <li>Sign family – Apollo Bay and District Historical Society has erected a series of signs depicting early views of the town. Including a few heritage images on the Wayfinding signs will detract from what is a more interesting and wider tourist attraction.</li> </ul> | x                |    | <ul style="list-style-type: none"> <li>Sign family image - heritage image to be changed to walks image (p5)</li> </ul>                                                                                                                                                                                                                   |
|                 | <ul style="list-style-type: none"> <li>Apollo Bay Museum – request that this is included as a destination for both walkers and cyclists on signs.</li> </ul>                                                                                                                                                   |                  | x  | <ul style="list-style-type: none"> <li>Museum can be included on the map based sign with distance and an estimated walking time. To be considered as part of the detailed design phase.</li> </ul>                                                                                                                                       |
|                 | <ul style="list-style-type: none"> <li>Shorebirds trail - Information to be used to promote Coastal walking path rather than the 10,000 steps a day</li> </ul>                                                                                                                                                 |                  | x  | <ul style="list-style-type: none"> <li>Objective of this project is to encourage a greater level of walking. 10,000 steps</li> </ul>                                                                                                                                                                                                     |

| Submission From | Submission Details                                                                                                                                                                                                                                                             | Changes to Plan? |    | Response Project Steering Committee                                                                                                                                                                                             |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 |                                                                                                                                                                                                                                                                                | Yes              | No |                                                                                                                                                                                                                                 |
|                 | campaign.                                                                                                                                                                                                                                                                      |                  |    | campaign and health related messages assist in achieving this objective.                                                                                                                                                        |
|                 | <ul style="list-style-type: none"> <li>Signage for Coastal path should include warnings that sections are unsuitable for access.</li> </ul>                                                                                                                                    |                  | x  | <ul style="list-style-type: none"> <li>Otway Coastal Committee is responsible for this walk. Warnings should be provided by the Authority responsible for the asset.</li> </ul>                                                 |
|                 | <ul style="list-style-type: none"> <li>Existing signage – inclusion of additional directional signage for cyclists to include Otway Health, Marrar Woon Neighbourhood house, Apollo Bay P-12 college, RSL, Senior Citizens' Centre, Youth Club Hall, Shire offices.</li> </ul> |                  | x  | <ul style="list-style-type: none"> <li>Considered and introduced where possible and where infrastructure is available.</li> </ul>                                                                                               |
|                 | <ul style="list-style-type: none"> <li>Apollo Bay P-12 not Primary School</li> </ul>                                                                                                                                                                                           | x                |    | <ul style="list-style-type: none"> <li>Change to Apollo Bay P-12</li> </ul>                                                                                                                                                     |
|                 | <ul style="list-style-type: none"> <li>Signage inaccuracies – there is no corner of McKenzie and Pengilley Streets or Collingwood and Cawood Streets.</li> </ul>                                                                                                               | x                |    | <ul style="list-style-type: none"> <li>Collingwood St (otherwise known as Great Ocean Road) changed to Great Ocean Road (below photo p13).</li> <li>Makenzie St error - corrected to McLachlan St (below photo p13).</li> </ul> |



## 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: 25 / 3 / 2014

Time: 1:00 pm

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

### In Attendance:

Councillors: Cr Chris Smith  
Cr Michael Delahunty

Officer/s: Katrina Kehoe  
Stewart Anderson

Matter/s Discussed: Lake Colac Co-ordinating Committee

(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

### Conflict of Interest Disclosures: (refer page 5)

Councillors: NIL

Officer/s: NIL

Left meeting at:

Completed by:

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## Councillor Briefing Session

Wednesday, 26 March 2014

12.30pm to 4.30pm

### Venue – COPACC Meeting Rooms, Colac

**Present:**

Cr. Lyn Russell (Mayor)  
 Cr. Frank Buchanan  
 Cr. Brian Crook  
 Cr. Stephen Hart  
 Cr. Michael Delahunty  
 Cr. Woodcroft (until 3.45pm)

Rob Small, CEO  
 Colin Hayman, General Manager, Corporate & Community Services  
 Phil Corluka, General Manager, Infrastructure & Services  
 Doug McNeill, A/General Manager, Sustainable Planning & Development  
 Rhonda Deigan, Executive Officer

Part: David Testa (12.30pm – 2.30pm), Ian Seuren (2.50pm – 3.55pm)

**Apologies:** Jack Green, Cr Woodcroft (from 3.45pm)

**Conflict of Interest:**

|                       |                                                                                                                |
|-----------------------|----------------------------------------------------------------------------------------------------------------|
| Cr Russell:           | In-Committee Item OM142603-19 Contract 1406 – Supply of Crushed Rock, Sealing Aggregate and Pavement Materials |
| Nature of Disclosure: | Direct                                                                                                         |
| Nature of Interest:   | Brother-in-law owns one of the companies named in the report                                                   |

|                           |                                                        |
|---------------------------|--------------------------------------------------------|
| <b>12.30 pm – 2.30 pm</b> | <b>Budget Briefing including Service Level Reviews</b> |
| <b>2.30 pm – 2.50pm</b>   | <b>Break</b>                                           |
| <b>2.50 pm – 4.30 pm</b>  | <b>Councillor Briefing Session</b>                     |

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                  |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|  <p><b>Agenda</b></p> | <h1>Councillor Workshop</h1> <p><b>Wednesday, 2 April 2014</b><br/><b>COPACC Meeting Room</b><br/><b>2.00 pm to 4.15 pm</b></p>                                                                                                                                                                                                                                                                              |                                                                                                  |
|                                                                                                        | <p><b>ATTENDEES:</b><br/>Cr Lyn Russell (Mayor), Cr Stephen Hart, Cr Frank Buchanan, Cr Terry Woodcroft (until 4.05pm), Cr Michael Delahunty, Cr Brian Crook</p> <p>Rob Small (CEO)<br/>Colin Hayman (GM, Corporate &amp; Community Services)<br/>Jack Green (GM, Sustainable Planning &amp; Development)<br/>Phil Corluka GM, Infrastructure &amp; Services)</p> <p><b>Part:</b></p> <p><b>Apology:</b></p> |                                                                                                  |
|                                                                                                        | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                  |
| 2.00 pm                                                                                                | Declaration of Interest                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                  |
| 2.00 pm – 2.30 pm                                                                                      | Valuation – overview of Revaluation                                                                                                                                                                                                                                                                                                                                                                          | Robert Tot & Steve Davey – Opteon<br>Paul Carmichael, Jen Featherstone, Jan Gurrie & David Testa |
| 2.30 pm – 4.05 pm                                                                                      | 2014/15 Budget                                                                                                                                                                                                                                                                                                                                                                                               | Colin Hayman<br>David Testa                                                                      |
| 4.05 pm – 4.15 pm                                                                                      | Other Issues                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                  |





## Assembly of Councillors Record

This Form **MUST** be completed by the attending Council Officer and returned **IMMEDIATELY** to Document Management Co-ordinator for filing. A copy of the completed form must be provided to the Executive Officer to the CEO, Mayor & Councillors for reporting at the next Ordinary Council Meeting.

### Assembly Details:

Date: 2 April 2014

Time: 5:15pm – 6:15pm

**Assembly Location:** Central Reserve – Hockey Rooms

### In Attendance:

Councillors: Cr Brian Crook

...../...../...../.....

Officer/s: Ian Seuren – Manager Recreation, Arts and Culture

...../...../...../.....

Matter/s Discussed: See attached meeting agenda.

.....  
(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

### Conflict of Interest Disclosures: (refer page 5)

Councillors: Not applicable

...../...../...../.....

Officer/s: Not applicable

...../...../...../.....

Left meeting at: At conclusion of the meeting at 6:15pm

Completed by: Ian Seuren – Manager, Recreation, Arts and Culture

# AGENDA

Central Reserve Advisory Committee

Colac Hockey Rooms

Date: 2 April 2014

Time: 5:15pm

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |
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| 1.  | <b>ATTENDEES</b><br>Ian Seuren (Colac Otway Shire)<br>Cr. Brian Crook (Colac Otway Shire)<br>Nick Lang (Colac Football & Netball Club Inc.)<br>Andrea Graham (Colac Netball Club Inc.)<br>Graham Tevelein (Colac Youth & Recreation Club)<br>Rob Osborne (Colac & District Cricket Association Inc.)<br>Peter Lucas (Colac & District Football Netball League)<br>Val Russell (Colac & District F/L Netball Association Inc.)<br>Sam McDonald (Colac Auskick)<br>Matthew Walsh – (Little Athletics Colac)<br>Terry Stephens (Colac & District Dog Obedience Club)<br>Simon Dewar (Colac Secondary College)<br>David Latham (Colac Otway Rovers)<br>Steve Cheater (City Bowls Club Colac) |                |
| 2.  | <b>APOLOGIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |
| 3.  | <b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Cr Brian Crook |
| 4.  | <b>FACILITIES AND GROUNDS MAINTENANCE REPORTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Ian Seuren     |
| 5.  | <b>MASTER PLAN IMPLEMENTATION UPDATE</b> <ul style="list-style-type: none"><li>• Update on cost estimates</li><li>• Meetings/lobbying update</li><li>• Grant applications</li><li>• Community contribution</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Ian Seuren     |
| 6.  | <b>BLUEWATER FITNESS CENTRE REDEVELOPMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Ian Seuren     |
| 7.  | <b>UPDATE FROM USER GROUPS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | All            |
| 8.  | <b>GENERAL BUSINESS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | All            |
| 9.  | <b>ITEMS FOR FUTURE MEETINGS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | All            |
| 10. | <b>NEXT MEETING</b> <ul style="list-style-type: none"><li>• Wednesday 4 June 2014</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |

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|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
|  <p><b>Agenda</b></p> | <h1>Councillor Workshop</h1> <p><b>Wednesday, 9 April 2014</b><br/><b>COPACC Meeting Room</b><br/><b>9.00 am to 12.10 pm</b></p>                                                                                                                                                                                                                                                                                                                         |                                                                  |
|                                                                                                        | <p><b>ATTENDEES:</b><br/>Cr Lyn Russell (Mayor), Cr Stephen Hart, Cr Chris Smith (from 10.30am – 10.36am), Cr Frank Buchanan, Cr Terry Woodcroft (from 10.10am), Cr Brian Crook, Cr Michael Delahunty</p> <p>Rob Small (CEO)<br/>Colin Hayman (GM, Corporate &amp; Community Services)<br/>Jack Green (GM, Sustainable Planning &amp; Development)<br/>Phil Corluka (GM, Infrastructure &amp; Services)</p> <p><b>Part:</b></p> <p><b>Apologies:</b></p> |                                                                  |
|                                                                                                        | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                  |
| 9.00 am                                                                                                | <p><b>Declaration of Interest</b><br/><b>Cr Delahunty:</b><br/><b>Items 1 &amp; 2 of the Planning Committee Meeting</b></p>                                                                                                                                                                                                                                                                                                                              |                                                                  |
| 9.00 am – 9.18 am                                                                                      | <p><b>Planning Committee Briefing</b><br/><b>Cr Delahunty left the meeting from 9.08am to 9.11 am and from 9.12am to 9.16am due to a conflict of interest.</b></p>                                                                                                                                                                                                                                                                                       | Blaithin Butler, Katrina Kehoe, Jane Preston-Smith, Doug McNeill |
| 9.18 am – 10.20 am                                                                                     | <p><b>Amendment C73 – Apollo Bay Harbour Master Plan</b></p>                                                                                                                                                                                                                                                                                                                                                                                             | Don Lewis/Doug McNeill/Dave Merrett – Isis Planning              |
| 10.30 am – 10.36 am                                                                                    | <p><b>Planning Committee Meeting</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                  |
| 10.45 am – 11.23 am                                                                                    | <p><b>Volunteers</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                 | Carmen Lawrence                                                  |
| 11.25 am – 12.10 pm                                                                                    | <p><b>Budget</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                     | Colin Hayman & David Testa                                       |
| 12.10pm                                                                                                | <p><b>Lunch</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                  |



Our Ref: F13/11112  
Your Ref: OB Landslip

**AN AGREEMENT TO ACQUIRE LAND**

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ 2014, between Midway Plantations Pty Ltd (Midway) and the Colac Otway Shire Council (the Council) for the acquisition of part of 655 Old Beech Forest, Gellibrand, to enable rehabilitation of the landslip within the road reserve and realignment of the existing Old Beech Forest Road.

Midway agrees to –

- a) Council's acquisition of the land (being part of TP372767, TP570797, and TP163422 of the parish of Moorbanool) as shown hatched in blue on the plan attached;
- b) Council access to the land for the construction during the acquisition process; and
- c) The new title boundary remaining unfenced.

so long as Council agrees –

- 1) That the land acquired become road reserve and be used solely for the purposes of a public road;
- 2) To arrange for and bear the costs associated with the land acquisition including land survey, plan registration, and legal fees as required;
- 3) To arrange for and bear the costs of a fair, reasonable and independent valuation of the land;
- 4) To purchase the land for the amount of \$1500 (excluding GST);
- 5) To maintain Public Liability insurance to the value of at least \$10 million over the subject land if access is required prior to the transfer of the subject land;
- 6) That the process of acquisition of the land be commenced immediately and is completed as expeditiously as is reasonable.

The agreement will have been deemed to have been completed when the following has occurred -

- I. All the monies and costs incurred or owed under this agreement to Midway have been paid;
- II. Council provides a plan as prepared by a licensed surveyor which shows the excised parcels of land;
- III. Council lodges with the Titles office a title plan showing the excised parcel for road purposes and the balance of the land.

**Signed for and on behalf of Midway Plantations Pty Ltd**

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Director/Company Secretary Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

**Signed for and on behalf of Colac Otway Shire Council**


\_\_\_\_\_  
Mr Rob Small  
Chief Executive Officer

**Colac Otway Shire**  
PO Box 283  
Colac Victoria 3250  
E: [inquiry@colacotway.vic.gov.au](mailto:inquiry@colacotway.vic.gov.au)  
[www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au)

**Customer Service Centre**  
Colac: 2-6 Rae Street  
Apollo Bay: 69-71 Nelson Street  
P: (03) 5232 9400  
F: (03) 5232 9586





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|  <p>Colac Otway<br/>SHIRE<br/>Naturally Progressive</p> | <div> <div>COLAC OTWAY SHIRE<br/>YOUTH COUNCIL</div> <div>Minutes</div> <div>24 March 2014<br/>4.00PM TO 5.00PM<br/>Councillors Office, COS Offices</div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |
| 1.                                                                                                                                       | <p><b>1. ATTENDEES:</b><br/> <b>Youth Councillors:</b> Spencer Cochrane, Rachael Richardson, Emma McMaster, Nicholas Lenehan-Anderson, Laura Ladhams<br/> <b>Mentors:</b> Lyn Russell, Tabitha Morgan, Rhonda Deigan, Terry Woodcroft (from 4.10pm),<br/> <b>Office Bearers – please sit with your Adult Mentor</b></p>                                                                                                                                                                                                                                                                                                                  |     |
| 1.                                                                                                                                       | <p><b>CALL MEETING TO ORDER</b><br/> <b>CALL FOR APOLOGIES: Nil</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Lyn |
| 2.<br><br>2.2                                                                                                                            | <p><b>Welcome all new and continuing Youth Council members</b><br/> <b>Minutes of Previous Meeting:</b><br/> <b>Moved by Spencer Cochrane and Seconded by Nicholas Lenehan-Anderson that the minutes of the Youth Council meeting held on 4 November 2013 be accepted. Carried</b></p>                                                                                                                                                                                                                                                                                                                                                   | Lyn |
| 3.                                                                                                                                       | <p><b>CORRESPONDENCE:</b><br/> <b>In:</b> Email from Council's Public Relations Coordinator regarding the Colac Herald's request for interviews with each of the Youth Councillors for its Youth Focus page and a group photo of the new Youth Council.<br/> <b>Out: Nil</b><br/>         Youth Councillors agreed to requests from Colac Herald regarding the use of the group photo and interviews with the Youth Councillors.<br/> <b>Moved by Emma McMaster and Seconded by Laura Ladhams that correspondence be accepted.</b></p>                                                                                                   |     |
| 4.                                                                                                                                       | <p><b>Meeting Procedures</b><br/>         The Mayor briefed Youth Councillors on meeting protocols and the roles of office bearers, reminding members of the need to show respect for each other at all times.</p>                                                                                                                                                                                                                                                                                                                                                                                                                       | Lyn |
| 5.                                                                                                                                       | <p><b>Election of Office Bearers</b><br/> <b>Chair:</b><br/>         Two nominations were received for this position from Nicholas Lenehan-Anderson and Laura Ladhams.<br/>         Nicholas and Laura left the meeting during the vote for this position. By a show of hands, Laura Ladhams was elected to the position of Chair two votes to one.<br/>         Terry Woodcroft arrived at the meeting at 4.10pm.<br/>         Nicholas and Laura returned to the meeting.<br/> <b>Vice Chair (1) and Vice Chair (2)</b><br/>         Spencer Cochrane and Emma McMaster were elected to the positions of Co-Vice Chairs unopposed.</p> | Lyn |

15/04/14

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|    | <p><b>Treasurer</b><br/>Rachael Richardson was elected to the position of Treasurer unopposed.</p> <p><b>Secretary</b><br/>Nicholas Lenehan-Anderson was elected to the position of Secretary unopposed.</p> <p>Youth Councillors were congratulated on their new roles and the new Chair, Laura Ladhams, took the chair at 4.15pm</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |
| 6. | <p><b>Planning Workshop</b></p> <ul style="list-style-type: none"> <li>• Discussion and confirmation of dates</li> </ul> <p>Youth Councillors discussed possible formats for the planning/induction workshop. Ideas included:</p> <ul style="list-style-type: none"> <li>• BBQ get together</li> <li>• Beechy Rail Trail Trek and BBQ which might also include an overnight stay</li> <li>• Trip to Melbourne for one or two days which could include: <ul style="list-style-type: none"> <li>○ Visit to Salvation Army headquarters and tour of homeless shelters</li> <li>○ Luna Park</li> <li>○ Victoria Market.</li> </ul> </li> </ul> <p>Discussion followed about the possibility of Youth Councillors participating in sleeping overnight in the Memorial Square to raise awareness of homelessness in Colac.</p> <p>Youth Councillors were encouraged to consider these ideas and to discuss them with their parents for decision at next week's Council meeting.</p> <p>Youth Councillors agreed on a tentative date of 14 &amp; 15 April 2014 for the workshop.</p> | All |
| 7. | <p><b>Future Meetings – 2014</b></p> <ul style="list-style-type: none"> <li>• Confirmation of 2014 meeting dates</li> </ul> <p>Moved by Spencer Cochrane and Seconded by Rachael Richardson that Youth Council meet every second Monday from 4.00pm to 5.00pm, or as required, with the exception of school holidays. Carried.</p> <p>The Mayor extended an invitation to Youth Council to meet with Council later in the year.</p> <p>Youth Councillors were also invited to attend Council meetings which are held on the 4<sup>th</sup> Wednesday of every month.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | All |
| 8. | <p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Spencer Advised of a Yr 11 student who is interested in becoming a member of Youth Council. Spencer was requested to discuss this with Fiona Bell at Trinity College.</li> <li>• Youth Council discussed some ideas for the year ahead which included: <ul style="list-style-type: none"> <li>○ Working with FreeZa</li> <li>○ Assisting the Youth Health Hub</li> <li>○ Student advocacy</li> <li>○ Visits to Mercy Place and the Colac Specialist School.</li> </ul> </li> <li>• Youth Councillors were provided with a copy of the revised Colac Otway Shire Youth Council Charter for their review and consideration at a future meeting.</li> </ul> <p>Meeting closed at 4.57pm</p>                                                                                                                                                                                                                                                                                                                |     |
| 9. | <p><b>NEXT MEETING – 31 March 2014 at 4.00pm</b><br/><b>**Please bring pen and paper**</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |

15/04/14





## Old Beechy Rail Trail Committee Meeting

Meeting Venue: Meeting Room 1, CAPACC

3 February 2014

Time: 10am to 12.30pm

# MINUTES

|    | ITEMS & ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | RESPONSIBLE OFFICER | ACTION DUE DATE |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------|
| 1. | <b>ATTENDEES</b><br>Chris Smith (Chair), Christine Humphris, Noel Barry, Tony Grogan, Trisha Jukes, Bernard Jordan, John Wilson (COS), Jodie Fincham (COS). Special Guests – Brendan and Ros Scanlon<br>Minutes: Vicki Jeffrey (COS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                 |
| 2. | <b>APOLOGIES</b><br>Nigel Jenkins, Cyril Marriner, Craig Clifford, Andrew Stoddard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                 |
| 3. | <b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING</b><br>Minutes taken as read.<br>Moved – Tony Grogan<br>Seconded – Noel Barry<br>Carried                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                 |
| 4. | Brendan and Ros Scanlan attended as guests.<br><br>John Wilson presented a map detailing an overview of the Scanlan's land between Friend, Harris, Gellibrand and Forrest Streets, indicating where the original alignment of the trail goes through their property<br>The Scanlan's have requested a copy of a Licence Agreement and the map that was shown on the screen during the presentation.<br>The constructed OBRT does not go through the Scanlan's property at the moment. However, they are extremely supportive of the Beechy Line and the potential to develop it as a recreational walking track through their property. They are currently negotiating with COS to re-zone 30 acres. Currently a farm lease with a further 3 years (negotiable). 10% of what is developed has to be open space. Walking track may be part of the 10%. Maintenance ends in 2 years. Does this fit with the committee's aims and goals? All were supportive of the Scanlan's development.<br>Further discussion occurred regarding Licence Agreements. The landowner has to give 6 months' notice to quit the agreement. The trail can be closed for special reasons; however the landowner still has use of the land. | Jodie Fincham       |                 |

OBRT Meeting – 3/02/2014



|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |                                   |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------|
|    | Many thanks to Brendan and Ros Scanlon for attending.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |                                   |
| 5. | <p><b>BUSINESS ARISING from previous minutes.</b></p> <p><b>5a.</b> <i>Informal approach to be made to landowner to gauge thoughts of potential of rail trail going through their property.</i><br/>Has not occurred as yet. Jodie to contact James Watson to seek further advice about how best to make the approach. Area in question is North of Harris Road (Pipeline Reserve).</p> <p><b>5b.</b> <i>Approach made to Brendan Scanlan to attend meeting February 2014 OBRT meeting.</i><br/>Completed.</p> <p><b>5c.</b> <i>John Wilson to keep Chairperson informed of works progress over coming month.</i><br/>Completed - has discussed via phone with Chris Smith.</p> <p><b>5d.</b> <i>Ascertain Committee Interest in the 'Hunt for the Golden Gumboot'.</i><br/>Framework of the event is in place and has been completed successfully for 3 years. Event cost approximately \$3,000. Sponsors need to be contacted. Planning begins in August. Guidelines documents already completed. Visitor Information Centre wants to be involved and be the primary spot for the return of boots for prizes. Funding can be applied through the Festival and Events Support Scheme for assistance. Tricia Jukes is happy to consider for the first year but would not commit to future years.</p> <p><b>5e.</b> <i>Investigate if Council insurance will cover the event.</i><br/>Colac Otway Shire insurance covers volunteers on the trail.</p> | Jodie Fincham | Prior to next meeting ( 7 April.) |
| 6. | <p><b>CORRESPONDENCE IN</b></p> <ul style="list-style-type: none"> <li>• Friends of the OBRT Newsletter</li> <li>• Rail Trail Connections Magazine. Discussion around the possibility of hosting conducted tours, walks or rides on the OBRT. Various trail committees to visit other trails for comparisons. Rail Trail magazine would assist with promotion. All dependent on manpower and volunteers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |                                   |
| 7. | <p><b>CORRESPONDENCE OUT</b></p> <ul style="list-style-type: none"> <li>• Licence Agreements with \$1 cheque payment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |                                   |

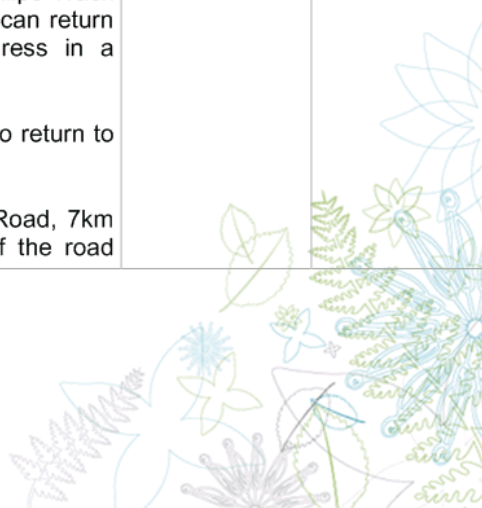
OBRT Meeting – 3/02/2014





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| 8. | <p><b>Works Report – Capital Works Co-ordinator</b></p> <ol style="list-style-type: none"> <li>1. The contractor constructing the Trail section through the Colac Rail Yard indicated before Christmas that they were undergoing a re-structure and that it had given its staff leave until mid-January 2014. More recently (on 21 January 2014) it has indicated that the restructure is taking far longer than it anticipated, is unable to notify us of a re-commencement date and suggested we look towards engaging a different contractor to complete the work. Both my manager and the Acting General Manager have been apprised of this situation and are considering how we move forward from here. The feeling is that we should cut ties with this contractor and seek to obtain another. Engaging an alternative contractor is complicated by the requirement for any new contractor to have V/Line and VicTrack authorised access to the site.</li> <li>2. Documentation of the Mercy Place section of the Trail continues. Quotes should be able to be invited later this month. Construction of the Mercy Place section does not involve any works to occur on railway land.</li> <li>3. A contractor has been accepted for the northern link piece of the Dinmont to Ditchley section. Council also engaged a separate contractor to slash the alignment, to clear the way for the “main” contractor. Some pegging of a possible alignment has been done, for review by Council. Upon being given the direction to proceed, this contractor expects to complete construction of this section in a few weeks.</li> <li>4. A contractor has been accepted for the Beech Forest to Ferguson section. Some pre-construction documents have been exchanged, and an “Environmental Impact Assessment for Roadside Works” is scheduled for 10 February 2014 on site. A Planning Permit for removal of native vegetation has still not yet been approved. Nevertheless there are sections within the overall section which do not require removal of native vegetation, and so works may proceed in such areas. It is understood the contractor has identified the gabions works west of Phillips Track as a priority, to construct whilst dry. Thereafter focus can return to the Beech Forest end, for construction to progress in a westerly direction.</li> <li>5. EcoProjects Australia has still to advise when it plans to return to complete the section through the gully at Ditchley.</li> <li>6. The repair of the land slip on the Old Beech Forest Road, 7km south of Gellibrand, proposes a minor realignment of the road</li> </ol> |  |  |
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OBRT Meeting – 3/02/2014





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|  | <p>requiring a land acquisition from Midway. Negotiations with Midway are nearing completion. Commencement of road repairs may be possible later this month (February). Design provision has been made for the Old Beechy Rail Trail, which is expected to allow more gentle grades over this section of the Trail compared to the grades previously on this section.</p> <p>7. Two fee proposals for assessing the structural adequacy of the shelter to be constructed at Lovat have been received, one being \$715 (incl GST) and the other \$880 (incl GST). These have been referred to management for consideration.</p> <p>8. Some back ground work has been done on Emergency Markers (EM's) for the Old Beechy Rail Trail. Guidelines require EM's to be installed at between 1.2m to 1.7m above ground. The style of EM installed for the Frankston City Council (see photo) is suggested as offering a simple and effective arrangement applicable to the OBRT, which would not be readily vandalised. Essentially this is a 300mm wide metal plate by 400mm tall bent in a U shape to provide 3 No 100mm wide x 400mm tall panels. Each panel displays the marker code which may be seen from 3 directions. The bent metal plate is installed on a 100mm thick post. The post support for the EM is of dimensions 200mm x 100mm. Frankston City Council (the EM as shown in the photo) used a composite material with the trade name Evertuff for the posts, however this material is a bit expensive. Timber could alternatively be used for posts. A review of timber prices available from local suppliers suggests that timbers of different types are available in the required size, treated pine, redgum and ironbark. The cheapest of posts (treated pine x 2.4m long) are \$27.00 each, or \$513 for supply of 19 posts. Redgum prices indicate an all up price (supply only) for 19 posts of \$988, and for ironbark the all up price is estimated to be \$1596.00. Redgum and ironbark offer greater longevity but carry a considerable price penalty.</p> <p>I propose that 19 EM's be installed, at 1km intervals, 8 No between Barongarook and Kwarren, 2 No just north of Banool, 4 between Wimba and Dinmont, another 4 between Dinmont and Ditchley, and 1 more in the off-road section just west of Beech Forest. This coverage of EM's may well be insufficient, but if gaps are provided in code numbers as shown on EM's then extra EM's may be easily added into the sequence as may be deemed necessary in future.</p> <p>I have a quotation for the supply of the 19 No. marker plates with fixing screws, from DeNeefe Signs, for \$1193.50 (incl GST).</p> <p>I have a quotation for the supply of 19 No. Evertuff posts (to carry the marker plates) from Cosset Industries Australia, for \$2879.33</p> |  |  |
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|    | <p>(incl GST).<br/>Once the proposed locations of the EM's are known (in coordinates) then the Emergency Services Telecommunications Authority (ESTA) performs a collection of spatial data, for which we will be charged. Currently ESTA's rate for data collection is \$660 plus GST per day, plus expenses such as accommodation, meals. My ESTA contact estimates 1.5 days of data collection. All up charge by ESTA then might be say \$1750.00<br/>Based on these prices the installation of 19 EM's on treated pine posts is estimated at \$4463.00. Using redgum posts would increase the price to \$4938.00</p> <p>The Committee's feedback is requested on the style of EM's proposed. If the "Frankston" style of EM installation is adopted then guidance is requested on the post material to be used.</p>                                                                                                                                                                                                                                                                                                                                                      |                                       |  |
| 9. | <p><b>GENERAL BUSINESS</b></p> <p><b>OBRT Friends Report</b></p> <ul style="list-style-type: none"> <li>• Bike stand signs between stations – white letters on black background.</li> <li>• Sunday 19 January completed a Wimba station site clean-up. Painted interior. This station was erected in 2009.</li> <li>• Planning further maintenance along the trail of stations.</li> <li>• Buchanan sign to be built – 2.8m. Quotes on timber paint bolts etc \$250.<br/>Moved – Bernard Jordan,<br/>Seconded Tony Grogan.<br/>Carried<br/>John Wilson to determine the site. Review on the inspection / site trip.</li> <li>• Bike stands approval. John to follow up.</li> </ul> <p><b>Jodie Fincham – Executive Officer Report</b></p> <p><u>RIDF Funding (Regional Infrastructure Development Funding)</u></p> <ul style="list-style-type: none"> <li>• Ongoing monitoring of works progress.</li> <li>• Regular team meetings continue to be held with Capital Works Co-ordinator and Manager Capital Works to monitor progress.</li> </ul> <p><u>OBRT Brochure</u></p> <ul style="list-style-type: none"> <li>• Work has continued on Draft brochure during</li> </ul> | <p>John Wilson</p> <p>John Wilson</p> |  |



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| <p>December/January.</p> <ul style="list-style-type: none"> <li>Tricia Jukes (Committee member) is obtaining quotes and further information regarding brochure redevelopment.</li> </ul> <p><u>Licence Agreements</u></p> <ul style="list-style-type: none"> <li>Signed and sealed Licence Agreements have been distributed to private landowners. A cheque for \$1 has also been posted to each as part of the Agreement.</li> </ul> <p><u>Golden Gumboot</u></p> <ul style="list-style-type: none"> <li>Seeking a Committee decision to take over the running of the event in 2014. Committee could consider applying through Council's Festival and Events Support Scheme.</li> </ul> <p><u>Pedestrian Counters</u></p> <ul style="list-style-type: none"> <li>Data report presented with figures recorded from Thursday 30 January 2014.</li> <li>Report with figures distributed to Committee.</li> <li>Gate at Coram needs spring repaired.</li> </ul> <p><b>Total number of users for 2013:</b></p> <table border="0"> <tr> <td>Maggios road-</td> <td>4,179</td> </tr> <tr> <td>Maxwell road-</td> <td>3,601</td> </tr> <tr> <td>Frys Rd –</td> <td>3,584</td> </tr> <tr> <td>Larsons gate-</td> <td>6,231</td> </tr> <tr> <td>Zappellis -</td> <td>5,773</td> </tr> <tr> <td>Beech Forest -</td> <td>18,352 (Beech Forest figure clearly shows an irregularity, most likely due to weed movement in front of tracker counter.)</td> </tr> </table> <p>Total amount of usage on monitored sections of trail for 2013 (excluding Beech Forest) is 23,368. This does not include data for the Colac section of the trail, as monitors were not installed at that location.) Coram figures were also excluded from the count as monitoring started in September 2013.</p> <p><u>Economic impacts on local business resulting from trail upgrades</u></p> <ul style="list-style-type: none"> <li>Positive information received from local businesses (Gellibrand River Store and Gellibrand Caravan park) regarding impacts on their businesses as a result of the trail upgrades.</li> </ul> <p><b>Tricia Jukes – Brochure</b></p> <ul style="list-style-type: none"> <li>Tricia to write to Jodie Fincham seeking an extension to</li> </ul> | Maggios road-                                                                                                             | 4,179 | Maxwell road- | 3,601 | Frys Rd – | 3,584 | Larsons gate- | 6,231 | Zappellis - | 5,773 | Beech Forest - | 18,352 (Beech Forest figure clearly shows an irregularity, most likely due to weed movement in front of tracker counter.) | <p>Tricia Jukes</p> |
| Maggios road-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 4,179                                                                                                                     |       |               |       |           |       |               |       |             |       |                |                                                                                                                           |                     |
| Maxwell road-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3,601                                                                                                                     |       |               |       |           |       |               |       |             |       |                |                                                                                                                           |                     |
| Frys Rd –                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3,584                                                                                                                     |       |               |       |           |       |               |       |             |       |                |                                                                                                                           |                     |
| Larsons gate-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 6,231                                                                                                                     |       |               |       |           |       |               |       |             |       |                |                                                                                                                           |                     |
| Zappellis -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5,773                                                                                                                     |       |               |       |           |       |               |       |             |       |                |                                                                                                                           |                     |
| Beech Forest -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 18,352 (Beech Forest figure clearly shows an irregularity, most likely due to weed movement in front of tracker counter.) |       |               |       |           |       |               |       |             |       |                |                                                                                                                           |                     |



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|  | <p>brochure project successfully funded through 2013/14 Community Funding Program. Extension required due to the ongoing works on the trail.</p> <ul style="list-style-type: none"> <li>• COS logo to be very small on brochure.</li> <li>• A new photo is required for the front of the brochure. \$200 for a professional photograph. Possibly of the new section.</li> <li>• Requires some clarification of some descriptions.</li> <li>• Tricia to work with John Wilson on alignment.</li> <li>• Chris Smith commends the work that Tricia has completed on the brochure.</li> </ul> <p><b>Site Inspection</b><br/>Proposed trail/site inspection organised.</p> <ul style="list-style-type: none"> <li>• Date Tuesday 11 February from 12 to 4pm. Meet at the Rae Street office.</li> </ul> <p><b>OBRT Train</b></p> <ul style="list-style-type: none"> <li>• Risk assessment has been submitted to Council's Rick Co-ordinator, but Chris has not received a response as yet.</li> </ul> <p><b>Action:</b> Jodie Fincham to follow up with Risk Department regarding progress of train application/risk assessment.</p> <p><b>Gellibrand Meeting</b></p> <ul style="list-style-type: none"> <li>• There will be a meeting in Gellibrand on 4 February to discuss local mobile phone coverage. Tony Grogan will attend on behalf of the committee.</li> </ul> <p><b>Financial Report</b><br/>Submitted by Tricia Jukes. Recent activity shows income of \$1,165.00 received from Colac Otway Shire Council as part of Community Funding Program towards production of new OBRT brochure. Closing balance shows \$4,355.15</p> <p>Meeting closed 12.40pm.</p> <p>Next meeting – 7 April 2014, 10am to 12.30pm.</p> | Jodie Fincham |  |
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