



**Colac Otway  
SHIRE**

## **AGENDA**

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

**23 JULY 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 JULY 2014**

## **TABLE OF CONTENTS**

### **OFFICERS' REPORTS**

#### **CHIEF EXECUTIVE OFFICER**

OM142307-1	CEO'S PROGRESS REPORT TO COUNCIL .....	9
OM142307-2	COLAC OTWAY YOUTH COUNCIL CHARTER .....	29

#### **CORPORATE AND COMMUNITY SERVICES**

OM142307-3	OPERATIONAL PLAN 2014-2015 .....	35
OM142307-4	ADOPTION OF 2014 GENERAL REVALUATION .....	39
OM142307-5	2016 MUNICIPAL REVALUATION - CAUSE TO BE DONE .....	43

#### **INFRASTRUCTURE AND SERVICES**

OM142307-6	BLUEWATER FITNESS CENTRE REDEVELOPMENT PROJECT - PROGRESS REPORT .....	49
OM142307-7	DECLARATION OF ROAD AS UNUSED - PART OF UNMADE ROAD SOUTH OF CROWN ALLOTMENT 59, SECTION D - PARISH OF ELLIMINYT .....	53
OM142307-8	PETITION - INSTALLATION OF STOP SIGN - HEARN STREET / SINCLAIR STREET INTERSECTION .....	57

#### **GENERAL BUSINESS**

OM142307-9	ASSEMBLY OF COUNCILLORS .....	61
------------	-------------------------------	----

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 July 2014 at 4.00pm.

---

## **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.

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.

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

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

**5. QUESTION TIME**

**6. DECLARATION OF INTEREST**

**7. CONFIRMATION OF MINUTES**

- Ordinary Council Meeting held on the 25/06/14.

**Recommendation**

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

## **OFFICERS' REPORTS**

### **Chief Executive Officer**

OM142307-1 CEO'S PROGRESS REPORT TO COUNCIL  
OM142307-2 COLAC OTWAY YOUTH COUNCIL CHARTER

### **Corporate and Community Services**

OM142307-3 OPERATIONAL PLAN 2014-2015  
OM142307-4 ADOPTION OF 2014 GENERAL REVALUATION  
OM142307-5 2016 MUNICIPAL REVALUATION - CAUSE TO BE DONE

### **Infrastructure and Services**

OM142307-6 BLUEWATER FITNESS CENTRE REDEVELOPMENT PROJECT -  
PROGRESS REPORT  
OM142307-7 DECLARATION OF ROAD AS UNUSED - PART OF UNMADE ROAD  
SOUTH OF CROWN ALLOTMENT 59, SECTION D - PARISH OF  
ELLIMINYT  
OM142307-8 PETITION - INSTALLATION OF STOP SIGN - HEARN STREET /  
SINCLAIR STREET INTERSECTION

### **General Business**

OM142307-9 ASSEMBLY OF COUNCILLORS

**Phil Corluka**  
**Acting Chief Executive Officer**



**CHIEF EXECUTIVE OFFICER**

ITEM	
<b><u>OM142307-1</u></b>	<b><u>CEO'S PROGRESS REPORT TO COUNCIL</u></b>
<b><u>OM142307-2</u></b>	<b><u>COLAC OTWAY YOUTH COUNCIL CHARTER</u></b>





**OM142307-1****CEO'S PROGRESS REPORT TO COUNCIL**

AUTHOR:	Rhonda Deigan	ENDORSED:	Phil Corluka
DEPARTMENT:	Executive	FILE REF:	F11/3291

**EXECUTIVE****G21 Board Meeting**

The CEO and Mayor attended the G21 Board meeting in Torquay on 27 June 2014. Agenda items included:

- State Budget Transport Investment Presentation
- G21 Economic Development Strategy Presentation
- Belonging and Connecting Multi-Media Project Presentation
- Brand Geelong Evidence Analysis Funding Request
- Update on 2014 G21 Stakeholder Forum
- Barwon South West Regional Development Australia update
- Barwon South West Regional Management Forum update.

**Vic Roads Regional Visit**

The Acting CEO and General Manager Corporate and Community Services met with the Vic Roads Regional Director and management in Colac on 4 July 2014. Discussion included the following items:

- VicRoads Structure
- Delivery of 2013/14 Vic Roads Program
- 2014/15 Vic Roads Program
- Maintenance Procurement
- Update of Princess Hwy Duplication to Colac (CBD and Entrances Project)
- Current Status on Colac Heavy Vehicle Bypass Project
- Great Ocean Road Improvement Fund – how will priorities be defined?
- Department of Transport, Planning & Local Infrastructure Update.

**G21 Region Opportunities for Work (GROW) Project**

Addressing Disadvantage has been a G21 priority project since 2011. The G21 Board was concerned that, despite opportunities presented by population and industry growth, access to social and economic benefits are not evenly distributed across the region. The Addressing Disadvantage Taskforce was commissioned by the G21 Board in March 2011 to examine models for addressing disadvantage that might be applied to the G21 region.

The Taskforce comprised representatives from local government, education, community and business organisations and explored different approaches. Give Where You Live (GWYL) had similar interests and formed a Memorandum of Understanding in 2014 with G21 to develop and implement GROW.

G21 and GWYL have a long term commitment to tackling joblessness in the G21 region and the business plan for GROW will specifically focus on increasing:

- Social procurement (increasing local employment through procurement processes)
- Small to Medium Enterprise (SME) growth (identifying finance and support needs to increase growth)
- Demand driven employment brokerage (systematically training and supporting people into work from locations of high unemployment).

GROW will lever off the significant efforts and resources currently being applied in the region for employment generation and job placement. The business plan development process will focus on Geelong and Colac and engage business, local government, State Government, community services, education services, employment services, health services, housing services, transport services and local communities. It is planned that the model developed will be available throughout the region and in other regional settings.

A Project Control Group has been established to guide the consultants in the development of this business plan and the Acting CEO attended the first meeting of this group on 16 July 2014.

#### **Rural South West Municipal Association of Victoria (MAV) Representatives, Mayors and CEOs Regional Forum**

The Acting CEO, together with the Mayor and Council's MAV representative, Cr Hart, attended the MAV Regional Forum held in Warrnambool on 17 July 2014. Council representatives from Ararat Rural and Warrnambool cities and the shires of Colac Otway, Corangamite, Glenelg, Moyne and Southern Grampians were invited to attend. These forums provide Council representatives with the opportunity to receive updates from the MAV and to discuss local issues at a regional level.

### **CORPORATE & COMMUNITY SERVICES**

#### **CORPORATE**

##### **L2P Funding**

Council has been advised that VicRoads have extended the Activity Period of the funding Agreement for the L2P Program for a further 12 months.

##### **Corangamite Regional Library Corporation (CRLC)**

At the CRLC meeting held on 19 June 2014:

- the Board adopted the adjusted Library Plan and Strategic Resource Plan 2013-2017
- noted that the Draft Budget had been advertised and made available for inspection (was to be considered by the Board at the meeting held on 17 July 2014).
- the Board adopted the Risk Management Policy and Risk Register.

**HEALTH & COMMUNITY SERVICES****Environmental Health****At a glance – June 2014:**

<b>Activity</b>	<b>Inspections</b>	<b>Complaints</b>
Food Safety	<b>30</b>	<b>0</b>
Personal Appearance Services	<b>5</b>	<b>0</b>
Accommodation	<b>6</b>	<b>0</b>
Pools / Waterways	<b>0</b>	<b>0</b>
Immunisation	<b>n/a</b>	<b>0</b>
Septic Systems	<b>14</b>	<b>0</b>
Infectious Disease	<b>0</b>	<b>0</b>
Tobacco Control	<b>9</b>	<b>0</b>

**Food Safety**

*Food Premises Inspections: 30*

*Food Recalls: 3*

<b>Reason for recall</b>
Undeclared allergens
Foreign matter - metal
Foreign matter - plastic

*Food Monitoring: 0*

*New Food Premises Applications: 1*

*Food Premises Complaints: 0*

*Markets/Events: Apollo Bay Farmers Market*

Our Environmental Health unit participated in the Food Act Compliance Review Project consultation. The Victorian Government is implementing all findings of the 2007 Victorian Competition and Efficiency Commission (VCEC) report into food regulation in Victoria. The purpose of this project is to provide guidance to develop consistency of compliance checks undertaken by Local Government.

We are participating in a state-wide trial of a "Food Sampling app." to be used on mobile devices to improve efficiencies, governance and effectiveness of the sampling process.

**Personal Appearance Services (PAS) (hairdressers, tattooists, beauty therapists)**

*PAS Inspections: 5*

*PAS Complaints: 0*

**Accommodation**

*Prescribed Accommodation Inspections: 8*

*Complaints: 0*

**Pools/Waterways**

*Inspections: 0*

*Samples: 0*

**Immunisation**

6 adults, 13 secondary school students and 28 infants were immunised in June – a total of 96 individual vaccines were administered.

The Chief Medical Officer advises that Measles cases are continuing to be identified in travellers from Asia (Philippines, Bali, Thailand, India and Sri Lanka). A number of confirmed cases have also been identified in the northern suburbs of Melbourne, which are suspected to be associated with returned travellers.

**Septic Systems**

*Inspections: 14*

*Permit to Install Issued: 5*

*Permit to Use issued: 6*

*Complaint: 0*

**Infectious diseases**

*Notified outbreaks: 0*

*Single incidents: 0*

**Tobacco Control**

*Tobacco Compliance Inspection: 9*

*Complaints: 0*

**No smoking signs**

No smoking signs for outdoor children's play areas have been received. Phased installation is being undertaken over next 3 months.

**Maternal & Child Health**

There were 18 babies born in June 2014 with 6 first time mothers. Our maternal and child health nurses have been working with the Customer Assist Staff at Rae St and Apollo Bay and have been providing training to enable the Customer Assist staff to assist the Maternal and Child Health Nurses by answering the phone when the nurses are busy. They will have the ability to assist families to make or change Maternal and Child Health appointments at all centres. The nurses don't answer the phones when they are with clients so often messages get left to the end of the day to answer. Now we hope to provide a much more responsive service. Families will, of course, still be able to leave a confidential message on the Maternal and Child Health Nurse's phone.

**Statistics – June 2014**

- 18 infants enrolled from birth notifications.

<b>Key Ages and Stages Consultations</b>					
Home visits: 17					
<b>2wks</b>	14	<b>4wks</b>	15	<b>8wks</b>	22
<b>4mths</b>	14	<b>8mths</b>	19	<b>12mths</b>	14
<b>18mths</b>	15	<b>2yrs</b>	21	<b>3.5yrs</b>	16

**Other services provided included:**

- 79 additional consultations.
- 24 phone consultations.

- 4 opportunistic immunisations.
- 21 Child and Family Referrals. Maternal emotional health and child referrals for dental and speech were the main reasons for referral.
- 55 Child and Family Counselling sessions provided. The majority of counselling was for maternal emotional health, child nutrition and vision.
- New Parents Groups - 4 sessions in Colac.
- This month we commenced with 31 cases open for our vulnerable families requiring Enhanced Home Visiting service (Vulnerable and at risk families). We opened 7 new cases and closed 10.

### **Family & Children Services**

#### **Together We Grow Conference**

Council's Family & Children Services Coordinator attended a "Together We Grow" Conference in Melbourne conducted by Early Childhood Education which was very insightful. Access to a set of the presentations can be provided to interested councillors.

### **RECREATION ARTS AND CULTURE**

#### **Events**

There were no events held in the Shire during July that were required to go through Council's event approval process.

The next major event in the Colac Otway Shire is *Amy's Gran Fondo* on Sunday 14 September 2014. This event closes the Great Ocean Road, one of only two times a year when the road is closed. Three community meetings will be held for residents explaining the road closure times and addressing any issues residents may have, including safe passage to work either at Lorne or Apollo Bay. The community meetings will be held on Tuesday 29 July 2014 in Forrest and Thursday 31 July 2014 in Apollo Bay and Wye River. All residents will be notified of the meetings through advertising in local papers. If residents are unable to attend the meetings they are encouraged to contact the event organisers with any questions. All residents and non-residential rate payers will be notified about the road closures via a direct mail out sent in August 2014.

#### **FReeZA**

The next FReeZA event is Battle of the Bands on Friday 1 August 2014. Four acts (two bands and two solo acts), are registered so far with another two bands still to sign up.

The Birregurra FReeZA committee has met twice and is planning a movie night for Friday 10 October 2014 in conjunction with the Birregurra Weekend Festival. Two movies will be shown, one aimed at primary aged level and one aged at secondary level.

### **Recreation**

#### **Sport & Recreation Victoria's 2015-16 Community Facility Funding Program**

Sport and Recreation Victoria's (SRV) Community Facility Funding Program provides grants for planning and building new, and improving existing facilities where communities meet, interact and participate in sport and recreation.

Following the submission of project proposals to SRV, Council has been requested to submit two applications to the 2015-16 Community Facility Funding Program – Minors Category.

The two projects are:

- Birregurra Tennis Courts Redevelopment (\$80,000 request)
- Colac Playground Developments – Wyuna Estate and Colac East (\$60,000 request)

A project proposal was also submitted for the Central Reserve Master Plan Implementation requesting \$650,000. Whilst the project was considered eligible, it was not successful in this instance. We are currently awaiting formal advice as to why the proposal was not accepted to proceed to the full application stage.

### **Smoke free environment for Colac Otway**

Council in partnership with Colac Area Health are working together to create a smoke free municipality. Under new Victorian legislation, from 1 April 2014, smoking is banned within ten metres of outdoor recreation venues. In order to support this legislation, the Department of Health has provided signage to assist with the implementation of these changes. Council encourages clubs to support the introduction of no smoking at all venues by fostering a culture of self-regulation. It is anticipated that community pressure will be used as the compliance mechanism.

Council's Recreation team has recently distributed corflute signs to all city and regional recreation reserves, requesting they erect the signs around the facilities. An additional number of permanent signs will be installed across all playgrounds, skate parks, tennis courts and swimming pools within the Colac Otway Shire. VicHealth has provided \$5,000 towards the cost of installation of these signs with both the Colac Otway Shire and Colac Area Health also contributing funds towards the installation costs.

### **Council Community Funding Program 2014-2015**

A Civic Reception was held at COPACC on 18 July 2014 to present grant cheques/notification of contributions to successful applicants through the Community Funding Program 2014/15. Festival and Event Support Scheme recipients were also invited to attend the Civic Reception to be formally presented with their funding.

### **COPACC**

#### **Award nominations**

COPACC was one of three finalists in the *Drover Award Performing Arts Centre of the Year* which was ultimately claimed by Hobart's Theatre Royal at the Australian Performing Arts Centre's Association national conference in Hobart in early July 2014. The COPACC team received excellent feedback and praise from the peer-reviewed nominations which came from national touring organisations and theatre producers.

COPACC has also received two nominations in the *OBI Business Awards 2014 Community Enterprise Category*.

#### **CrossXpollination**

The second annual *CrossXpollination* – a series of textile and fibre arts exhibitions, workshops, master classes, talks and performances – was a resounding success from 28 June – 13 July 2014. COPACC's partnership with Red Rock Regional Theatre and Gallery (RRRTAG) has again been highly successful attracting many hundreds of people from Melbourne and across the state. Showcasing textile and fibre arts by local and nationally acclaimed artists at COPACC's Civic Hall and at RRRTAG has attracted critical acclaim. Many local stories of people's connections with textiles have been an important aspect of *CrossXpollination*'s community engagement.

**Bluewater Fitness Centre**

Bluewater Fitness Centre staff recently had the opportunity to visit the redevelopment site for a walk through. It proved to be a very positive experience for the 17 staff who attended, as they could start to see the enormity of the project and the wonderful facility that will be achieved upon completion of the project. There was excitement from the group as not only employees of the centre but as users of the facility.

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

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Work with the Finance Unit to complete Stage 1 of the Authority Asset Management Module implementation.	In Progress	95%	The implementation of Council's new Asset Management System continues with officers from both the Assets and Finance areas being heavily involved. Progress is being made in line with the works schedule with the first stage of activities nearing completion. The asset register has been created by consolidating, cleansing and validating existing information held across the organisation. Corresponding finance records have also been created in preparation for end of financial year reporting.
Asbestos Register Update.	In Progress	60%	Environmental Health Solutions are the successful consultant to conduct inspections of selected Council buildings to update our Asbestos Register. Inspections are to commence in late July 2014 with final reporting due 5 weeks after commencement. Maintaining a current asbestos register is a requirement of the <i>Occupational Health and Safety Act 2004</i> .
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	80%	Draft Asset Management Plans for Council's infrastructure assets will be presented to Council in the near future for adoption.

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Complete road and footpath network inspections to meet frequencies prescribed by Council's Road Management Plan.	Completed	100%	Completion of Colac Footpath Area 4, which covers the south east quadrant of the city, was delayed due to bad weather and was finalised in the week ending 11 July 2014.  Inspection of the roads in the inspection zone known as Warrion Ward Area 4 was also completed during this time. This inspection zone includes rural access roads in the localities of Beeac, Eurack, Irrewarra, Weering, and Wingeel. All inspections are conducted in accordance with Council's Road Management Plan.
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.	Completed	100%	Incident inspections are completed as required in line with Council's Road Management Plan.
Implement the 2013/14 Kerb & Channel Renewal Programme.	In Progress	85%	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. This programme is implemented on a priority basis and uses information collected by Council's Asset Inspection Officer. Kerb and channel replacement and the construction of a new outstand in Hardy Street, Apollo Bay has been completed. Kerb & Channel sections in Rae Street and Sinclair Street, Colac have also been completed. Kerb and Channel has also been replaced in Gellibrand Street in conjunction with the newly constructed Bus and Taxi parking area adjacent to Memorial Square.
Manage building maintenance programme to address programmed and reactive maintenance needs.	Completed	100%	Council's building maintenance programme for 2013/14 has been finalised within the maintenance and operations budget.  Council's plumbing contractor is presently working to rectify problems associated with recurrent leaks within the Rae Street office roof.
Footpath Renewal Program	Completed	100%	Replacement of a small section of footpath and pram crossing has been completed at the Cressy Community Hub. This is the last major works scheduled under the annual footpath replacement programme.
Bridge Reconstruction Program	Completed	100%	The replacement of the Lyness Access bridge over the Gellibrand River in Carlisle has been completed.



ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Building Renewal Program	In Progress	75%	<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>- Gellibrand Depot accessible toilet/shower is under construction. Frame work has been completed including roughing in of plumbing and electrical services.</li> <li>- Refurbishment of the Larpent Hall has commenced, with demolition of the existing kitchen and roughing in of electrical services being finalised so far.</li> <li>- Works are presently being undertaken to fit residual current devices to the switchboards in the Rae Street office. This is to improve electrical safety. Other wiring issues have been identified during these works and are being resolved as part of this project.</li> </ul>

#### Other Highlights for this period

##### Pirron Yallock Clubrooms

The next stages of this project will involve fitting out and adding change rooms to the portable building which was purchased during the 2013/14 financial year. An architectural team has been appointed who will prepare detailed plans and documents for tendering of works in the near future.

##### Barwon Downs CFA Community Centre

This project involves an extension of the existing Barwon Downs CFA Shed to accommodate an additional space for community use which will include a kitchenette, storage areas and bathroom facilities. Tenders have closed and are being evaluated.

#### CAPITAL WORKS

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Complete the 2013/14 component of the Old Beechy Rail Trail project funded by RIDF.	In Progress	90%	The Beech Forest to Ferguson section is completed. Construction between Dinmont and Ditchley is still to be completed. The award of a contract to construct the section through Mercy Place, Colac, is imminent.
Facilitate the construction of the public off street carpark at Pascoe Street Apollo Bay.	In Progress	50%	Tenders have been advertised for the construction of the carpark and close 6 August 2014.
Facilitate the review of Council's Road Safety Strategy in conjunction with Colac Road Safe.	In Progress	95%	As this is a joint document produced by two Councils we are now working to co-ordinate the adoption of the document by the Councils involved.

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Manage annual maintenance of Gross Pollutant Traps and provide advice to the sustainable asset unit on new installations.	Complete	100%	Annual maintenance programs completed.

### **Bridge Reconstruction Program**

A condition, loading and options report has been completed for the Sand Road Bridge rehabilitation and these options are currently being reviewed. A design for rehabilitation of the Cape Otway Road Bridge has been received for comment by Council following recommendations in a Level 2 Bridge Inspection conducted in 2012. Preliminary planning for several other bridges is also underway for rehabilitation/construction in the 2014/15 financial year.

### **Hardy Street Kerb Outstand Stage 2**

Civil works have been completed for the second kerb outstand at the corner of Hardy Street and Pascoe Street, Apollo Bay. This mirrors an existing kerb outstand built in May 2013 as part of the Active Transport Strategy's actions to improve the intersection for pedestrians and cyclists.

### **Beech Forest Block offset**

An area of bushland in the Council Reserve near Beech Forest will be secured and managed under agreement with the Department of Environment and Primary Industries in perpetuity to offset the loss of native vegetation through 3 Council projects (Old Beechy Rail Trail Ferguson to Beech Forest, Harrington Memorial Park, and Bluewater Fitness Centre Reconstruction).

## **MAJOR CONTRACTS**

### **Colac Municipal Aerodrome Runway Sealing**

Colac Municipal Aerodrome runway sealing was carried out on 12 June 2014. After sweeping off excess material from the sealed surface and conducting a thorough inspection with the Committee of Management representatives the runway has been opened for use. The condition of the runway will be monitored in future to ensure safe operations and sound performance.

### **Port of Apollo Bay – dredge and workboat construction**

Regular progress reports are being received from the contractors outlining satisfactory progress is being made. The dredge contractors are currently applying abrasive blasting and priming treatment to the external surface of the dredge and painting the internal engine room. A competition has been launched for the naming of the new dredge engaging the local school children from Apollo Bay.

The workboat construction has also made progress with the construction of the hull underway, steel and engine components purchased and construction of the deck to commence in the near future.

### **Waste Calendars 2014-15**

The 2014-15 waste calendars have been printed and posted to residents. The calendars also contain information based on recycling and organic collections weeks. The brochure included with the calendars contains general waste collection information as well as detailed information on what residents can and cannot recycle.

### **Recycling Bin Inspections & Audits show education can help!**

Contamination in recycling waste can lead to a loss of income generated by recycling which could have an impact on the cost of kerbside fees to all residents. Funding by Sustainability Victoria through the Barwon Region Waste Management Group (BRWMG) provided additional resources to carry out and process the results of a recycle audit.

The targeted area results revealed in excess of 21% of bins were presenting with visual contamination. The audit also revealed that 50% of the contamination was recycling inside plastic bags. Council staff left information cards and followed up with letters to residents whose bin contamination was repeated. The program proved to be successful with the number of bins presenting with contamination dropping to just 6.03%. As a result of these improved recycling practices in the test area, Council staff will now use this format to visit a wider number of properties across the shire in an effort to provide feedback to residents on what they can and cannot place in their recycling bin.

<b>Date</b>	<b>Total</b>	<b>Clean</b>	<b>Contained contamination</b>	<b>Percentage Contaminated</b>
30/04/14	117	92	25	21.37%
15/05/14	120	104	16	13.33%
29/05/14	124	116	8	6.45%
26/06/14	116	109	7	6.03%

### **Waste Education**

A number of different education programs for various primary schools including Colac West, Birregurra, Carlisle, Colac East and Sacred Heart have been undertaken over the past two months. These programs have taken different formats which included:

- Delivering compost produced from organics collections into the schools for school gardens
- Sponsored school visits to the BRWMG education centre
- A waste education program highlighting organics, recycling and sustainability run in schools.

### **Tenders**

Tenders opened since the last reporting period:

1402 – Old Beechy Rail Trail Construction – Mercy Place & Colac Railway Yard

1417 – Barwon Downs Community Centre Development

1416 – Consultancy Services – Domestic Wastewater Management Plan

1419 – Property Valuation Services

Tenders awarded since the last reporting period:

1412 – Colac CBD & Entrances Project Detailed Design Works – to Michael Smith & Associates

1413 – Annual Supply of Concrete Works – to Panel of Contractors

Tenders advertised since the last reporting period:

1416 – Consultancy Services – Domestic Wastewater Management Plan, closing 23 July 2014

1419 – Property Valuation Services, closing 23 July 2014

1415 – Car Park Construction – Pascoe Street, Apollo Bay, closing 6 August 2014

1420 – Landfill Disposal – Putrescible Waste, closing 6 August 2014

**Colac Livestock Selling Centre Roof Construction**

Council is waiting on final “as built” documentation and warranties prior to the issue of a practical completion certificate. The contractor, MKM Constructions, will need to also ensure that all systems including facility lighting and rainwater wash down equipment is operating within specifications.

**Ferrier Drive Reconstruction**

Bitumen sealing works were completed at Ferrier Drive on 16 June 2014. All contract works are complete. Painting of the centreline and installation of guideposts will be completed by Council as the weather permits.

**Lyness Road Bridge Construction**

VEC Civil Engineering completed works on construction of the bridge at Lyness Road, Carlisle River in early July 2014 following installation of signs and guardrails. A certificate of practical completion has been issued with a defects liability period of 12 months.



**Lyness Rd Bridge under flood conditions**

**COSWORKS**

Works undertaken by Cosworks during the month of June 2014 are as follows:

**Minor Patching**

Minor patching works is ongoing on sealed road repairs to keep up with potholes and edge breaks particularly with granular materials in all areas of the shire.

**Storm Damage**

Over the last week of June 2014 there was an extensive amount of fallen, hanging and dangerous trees due to strong wind damage. This has been widespread throughout parks, reserves and roads across the whole of the shire, but mainly in the Otways where the damage has required significant clean up works.

**Road Regrading**

Road regrading was decreased as resources were redirected to roads blocked by fallen trees. Heavy rain has also reduced the grading operations which will resume as weather conditions improve.

**Gravel Road Resheeting**

Approximately 9km of gravel road resheeting has been undertaken at Riccartons Road, Hennigans Access Road, Baggotts Road, Irrewillipe – Pirron Yallock Road, Blacks Road, Malhoff Road, Old Lardener Road, Henricksons Track Road, Larsons Access Road and Biddies Access Road.

**Routine Drainage Works**

Routine Drainage works were undertaken in Apollo Bay, Wye River, Kennett River, Separation Creek, Skene Creek and Marengo townships, and Kawarren, Gellibrand and Carlisle areas.

**Major Patching Works**

Major patching works were completed on Thomson Street and Marriners Lookout Road to repair failed sections.

**Major Drainage Works**

Major drainage works were completed on Lyness Access Road, Clarks Access Road, Boundary Road, Hennigan Crescent, Lucas Road, Benwerrin – Mt Sabine Road and Ramsden Road.

**Vegetation Control**

Vegetation control works were undertaken on Binns Road, Wait a While Road and Lardeners Track.

**Sport Ovals**

Mowing of the shire's sports ovals continues cautiously as ground conditions are getting heavy and wet.

**Tree Maintenance**

Tree maintenance works were undertaken in Apollo Bay and Colac townships. Crews are continuing to clean up storm damage particularly with hanging branches stuck in trees and removing damaged and dangerous trees.

**Bridge Maintenance**

Herbicide spraying of bridges has commenced to improve sight distances.

**Township Mowing**

Township mowing has been undertaken at Apollo Bay, Lavers Hill, Gellibrand, Beech Forest, Barwon Downs, Forrest, Carlisle, Kawarren, Beeac, Cressy, Birregurra and Colac.

**SUSTAINABLE PLANNING and DEVELOPMENT****Planning & Building****Domestic Wastewater Management Plan (DWMP)**

Tenders have been invited for a suitably qualified consultant to prepare a Domestic Wastewater Management Plan (DWMP) for the Shire. The project brief was finalised early in June 2014 in collaboration with project partners Wannon Water and Barwon Water.

Tenders close on 23 July 2014. It is expected a consultant will commence the project early in August 2014.

### **2014 Planning Scheme Review**

Officers are in the process of finalising an in-house review 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. Forums have been held with relevant agencies/referral authorities and local practitioners who regularly liaise with the Council through planning permit processes, and feedback has been received from the community via an on-line survey. A report will be tabled at an upcoming Council meeting for consideration of the report.

### **Amendment C73 (Apollo Bay Harbour Master Plan)**

Amendment C73 has been revised and placed on public exhibition for a second time following changes made to the amendment at the 23 April 2014 Council meeting that restructure the proposed planning provisions in response to public submissions. An independent panel appointed to hear submissions to the amendment held a Directions Hearing on 26 May 2014 and supported re-exhibition of the amendment due to the extent of changes proposed by Council. Following re-exhibition, Council will again consider submissions before a further Directions Hearing, leading to a full hearing of the panel possibly in October or November 2014.

### **Colac Development Plans**

Draft development plans for three priority residential precincts located within the Development Plan Overlay 2 (DPO2) in Colac have been on public exhibition for six weeks. Consultants were appointed in September 2013 through the State Government Rural Flying Squad Program to produce development plans for each precinct to guide future subdivision applications for the remaining undeveloped lots. The submission period closes on 28 July 2014.

## **Economic Development**

### **Business Development**

A Visual Merchandising workshop was held on 18 June 2014 at COPACC. The event was well attended by over 35 businesses. The workshop focused on how to attract customers through visual displays and layouts within a store. This covered areas such as dressing up shop windows, using colour in the correct way within a store and the presentation and location of stock. The workshop was funded through the Victorian Government's Streetlife program. Following the receipt of feedback on this workshop, officers will investigate funding options for a retail consultant to work one-on-one with businesses interested in visual merchandising.

The Economic Development Unit has met with and assisted over fifteen new and existing businesses from April to June 2014. The enquiries ranged from setting up new businesses and establishing a new site, developing and expanding on the existing business site, signage requirements, sourcing grants for equipment and development and general statistics and information regarding the shire. The business enquiries were from a range of different industries, representing potential for approximately 55 new jobs and investment of over \$2 million.

### **Colac Marketing Strategy**

Council's Business Development Officer has attended a Colac Secondary College assembly, presenting prizes and copies of the postcards to students that were involved in the designing of postcards for the Regional Victoria Living Expo.

An advertisement and editorial featuring the “Colac – Life, your way” branding was placed in the Geelong and Surf Coast Living Magazine. The editorial featured a family that has moved to Colac from Melbourne after researching over 15 regional towns. The family has also started their own business since moving to Colac and is happy that they moved.

The “Colac – Life, your way” branding will be advertised on Metro Trains and WIN TV from July to September 2014. The advertising will also feature the chance for someone to win a weekend away in Colac. The campaign runs for three months on four trains that will run throughout Melbourne.

### **Forrest Mountain Bike Trails Strategy**

A presentation was made at the Barwon South West Trails Workshop in Camperdown on 2 July 2014 regarding the Forrest Mountain Bike Trails Strategy. Council's Business Development Officer presented with the Department of Environment and Primary Industries (DEPI) on the impact of mountain biking in Forrest and the future opportunities for the town. The presentation focused on maintenance of the trails, current and future events and the sustainable growth of Forrest.

### **Sports Access Program**

Leisure Networks in partnership with Council held a celebration event for the Colac Sports Access Program. The celebration was held on 17 July 2014 at the Colac Primary School Sports Stadium. The event celebrated the program's success so far and thanked the sponsors of the program for their support. Case studies and information about how the program has benefited local primary school children were presented.

### **Tourism**

#### **COLAC VISITOR INFORMATION CENTRE (VIC) – VIC Visitor Statistics**

<b>JUNE</b>	<b>2013</b>	<b>2014</b>	<b>% Change to previous year</b>
<b>Walk – Ins</b>	2,244	1,942	-13.4%
<b>Phone Calls</b>	136	120	-11%
<b>New Residents Kits</b>	3	4	+33%

#### **Great Ocean Road VIC Visitor Statistics**

<b>JUNE</b>	<b>2013</b>	<b>2014</b>	<b>% Change to previous year</b>
<b>Walk – Ins</b>	7,517	6,702	-11%
<b>Phone Calls</b>	590	753	28%
<b>E-mail Enquiries</b>	13	12	-8%

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

### **Colac VIC**

Visitation at the Colac VIC has been slow, being down by 13% in June 2014. The Queen's Birthday long weekend was quieter than last year, and email and phone enquiries were also down. Most of our customer enquiries have been from day trippers on their way to the 12 Apostles or Otway Fly. Many of our local refugee community have been using the WiFi,

public internet and printing facilities and while this is not core tourism business it is a useful economic and community development function of the VICs.

International visitation trends have shown more visitors arriving from Singapore, Malaysia and China. We have also experienced higher interstate visitation from New South Wales and Western Australia.

### **Great Ocean Road VIC**

The Great Ocean Road Visitor Information Centre had a total of 6,702 visitors in June 2014, an 11% decrease on the previous year. Phone calls to the Centre were up by 28% however e-mail enquiries were down by 8%. These enquiries were mainly for Accommodation, followed by Great Ocean Road enquiries, Apollo Bay, Attractions, General, Transport, Great Ocean Walk, Great Otway National Park and events. Visitation over the Queen's Birthday long weekend was also down by 16% compared to the previous year with the majority of visitors travelling from inner Melbourne and country Victoria.

There were a high number of international visitors throughout June 2014 (37%), particularly from the UK, USA and Singapore. Interstate visitors were travelling from New South Wales, South Australia and Queensland.

### **Small Town Improvement Program (STIP)**

The 2014/2015 budget has been approved, with an increase in funding to the Small Town Improvement Program to \$100,000. The funds will be split and allocated in two stages. The first stage allocation is as follows:

- |   |          |
|---|----------|
| • Carlisle River Picnic Furniture         | \$ 3,000 |
| • Forrest Public Hall – accessible toilet | \$25,000 |
| • Gellibrand Community House – renovation | \$25,000 |
| • Beeac Lake Foreshore Pathway            | \$ 5,000 |

The second stage will be allocated following a mid-year review of the following project proposals by December 2014, which will report on progress and consider the balance of funds available in STIP.

- |                                  |                             |
|----------------------------------|-----------------------------|
| • Birregurra Heritage Trail      | \$20,000 estimate/requested |
| • Cororooke to Coragulac pathway | \$29,250 estimate/requested |

Council officers will commence work with the Birregurra Community Group and the Red Rock Progress Association to work through the project complexities and finalise cost estimates for the two projects to be considered for Stage two allocation of STIP funds.

Officers will commence working with the Birregurra and Apollo Bay communities to define an alternative project for their respective towns to use the carried over funds from STIP 2013/2014. Once the projects are defined, a report will be presented to Council for approval.

In respect of the 2013/14 STIP funding the Beech Forest Main Road Tree Sculpture project has been completed and has been well received locally.

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

Great Ocean Road Regional Tourism (GORRT) held two inaugural industry engagement forums in both Lorne and Warrnambool last month. The strong attendance was encouraging for the GORRT Board and a positive sign that industry is committed to being a partner in the development and management of the visitor economy for the region.



The forums provided GORRT with an opportunity to debut their business model and outline the many foundation programs that have been identified as part of the 2014/15 Business Plan. The GORRT business plan was approved by the GORRT Board at the June 2014 meeting. GORRT will now roll out its foundation programs, including the development of Destination Action Plans, Strategic Marketing Plan and Digital Plan. GORRT are encouraging feedback from the tourism industry and the business community about the foundation programs and the draft business services program.

With the 2014/15 Business plan approved, GORRT will commence the 2014/15 financial year with a full program of works. This month GORRT has held marketing workshops in Portland, Warrnambool, Camperdown, Apollo Bay and Lorne to commence development of the Strategic Marketing Plan.

In the latter half of the month, GORRT commenced workshops for the development of the Destination Action Plans for Portland, Warrnambool, Port Fairy, Otways, Port Campbell/Timboon/Cobden, Lorne, Apollo Bay, Airey's Inlet/Anglesea and Torquay. The Destination Action Plans will focus on addressing the issues and challenges facing each destination, with a view of developing priorities for the next 1-3 years. GORRT is committed to developing measurable outcomes that enable them as an organisation and as an industry to focus their energies.

The development of the Regional Tourism Master Plan has been made possible by funding from Regional Development Australia (RDA), Regional Development Victoria (RDV) and Tourism Victoria (TV).

#### **PR and Media**

GORRT are continuously pitching targeted itineraries to top level journalists to attract them to visit the Colac Otway Shire. Council's Tourism Development Officer (TDO) assists with building these opportunities and itineraries. Recent media included:

- Elisa Elwin (Out and About With Kids Magazine) printed a story about family targeted itineraries.
- Anna Brain (Herald Sun) published a story about couples experiencing Otway's Hinterlands and Torquay.
- There was also a "Mega Journalist Familiarisation" which focused on Food, Wine & Local produce.
- Jayne D'Arcy (Voyeur) published an article in Virgin's inflight Magazine.
- The Colac Otway Shire products and attractions have also been featured in the Herald Sun, The Age, The Geelong Advertiser and Weekly Times.

Otway produce and the region were showcased recently on MasterChef, and The Great Southern Touring Route (GSTR) was also profiled via "The Destination Magazine".

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

Council's Economic Development Unit (EDU) has launched a three month intrastate marketing campaign (July – September 2014) to profile the Otway's diverse range of products and experiences.

The "Otway Escape" campaign will be advertised across a range of media outlets; including WIN and Gem TV, Metro Train Billboards and the Geelong Advertiser's GT Magazine. The competition will also be promoted through the Visitor Information Centres in Apollo Bay and Colac, at major regional events and via the Visit Great Ocean Road Facebook Page.

All campaign advertising will encourage consumers to go to the [www.visitotways.com](http://www.visitotways.com) website and enter the competition in order to win the ultimate Otway Escape. 18 Otways Tourism businesses have donated products to the Otway Escape competition, with a prize pool valued at \$5000.

To enter the competition, consumers need to supply their contact information and answer a one question marketing survey related to the campaign's advertising. This will allow Council's EDU to measure the effectiveness of each marketing activity, while collating competition entrant details for future Great Ocean Road Regional Tourism (GORRT) and Council's tourism and business marketing purposes.

Officers launched the winter "Love Our Region" campaign on 8 July 2014. The winter campaign has 23 offers from Colac Otway Shire businesses. The Colac Otway Shire community is continuing to support the campaign with Love Our Region membership reaching 596 residents.

### **Parks Victoria Camping and Accommodation Fees**

Parks Victoria has introduced a revised fee structure for camping in Victoria's parks and reserves, which came into effect on 1 July 2014. The fee increase follows the DEPI led Regulation Impact Statement (RIS) process which involved a four week public consultation.

In communicating the changes to the industry and public, Parks Victoria has produced a fact sheet for each park affected by the changes, outlining the specific campsites in each.

Locally the Great Otway National Park will be affected by a range of new fees to camp areas that were previously free. For instance a site at Johanna Beach was previously free and will now be \$37.80 per night. Parks Victoria will also be presenting at the upcoming Visitor Information Centre Summit on the camping fee and online booking process as well as presenting a review of Parks Victoria Visitor Information tools and delivery mechanisms. The new fees may redirect campers onto free sites controlled by Council such as roadsides and parks, and officers will monitor the situation for any undesirable consequences.

### **Environment & Community Safety**

#### **Animal Registrations**

Animal registration renewal notices were sent to animal owners requesting payment by 10 April 2014. As at 7 May 2014 there are 3,615 dogs and 1,162 cats registered with the Colac Otway Shire. Reminder notices were sent in early May 2014 to pet owners who had not re-registered their animals. A media campaign (print and radio) was also conducted to remind animal owners of their responsibility to register their domestic pets.

Follow up inspections are now being undertaken by Local Laws Officers. Unless exceptional circumstances for non-renewal or failing to register an animal exist, the owner of the animal will be issued with an Infringement Notice. Unfortunately the follow up inspections are finding that a number of people have failed to register their animals. Council is committed to ensuring that people register their animals both for the welfare of the individual animals and for the safety of the general community.

#### **Street Smart Lighting Project**

A number of significant environmental sustainability projects are reaching important milestones. The Great South Coast Street Smart Lighting Project is nearing completion. There has been a small delay but the 1,241 LED lights have now been delivered to Council and installation, which is being undertaken by Powercor, began earlier this month. Once the lights are installed there will be an official launch to celebrate the milestone.

**Climate Resilient Communities of the Barwon South West**

The ten Councils and six partner agencies involved in the Climate Resilient Communities of the Barwon South West Project recently met to agree on the details of the sub-projects that will be delivered over the next 12-18 months across the region. The projects were identified as the top regional priorities based on discussions that were held with each of the ten municipalities in 2013. The details of each sub-project will be communicated to all the project partners in August 2014.

**Electro Fishing in Barongarook Creek**

Council is working with a local fisherman to undertake electro fishing in Barongarook Creek in an attempt to remove as many carp as possible. Although it is nearly impossible to remove all of the carp from the creek this measure will help substantially reduce the numbers in the short term. The Lake Colac Recreational Fishing Working group is considering a range of measures to combat the carp problem and will evaluate the effectiveness of this method to decide whether it should be done again in the future or extended to include Deans Creek.

**Attachments**

Nil

**Recommendation(s)**

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

~~~~~v~~~~~



**OM142307-2****COLAC OTWAY YOUTH COUNCIL CHARTER**

|             |               |           |              |
|-------------|---------------|-----------|--------------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Phil Corluka |
| DEPARTMENT: | Executive     | FILE REF: | 11/96640     |

**Purpose**

The purpose of the report is to seek Council's endorsement of the revised Youth Council Charter.

**Declaration of Interests**

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

**Background**

The original Youth Council Charter was adopted by Council in 2001. As part of the charter Youth Council is required to recommend any changes to the Charter on an annual basis with changes to be subject to approval of the Colac Otway Shire Council.

Colac Otway Shire Councillors reviewed the Youth Council Charter at the Councillor Briefing Session held on 22 January 2014 and recommended a number of changes as follows:

- Including a provision that the minutes of Youth Council meetings "will be public unless confidentiality is needed to protect Council, the Youth Council or individual's interests".
- Youth to be defined "as young people aged between 12 and 21". This was previously young people aged between 12 and 25.
- Allowing for a representative from the Colac Specialist School to become a member of Youth Council.
- Deleting the provision for an "extra student per 300 students if required".
- Inserting a clause that Youth Councillors over the age of 18 must undergo a working with children check.
- Inserting a clause that the Mayor of Council may attend meetings ex-officio.
- Inserting wording to state that Youth Council mentors are to be appointed for a period of one Youth Council term and must be endorsed by Council.
- Including a clause that all communication between Youth Councillors and mentors, outside of Youth Council meetings and Council approved activities is directed through the Council administrative support officer.
- Inserting a clause regarding the establishment and use of a Youth Council Facebook page.
- Clarifying the term of appointment for Youth Councillors.
- Inclusion of a signed declaration by Youth Councillors and their legal guardian.

The new Youth Council was presented with the revised Youth Charter at its first meeting in March 2014 with Youth Councillors asked to review the document for consideration at a future Youth Council meeting.

A review of the Youth Council Charter was subsequently undertaken at the Youth Council meeting held on 23 June 2014 with the following changes being made:

- The words “the summer” was removed from the clause regarding attendance as Youth Council does not meet during any school holidays.
- The wording “It is expected that Youth Councillors attend a minimum of 15 meetings per year” was also removed under “Expectations”.
- The clause allowing an extra student per 300 students was retained, given that there are currently no students from either Lavers Hill and Apollo Bay.

All other changes recommended by Council were endorsed by Youth Council.

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

#### **Good Governance**

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

#### *Our Goal:*

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

#### **Issues / Options**

The last major changes made to the Youth Council Charter were adopted by Council in 2009. The Charter should be reviewed on an annual basis to ensure that it remains relevant and continues to protect Youth Councillors, Council and the objectives of Youth Council.

#### **Proposal**

That the revised Youth Council Charter be adopted by Council.

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

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

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

The proposed changes to the Youth Council Charter should enhance Council's capacity to address any risk management or compliance issues.

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

There are no environmental or climate change considerations as a result of this report.

#### **Community Engagement**

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

The method selected would be inform and include a copy of the Youth Council Charter being made available on our website.

#### **Implementation**

If the proposed changes are endorsed by Council, it is proposed that the new Youth Council Charter will be implemented for the remainder of the 2014 Youth Council and all Youth Councillors would be asked to sign the Charter.

#### **Conclusion**

The previous Youth Council Charter to be endorsed by Council was in 2009. The Youth Council Charter has been reviewed by Council and Youth Councillors and as a result a number of changes have been suggested that require endorsement by Council.

**Attachments**

1. 2014 Colac Otway Shire Youth Council Charter
2. Colac Otway Shire Youth Council Charter (showing changes)

**Recommendation(s)**

***That Council endorses the 2014 Colac Otway Shire Youth Council Charter.***

~~~~~v~~~~~





**CORPORATE AND COMMUNITY SERVICES**

| ITEM                     |   |
|--------------------------|---|
| <b><u>OM142307-3</u></b> | <b><u>OPERATIONAL PLAN 2014-2015</u></b>                    |
| <b><u>OM142307-4</u></b> | <b><u>ADOPTION OF 2014 GENERAL REVALUATION</u></b>          |
| <b><u>OM142307-5</u></b> | <b><u>2016 MUNICIPAL REVALUATION - CAUSE TO BE DONE</u></b> |



**OM142307-3****OPERATIONAL PLAN 2014-2015**

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

**Purpose**

The purpose of this report is for Council to receive and note the Operational Plan 2014-2015, for information purposes.

**Declaration of Interests**

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

**Background**

The Operational Plan was introduced in 2013-2014 as a key element in Council's internal planning framework. It is structured around the Council Plan 2013-2017, our key corporate strategic document, and is revised annually. All activities have progress measures and targets, with progress on activities reported quarterly to Council.

The document is made available to the community as a way of increasing the level of transparency and visibility of our operational activities.

Our integrated planning framework illustrates Council's planning and reporting cycle.

It is structured around the Council Plan, underpinned by the Operational Plan and further supported by Business Unit Plans.

Together these help us to achieve our Council Plan goals.



The Operational Plan should be read in conjunction with the Council Plan 2013-2017 and the Annual Budget 2014-2015.

**Council Plan / Other Strategies / Policy****Good Governance**

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

**Our Goal:**

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

**Issues / Options**

The Operational Plan 2013-2014 was reviewed as the first stage in developing the 2014-2015 operational plan. Activities not completed as at 30 June 2014 were reviewed for viability and carried over to the 2014-2015 plan with updated progress measures and targets. The 2014-2015 Budget was also referenced for projects being funded.

### Operational Activities

Included in the Operational Plan 2014-2015 are the Council Plan 2013-2017 Key Strategic Activities, with progress measures and targets updated to reflect the work planned for 2014-2015. Also included in the plan are short term projects, significant recurrent work programs and other activities, along with additional higher level operational activities (refer to the attached Operational Plan 2014-2015 for details).

The Operational Plan is reviewed and updated annually in concert with the Budget process. Progress on Operational Plan actions will be reported to Council quarterly. Progress against measures and targets will be evaluated at the end of the financial year and presented to Council.

### Advocacy

Council undertakes an advocacy or lobbying role for some 'big ticket' items as we simply do not have the money. For others, they may be outside of Council's control and/or may require the involvement of multiple partners/other levels of government. Council's response is to advocate or lobby on the community's behalf. This is done by approaching both levels of Government, submitting funding applications, working on a regional basis with other councils and partnering with community groups.

Many of the advocacy items cover more than one financial year and therefore will appear in this and future plans. All existing advocacy items were reviewed and retained as current issues. Seven additional advocacy items have been included in the 2014-2015 Operational Plan and one previous item has been modified.

During the 2014 review of the Council Plan, acknowledgement of the complex regulatory environment Council operates in was included in the key challenges. As a result, the first advocacy item under Pillar 2: A Planned Future, has been included.

Following the Pillar structure of the Council Plan 2013-2017, the additional advocacy items are:

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

- Pursue changes to State Government planning provisions with the objective of reducing complexity and streamlining current planning controls in the Shire.
- Advocate for provision of Open Space as part of the redevelopment of the former Colac High School site.
- Advocate for future public infrastructure in Apollo Bay Harbour.
- Advocate for funding for aerodrome improvements.
- Advocate for improved telecommunications services, including National Broadband Network (NBN) investment in Colac Otway Shire.

#### *Modified action*

- Advocate for enhanced (*insertion to existing advocacy item*) passenger transport services between Geelong and Colac, promoting Colac as a regional park and ride destination.

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

- Advocate for equitable treatment of refugees.
- Advocate for State Government funding to complete a review of biodiversity mapping.

Progress on advocacy items will be reported quarterly by the Chief Executive Officer (CEO) in the CEO's Report to Council.

**Proposal**

That Council receives and notes the Operational Plan 2014-2015 for information.

**Financial and Other Resource Implications**

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

The Operational Plan identifies the key business activities of the Council for the 2014-15 financial year. The Operational Plan is consistent with the 2014-2015 Council Budget.

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

**Risk Management & Compliance Issues**

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

**Environmental and Climate Change Considerations**

Considerations have been applied in the development of the Operational Plan 2014-2015.

**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.

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

Following the Council meeting the community will be informed about the Operational Plan 2014-2015.

**Implementation**

The Operational Plan came into effect on 1 July 2014. Projects, activities and advocacy items will be implemented during 2014-2015.

**Conclusion**

The Operational Plan is being made available to the community as an initiative to increase the level of transparency and visibility of operational activities.

**Attachments**

1. Operational Plan 2014-2015 - Final - 20140703

**Recommendation(s)**

***That Council notes the Operational Plan 2014-2015 for information.***

~~~~~



**OM142307-4****ADOPTION OF 2014 GENERAL REVALUATION**

AUTHOR:	Paul Carmichael	ENDORSED:	Carmen Lawrence
DEPARTMENT:	Corporate & Community Services	FILE REF:	F11/3291

**Purpose**

The purpose of this report is to adopt the 2014 general revaluation of all properties within the Colac Otway Shire. Once adopted, the valuations will be used for the levying of municipal rates for the 2014-2015 and 2015-2016 financial years.

**Declaration of Interests**

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

**Background**

Under the provisions of the Valuation of Land Act, Council is required to cause a valuation of all properties within the municipality to be returned. Accordingly, Council's contract valuers, Opteon (Victoria) Pty Ltd returned the 2014 general revaluation earlier this year.

*The Valuation of Land Act 1960* requires the valuers to return three different valuations, namely:-

- Capital Improved Valuation (CIV) – being land and any capital improvements
- Site Value (SV) – being land only
- Net Annual Value – being an estimate of the annual rental income the property could be expected to generate.

Council uses the Capital Improved Valuation as the basis for levying its general rates. It is also the basis of the variable component of the State Government's Fire Services Property Levy.

The 2014 valuations are an estimate of the market value of the property as at 1 January 2014, based upon analysis of sales data and other relevant information from the period of approximately August 2012 to February 2014.

The returned valuations are required to be reviewed by the Valuer General, who is required to issue a "Generally True and Correct" certificate (GTC) once he is satisfied with their accuracy. The Valuer General's GTC certificate for the 2014 valuations has been issued.

Once the valuations are adopted, the valuation for any given property will only change as a result of a Supplementary Valuation. A Supplementary Valuation is done only if there is a material change to the property that would affect its value (for example, the construction of or demolition of a house on a lot or extensions to existing dwelling).

**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**

Under the provisions of the *Valuation of Land Act 1960*, Council is required to cause a valuation of all properties within the municipality to be returned every two years.

In accordance with regulation, valuations returned in this revaluation represent an estimate of the market value of properties as at 1 January 2014 and will become operative as from 1 July 2014.

The valuation was subsequently submitted to the Valuer General for final review. After reviewing the data, a generally true and correct certificate has been issued by the Valuer General.

To facilitate compliance with the provisions of the Valuation of Land Act and the Local Government Act in relation to the preparation of property valuations and levying of rates respectively, the total valuations of all properties within the Shire are required to be adopted.

**Proposal**

A summary of the valuations returned (and a comparison with those for 2012) is as follows:

Property Type	CIV 2014 (\$)	CIV 2012 (\$)	Site Value 2014 (\$)	Site Value 2012 (\$)	Net Annual 2014 (\$)	Net Annual 2012 (\$)
Residential	2,613,517,000	2,453,810,500	1,398,704,000	1,399,262,000	130,675,850	122,690,525
Commercial	367,317,000	434,596,000	164,918,000	204,411,000	26,362,600	33,146,825
Industrial	123,914,000	21,082,000	59,732,000	5,843,000	8,308,050	2,294,700
Rural	2,249,223,000	2,455,655,000	1,729,279,000	1,936,999,000	112,461,150	122,782,750
Non Rateable Leviable	97,350,000	Not applicable	41,960,000	Not applicable	5,260,925	Not applicable
<b>TOTAL</b>	<b>5,451,321,000</b>	<b>5,365,143,500</b>	<b>3,394,593,000</b>	<b>3,546,515,000</b>	<b>283,068,575</b>	<b>290,914,800</b>

The number of assessments valued in each property type is as follows:

Property Type	Number of assessments 2014	Number of assessments 2012
Residential	8,935	8,752
Commercial	711	1,075
Industrial	371	9
Rural	4,848	4,836
Non Rateable Leviable	309	Not applicable
<b>TOTAL</b>	<b>15,174</b>	<b>14,672</b>

**Notes:**

The total assessment figure shown above for 2014 includes 309 non rateable leviable (for Fire Services Property Levy) properties that were previously not required to be valued.

The difference between Commercial & Industrial figures from 2012 to 2014 is due to more precise allocation of Australian Valuation Property Classification Codes (AVPCC) which was required as part of the implementation of the Fire Services Property Levy.

**Financial and Other Resource Implications**

The valuations returned underpin the levying of general rates by Council for the 2014-2015 and 2015-2016 financial years.

A typical rates account in this Shire comprises of three items, namely:

- General rates – determined by the valuation of a property



- Municipal Charge – a set charge levied on most properties
- Waste Collection Charge - a set charge levied on developed properties located on the waste collection routes.

The General rates component is generally the largest part of the account and represents the largest source of revenue for Council.

As from 2013-14, Council's rates accounts also included two items related to the Fire Services Property Levy, (which Council is required to collect for the State Government). These two items are:-

- a variable amount determined by the valuation of the property
- a fixed charge determined by the State Government.

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

If the valuations are not approved, Council cannot legally assess municipal rates and charges or Fire Services Property Levy on properties within the shire.

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

Nil

### **Community Engagement**

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

The method selected will be to "Inform" and will include notification of the valuations by way of the issue of the annual Valuation & Rates Notices. The notice also provides details of the right of objection within two months of the issue of the notice.

### **Implementation**

The 2014 valuations have been uploaded into Council's rates database and work on preparing the 2014-2015 Valuation and Rates Notices has commenced. These notices will be issued in August 2014.

### **Conclusion**

It is appropriate for Council to adopt the valuation of all properties returned in the 2014 general revaluation for the purpose of levying general rates and Fire Services Property Levy for the 2014-2015 and 2015-2016 financial years.

### **Attachments**

Nil

### **Recommendation:**

***That Council adopts the valuations contained in the 2014 general valuation for the purpose of levying general rates for the 2014-2015 and 2015-2016 financial years.***

~~~~~v~~~~~



**OM142307-5****2016 MUNICIPAL REVALUATION - CAUSE TO BE DONE**

|             |                                |           |                 |
|-------------|--------------------------------|-----------|-----------------|
| AUTHOR:     | Paul Carmichael                | ENDORSED: | Carmen Lawrence |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F14/6411        |

**Purpose**

The purpose of this report is to initiate the 2016 general revaluation as required by section 6 (1) and section 13DC (3) of the Valuation of Land Act. This requires Council to cause a valuation of all properties in the Shire to be returned to the Council before 30 June 2016.

**Declaration of Interests**

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

**Background**

Council's valuations are provided by a contract valuer, currently Opteon (Victoria) Pty Ltd and are prepared in accordance with the Valuation Best Practice Guidelines (VBP) provided by the Valuer General of Victoria (VGV). The contract for provision of valuation services to Council is currently out to tender (tenders close on 23 July 2014), so it is possible the 2016 revaluation may be provided by a different contract valuer.

The valuations provided as the 2016 general revaluation will be used for the calculation of municipal rates for the 2016-2017 and 2017-2018 financial years.

As from 2013-14, the Capital Improved Valuation is used to calculate the variable component of the Fire Services Property Levy (FSPL) that Council is now required to collect for the State Government. In addition, the Site Valuation is used by the State Revenue Office for the levying of Land Tax.

As with previous valuations, the 2016 general revaluation will be conducted in five stages. The stages and the due dates are as follows:-

| Stage | Action to Occur   | Due Date   |
|-------|---|------------|
| 1     | <b>Preparation and statistical analysis</b><br>Stage 1 involves general preparation, planning and statistical analysis of the previous valuation against recent sales.  | 27/02/2015 |
| 2     | <b>Preliminary valuations – residential and rural properties</b><br>This is the major stage for residential and rural valuations when the majority of inspections and field data verification are conducted.  | 30/10/2015 |
| 3 (a) | <b>Stage 3A – Preliminary valuations – nominated properties</b><br>Stage 3A comprises the preliminary valuation of all properties as nominated. Valuation conferences are convened by VGV to enable the exchange of relevant information and a comparison of levels of value.<br>Prepare commercial and industrial property valuations. | 31/08/2015 |

|     |   |            |
|-----|---|------------|
| (b) | <b>Stage 3B – Commercial and Industrial properties</b><br>Stage 3B comprises the valuations of commercial and industrial properties. Valuation conferences are held to compare levels of value with adjoining municipalities.   | 29/01/2016 |
| 4   | <b>Review and final valuations – residential and rural properties</b><br>Stage 4 comprises a review of Stage 2 preliminary values based on an analysis of subsequent sales evidence. Valuation conferences are held prior to this stage to compare levels of value with adjoining municipalities. | 31/03/2016 |
| 5   | <b>Valuation and data return</b><br>Stage 5 comprises the return of the valuation to Council, completion of the valuer's final report and provision of the returned valuation and data to VGV.  | 29/04/2016 |

Once returned (ie: by the end of April 2016), the valuations are used by Council for rate modelling as part of the budget preparation process for the following year (ie: 2016-2017).

The valuations returned will represent an estimate of the market value of all properties within the shire at as 1 January 2016. The valuations for residential and farm properties will be based primarily on sales of similar properties in the period from July 2014 – January 2016.

As these valuations are prepared in Stage 2, which is required to be submitted by 31 October 2015, the valuer has to extrapolate what the value will be on 1 January 2016. The valuation provided is then reviewed for accuracy in Stage 4 (due by 31 March 2016).

Valuations for commercial and industrial properties are based on sales within the same period and other factors such as rental return able to be generated from the property.

Data from each stage of the revaluation process is required to be submitted to the Valuer General for review and audit, with the final valuation data (submitted in Stage 5) requiring "sign off" by the appropriate Minister by the issuing of a Generally True & Correct certificate.

### **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

Causing the 2016 general revaluation to be undertaken complies with the Good Governance objective outlined in the Council Plan in that it meets Council's statutory and legal obligations to its community by ensuring that basis of municipal rating is fair and equitable and complies with relevant legislation.

#### **Issues / Options**

The recommended resolution is a legislative requirement. There are no other options available as Council must cause a revaluation of properties to be prepared.

**Proposal**

A Council resolution is required under section 13DC of the *Valuation of Land Act 1960* to cause a general revaluation of all properties within the shire as at the prescribed date of 1 January 2016.

**Financial and Other Resource Implications**

Funds for the cost of the revaluation will be budgeted for. As the contract for provision of valuation services is currently out for tender, the cost is unknown at this stage. However, it is anticipated a total cost of approximately \$250,000 over the 2016-17 and 2017-18 financial years could be expected.

The State Revenue Office also pays an amount to Council for use of its valuations for Land Tax purposes. This amount has not yet been determined for the 2016 revaluation but is expected to be approximately \$100,000.

**Risk Management & Compliance Issues**

Staff employed by the contract valuer will be required to observe occupational health and safety requirements that apply to Council staff. Work conducted under this contract constitutes a minimal risk.

**Environmental and Climate Change Considerations**

Not applicable.

**Community Engagement**

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

The method selected would be inform and include provision of information regarding the new valuations by the issue of Valuation and Rates Notices in August 2016. There is a two month period after issue of this notice for objections to the valuation to be lodged.

There is no provision for people to be involved in the valuation preparation process and to do so would be impractical.

**Implementation**

The preparation of the general revaluation will be conducted in accordance with the stages set out above.

**Conclusion**

Council is required by the Valuation of Land Act to cause a revaluation of all properties within the Shire to be prepared.

**Attachments**

Nil

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

- 1. That it causes a revaluation of properties and Council assets within the Shire to be conducted by its, yet to be appointed, contract valuer with such valuation to be returned by 29 April 2016 in accordance with section 13DC (5) of the Valuation of Land Act 1960.***
- 2. That the Valuer General and other rating authorities in the area be notified of this resolution in accordance with section 6(1) of the Valuation of Land Act 1960.***

~~~~~v~~~~~

**INFRASTRUCTURE AND SERVICES**

| ITEM                     |                                                                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OM142307-6</u></b> | <b><u>BLUEWATER FITNESS CENTRE REDEVELOPMENT PROJECT -<br/>PROGRESS REPORT</u></b>                                                     |
| <b><u>OM142307-7</u></b> | <b><u>DECLARATION OF ROAD AS UNUSED - PART OF UNMADE ROAD<br/>SOUTH OF CROWN ALLOTMENT 59, SECTION D - PARISH OF<br/>ELLIMINYT</u></b> |
| <b><u>OM142307-8</u></b> | <b><u>PETITION - INSTALLATION OF STOP SIGN - HEARN STREET /<br/>SINCLAIR STREET INTERSECTION</u></b>                                   |





**OM142307-6****BLUEWATER FITNESS CENTRE REDEVELOPMENT  
PROJECT - PROGRESS REPORT**

|             |                           |           |                |
|-------------|---------------------------|-----------|----------------|
| AUTHOR:     | Adam Lehmann              | ENDORSED: | Paula Gardiner |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | F13/7721       |

**Purpose**

The purpose of this report is to provide Council with an update on the progress of the delivery of the Blue Water Fitness Centre Redevelopment Project.

**Declaration of Interests**

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

**Background**

The transformation of the Blue Water Fitness Centre is one of the most significant projects undertaken by Council. The Centre is a focus for sport and leisure within the Shire, and an enhanced facility will allow quality recreational activities to be delivered to the community for many years to come.

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

Creates an attractive shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

*Our Goal:*

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

**A Place to Live and Grow**

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

*Our Goal:*

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

**A Healthy Community and Environment**

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

*Our Goal:*

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

**Issues / Options**

This report is prepared as a communication tool to provide Councillors with timely and accurate information specific to the delivery of the Blue Water Fitness Centre Redevelopment Project.

There are a number of key roles within the current construction contract. The following provides guidance as to the definition of these roles and the part they play within the terms and conditions of the Contract.

- Principal - The Principal to the contract is the party responsible to procure the works and is generally the 'client' or 'owner' of the facility.

The role of the Principal includes:

- Making payments
- Ensuring the builder is notified of the appointed Superintendent, who will be responsible for directing the works
- Accepting the works at handover.

The Principal in the contract for the construction works associated with the Blue Water Fitness Centre Redevelopment Project is Council.

- Building Contractor - A legal entity with the appropriate Building Contractor Registration.

A tender from a building contractor will be offered in response to a request for tender. The acceptance of a tender, which must be in writing, evidences that a contract exists. The Building Contractor is bound to execute the work under Contract.

The Contractor appointed by Council for construction works is BDH Constructions Pty Ltd.

- Superintendent - appointed as the contract administrator, to manage the interaction between the Contractor and the Principal.

Key roles of the Superintendent are set out in the contract. The Superintendent is responsible for the day-to-day administration of the contract and specific tasks such as:

- Issuing directions to the Contractor
- Monitoring, recording & reporting
- Providing advice and monitoring compliance with regulations
- Valuing the work undertaken and recommending payments.

The Superintendent is obliged to follow the provisions of the Contract Agreement and Contract Documents, must interpret and administer the Contract in accordance with the documents and must act with due consideration for their intent.

There are many matters calling for the Superintendent's view. Some examples are:

- Assessing and certifying progress payments
- Issuing, assessing, referring and authorising contract variations
- Determining quality of materials and workmanship
- Issuing notices and dealing with payment provisions

- Assessing and determining any extensions of time applications
- Determining and formally notifying the date of practical completion
- Determining completion and issuing the final certification.

The Superintendent for this construction contract is Council's General Manager Infrastructure & Services.

- Superintendent's Representative -The Superintendent may from time to time appoint individuals to exercise the functions of the Superintendent under the contract.

The Superintendent's Representative nominated under the construction contract is the Blue Water Fitness Centre Redevelopment – Construction Manager.

### **Proposal**

This report is for Council to note the progress of this project and provides details relating to performance and variance against schedule, budget, and quality parameters. The report also gives an indication of the key issues and risks which have the potential to affect project delivery outcomes.

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

The revised project budget is \$11.86M. The project is presently being managed within budget tolerances.

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

All aspects of the project are being managed through an established risk register. There are a number of key risks which have the potential to deviate the project from schedule, budget, and quality objectives. The major issues relate to latent conditions associated with the condition of the existing building structure.

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

Environmental risks posed by construction activities on site are being managed in accordance with the Contractor's Environmental Management Plan.

### **Community Engagement**

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

The method used is to inform including ongoing community and stakeholder engagement activities which will be implemented throughout the course of the project. Information about the project will be disseminated to the community through traditional and social media outlets.

### **Implementation**

This report is provided as information for the benefit of Council and the community and gives a status update on the delivery of the Blue Water Fitness Centre Redevelopment Project which is presently at construction stage.

### **Conclusion**

The intention of this report is to keep Councillors and the community informed of the progress of the Blue Water Fitness Centre Redevelopment project. These ongoing reports focus on monitoring of budget and expenditure, progress of works and issues or variances which have the potential to impact on project delivery outcomes.

**Attachments**

1. Monthly Highlight Report July 2014

**Recommendation(s)**

***That Council receives the attached monthly status report for the Blue Water Redevelopment Project covering the period to 1 June 2014 to 30 June 2014 for information.***

~~~~~v~~~~~

OM142307-7

**DECLARATION OF ROAD AS UNUSED - PART OF  
UNMADE ROAD SOUTH OF CROWN ALLOTMENT 59,  
SECTION D - PARISH OF ELLIMINYT**

|             |                           |           |                |
|-------------|---------------------------|-----------|----------------|
| AUTHOR:     | Adam Lehmann              | ENDORSED: | Paula Gardiner |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | F14/6094       |

**Purpose**

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

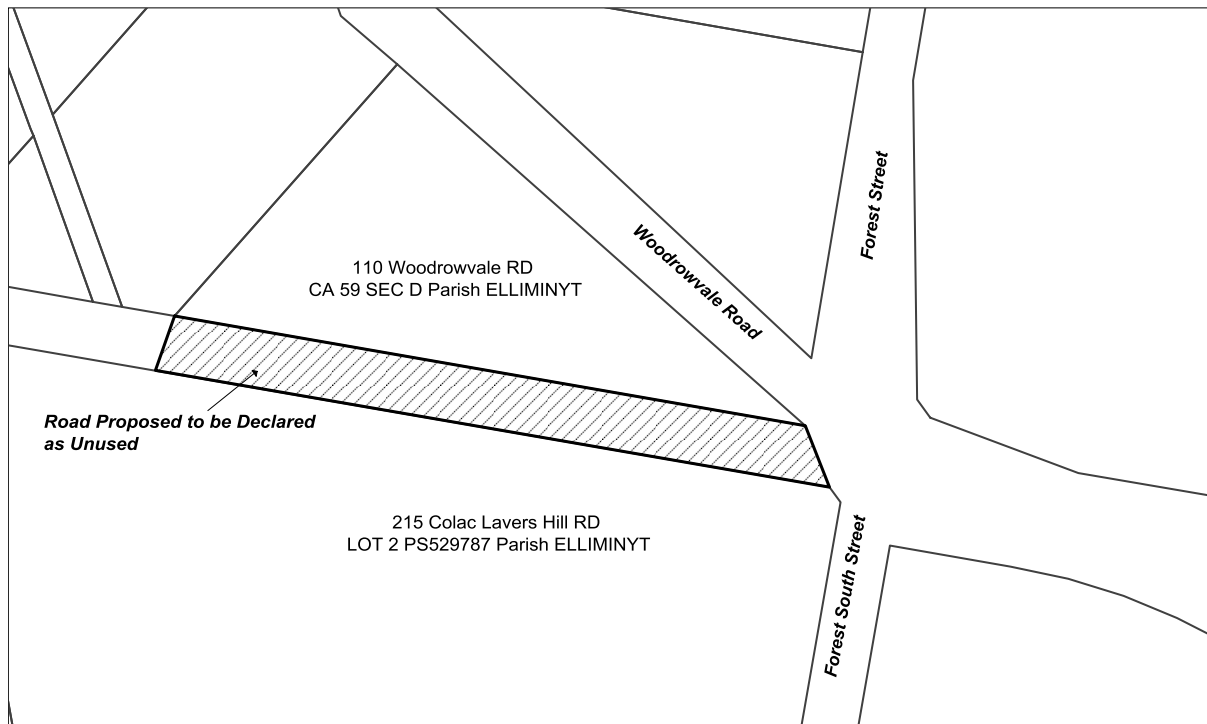
**Declaration of Interests**

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

**Background**

Council has recently received a request from the owners of 110 Woodrowvale Road, Elliminyt to consider declaring a section of the unmade government road which abuts the property along its southern boundary as unused. If Council considers it appropriate to do so then this will enable the Department of Environment and Primary Industries (DEPI) to issue an unused road licence for the area.

The area of land measures approximately 0.5ha and is fully described as the government road south of Crown Allotment 59 Section D, Parish of Elliminyt. The portion of government road proposed to be declared as unused is shown hatched on the locality plan below.



**Council Plan / Other Strategies / Policy****Good Governance**

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

**Our Goal:**

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

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

**Issues / Options**

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

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

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

**Proposal**

It is recommended that Council seeks further community feedback in relation to this matter and should advertise its intention to declare a section of the unmade road south of Crown Allotment 59 Section D, Parish of Elliminyt as unused.

**Financial and Other Resource Implications**

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

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

**Risk Management & Compliance Issues**

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

**Environmental and Climate Change Considerations**

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

**Community Engagement**

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

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

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

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

### **Implementation**

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

### **Conclusion**

It is considered that the declaration of the section of government road abutting the property at 110 Woodrowvale Road, Elliminyt as unused will not impact current access arrangements and Council should advertise its intention and seek further community feedback.

### **Attachments**

Nil

### **Recommendation(s)**

***That Council in accordance with section 223 of the Local Government Act 1989 and subject to a six week notification period undertakes the following:***

- 1. Gives public notice of its intention to declare the section of road described as part of the unmade road south of Crown Allotment 59 Section D, Parish of Elliminyt as unused.***
- 2. If no objections are received and subject to Council complying with its statutory requirements instructs the Chief Executive Officer to advise the Department of Environment and Primary Industries of Council's formal consent by signing and sealing a copy of Schedule 4 of the Land Regulations 2006 which describes the area of unused road to be licenced.***
- 3. If objections are received, hold a Special Council Meeting at a time, place and date to be determined to consider the objections. Formal advice of the time and place of the meeting will be provided to those parties wanting to be heard in support of their objections and will be advertised in the local media.***
- 4. If required, a final decision shall be made by Council following preparation of a report by the General Manager Infrastructure and Services based on the recommendations of the Special Council Meeting to the following Council meeting.***

~~~~~\~~~~~





**OM142307-8****PETITION - INSTALLATION OF STOP SIGN - HEARN STREET / SINCLAIR STREET INTERSECTION**

|             |                           |           |              |
|-------------|---------------------------|-----------|--------------|
| AUTHOR:     | Paula Gardiner            | ENDORSED: | Phil Corluka |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | F14/6124     |

**Purpose**

The purpose of this report is to respond to the petition received on 18 June 2014 from residents requesting the installation of a stop sign at the intersection of Hearn Street and Sinclair Street, Colac.

**Declaration of Interests**

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

**Background**

On 18 June 2014 Council received a petition requesting the installation of a stop sign at the intersection of Hearn Street and Sinclair Street, Colac. The petition was tabled at the 25 June 2014 Ordinary Council meeting.

The petition was supported by 29 signatures. A copy of the petition has previously been provided to Councillors.

**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**

An investigation of the existing conditions in the vicinity of the Hearn Street and Sinclair Street intersection was undertaken to determine what intersection control was warranted.

It was found the existing Give Way sign and line marking at the intersection of Hearn Street and Sinclair Street are in accordance with Australian Standard AS1742.2 and do not have a sight distance restriction requiring the need for a Stop Sign.

The petition also notes the intersections of Wilson and Sinclair as well as Hearn and Armstrong Streets which currently have Give Way Signs. These Give Way Signs are in accordance with AS 1742.2 and do not require replacement with Stop Signs.

**Proposal**

It is proposed the intersection control treatment remain as Give Way. It is important to note the intersection sight lines are more than adequate to accommodate a Give Way intersection treatment, however drivers are still responsible to drive within the road rules and to the conditions of the road network.

**Financial and Other Resource Implications**

There is no financial or resource implication if the intersection control treatment remains unchanged. If signage is changed, the cost of supply and installation of signage is minimum and could be accommodated within existing budgets.

**Risk Management & Compliance Issues**

As the current Give Way intersection treatment is appropriate, it is considered Council is exposed to no additional risk by keeping the intersection control treatment unchanged.

**Environmental and Climate Change Considerations**

No environmental or climate change issues are 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 would be to inform and include forwarding a response letter to the petition organiser advising them of the decision.

**Implementation**

As it is recommended no change occur to the control signage at the intersection of Hearn and Sinclair Street, there are no works to implement.

**Conclusion**

Council is required to ensure intersection control treatments are in line with relevant standards and reference guidelines. The standards set out the required clear line of sight that is required at intersections, and is clear that Stop sign control of intersections should only be applied if the sight line clearance cannot be achieved. Given the openness of this intersection it is considered the appropriate intersection control is Give Way.

**Attachments**

Nil

**Recommendation(s)**

***That Council writes to the organiser of the petition advising the current Give Way control at the intersection of Hearn Street and Sinclair Street is in line with relevant standards and will remain in place.***

~~~~~v~~~~~

**GENERAL BUSINESS**

| ITEM                     |                                       |
|--------------------------|---------------------------------------|
| <b><u>OM142307-9</u></b> | <b><u>ASSEMBLY OF COUNCILLORS</u></b> |



**OM142307-9****ASSEMBLY OF COUNCILLORS**

|             |               |           |              |
|-------------|---------------|-----------|--------------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Phil Corluka |
| 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:

- |                                      |              |
|--------------------------------------|--------------|
| • Councillor Workshop                | 18 June 2014 |
| • Councillor Briefing Session        | 25 June 2014 |
| • Councillor Workshop                | 9 July 2014  |
| • Colac Saleyards Advisory Committee | 11 July 2014 |

**Attachments**

1. Councillor Workshop - 18 June 2014
2. Councillor Briefing Session - 25 June 2014
3. Councillor Workshop - 9 July 2014
4. Livestock Selling Centre Advisory Committee - 11 July 2014
5. Agenda - Livestock Selling Centre Advisory Committee - 11 July 2014

**Recommendation(s)**

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

- |  |                            |
|--|----------------------------|
| • <b><i>Councillor Workshop</i></b>                | <b><i>18 June 2014</i></b> |
| • <b><i>Councillor Briefing Session</i></b>        | <b><i>25 June 2014</i></b> |
| • <b><i>Councillor Workshop</i></b>                | <b><i>9 July 2014</i></b>  |
| • <b><i>Colac Saleyards Advisory Committee</i></b> | <b><i>11 July 2014</i></b> |

~~~~~v~~~~~

## 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>   |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Minutes of In-Committee Council Meeting held on 25 June 2014                        | this matter deals with personnel matters; AND this matter deals with contractual matters; AND this matter may prejudice the Council or any person                                          | Section 89 (2) (a) (d) (h)     |
| 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) |
| Contract 1414 - External Plant Hire                                                 | this matter deals with contractual matters                                                                                                                                                 | Section 89 (2) (d)             |
| Item for signing and sealing - agreement to acquire land at Cororooke from Fonterra | this matter may prejudice the Council or any person                                                                                                                                        | Section 89 (2) (h)             |



# ORDINARY COUNCIL MEETING

WEDNESDAY, 23 JULY 2014

## ATTACHMENTS

PAGE NO.

### CHIEF EXECUTIVE OFFICER

#### OM142307-2 Colac Otway Youth Council Charter

|               |                                                                |   |
|---------------|----------------------------------------------------------------|---|
| Attachment 1: | 2014 Colac Otway Shire Youth Council Charter .....             | 3 |
| Attachment 2: | Colac Otway Shire Youth Council Charter (showing changes)..... | 8 |

### CORPORATE AND COMMUNITY SERVICES

#### OM142307-3 Operational Plan 2014-2015

|               |                                                     |    |
|---------------|-----------------------------------------------------|----|
| Attachment 1: | Operational Plan 2014-2015 - Final - 20140703 ..... | 15 |
|---------------|-----------------------------------------------------|----|

### INFRASTRUCTURE AND SERVICES

#### OM142307-6 Bluewater Fitness Centre Redevelopment Project - Progress Report

|               |                                          |    |
|---------------|------------------------------------------|----|
| Attachment 1: | Monthly Highlight Report July 2014 ..... | 29 |
|---------------|------------------------------------------|----|

### GENERAL BUSINESS

#### OM142307-9 Assembly Of Councillors

|               |                                                                  |    |
|---------------|------------------------------------------------------------------|----|
| Attachment 1: | Councillor Workshop - 18 June 2014 .....                         | 33 |
| Attachment 2: | Councillor Briefing Session - 25 June 2014.....                  | 34 |
| Attachment 3: | Councillor Workshop - 9 July 2014 .....                          | 36 |
| Attachment 4: | Livestock Selling Centre Advisory Committee - 11 July 2014 ..... | 37 |



|               |                                                        |    |
|---------------|--------------------------------------------------------|----|
| Attachment 5: | Agenda - Livestock Selling Centre Advisory Committee - |    |
|               | 11 July 2014 .....                                     | 38 |

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

### **1.0 CONSTITUTION OF THE YOUTH COUNCIL**

The Colac Otway Youth Council intends to make the Colac Otway district a better place for today's youth and for the future generations, by honourably representing the youth within the district, initiating youth projects, enhancing existing youth activities and promoting youth involvement in the community.

### **2.0 PRELIMINARY**

#### Expectations

Attendance: Youth Council meets twice each month with the exception of school holidays. It is expected the Youth Councillors will send a formal apology by phone, Colac Otway Youth Council facebook page or letter to the Shire Offices if they are unable to attend a meeting which should include a brief explanations as to why attendance is not possible. Leave of absence may be granted under certain circumstances.

#### Performance:

Youth Councillors are expected to take an active role in activities supported or undertaken by Youth Council which are for the benefit of young people or the community.

#### Confidentiality:

It is expected that all discussions within Youth Council Meetings will remain confidential although the minutes of the meetings will be public unless confidentiality is needed to protect Council, the Youth Council or individual's interests.

### **3.0 OBJECTIVES OF THE YOUTH COUNCIL**

- 3.1 To provide a forum for the Colac Otway Shire Council to consult with and receive advice from youth in order to ensure the provision of high quality, affordable and flexible youth programs.
- 3.2 To promote and encourage the involvement of youth in the planning, development and implementation of matters associated with young people in the community.
- 3.3 To ensure that the views of youth are canvassed and conveyed to Council
- 3.4 To provide advice to council on appropriate youth programs.

#### **4.0 MEMBERSHIP**

- 4.1 For the purposes of this Charter, "Youth" is defined as young people aged between 12 and 21.
- 4.2 The Youth Council is to be selected by a committee of Council which includes the Mayor, Councillor representative and mentors, in line with this Charter.
- 4.3 The Youth Council shall be comprised of the following members:
- Trinity Secondary College(3)
  - Colac Secondary College (3)
  - Lavers Hill P-12 College (2)
  - Apollo Bay P-12 College (2)
  - Colac Specialist School (1)
  - In addition an extra student would be allowed per 300 students if requested.
  - Acknowledging the logistical barriers for Lavers Hill and Apollo Bay students it is recognised that these students may provide input through other means when attendance is impractical. Such methods of communication could include, but not be limited to, contact directly with the Youth Council Administrator or via telephone conference calls.
  - To provide an opportunity for non school based youth and home schooled youth to have input, a maximum of two representatives are allowed.
  - Youth Councillors over the age of 18 must undergo a Working with Children check.
  - The final composition and number of Youth Councillors is determined by the Interview Panel to ensure a workable size but also encouraging participation where possible.
  - One (1) Councillor (as mentor)
  - One (1) Council Officer (as administrative support)

The Mayor of council may attend meetings ex-officio.

- 4.4 The Youth Council may invite mentors to attend from other youth focussed service organisations. These appointments would be for a period of one Youth Council term, must be endorsed by Council and would have no voting rights.
- 4.5 To allow adult mentors to be voted in by the Youth Council, even if not part of a youth focused service within the community. These

appointments would be for a period of one Youth Council term, must be endorsed by Council and would have no voting rights.

- 4.6 Youth Council leaders and mentors are required to have a Working with Children check registered with Council.
- 4.7 Communication between Youth Councillors and mentors outside of Youth Council meetings and Council approved activities should be directed through the Council administrative support officer.
- 4.8 A facebook page for communication purposes will be set up and administered by the designated Council administrative support officer. This page is not to be used for private messaging between Youth Councillors and mentors or between Youth Councillors.

## **5.0 TERM OF APPOINTMENT**

- 5.1 Any person appointed to the Youth Council shall hold office for a period of one (1) Youth Council term (February to November).
- 5.2 The Youth Council is to be inducted by the Mayor at a special function each February.
- 5.3 Any member of the Youth Council may be nominated for subsequent terms but would be required to undergo the recruitment process, as outlined in 4.0, again. All selections will be based on merit.
- 5.4 In the event of a resignation of a Youth Councillor, the secondary schools will submit the name of one (1) or more persons to the Youth Council for appointment in accordance with the membership clause.
- 5.5 The Youth Council will operate from February to November each year.

## **6.0 MEETINGS**

- 6.1 Meetings must be held not less than once a month. Each formal meeting of the Youth Council must be conducted in accordance with normal meeting procedures.
- 6.2 Failure to attend meeting on three (3) consecutive occasions by a Youth Councillor will result in the automatic loss of membership to the Youth Council unless a leave of absence is otherwise granted by the Youth Council. Excludes Lavers Hill and Apollo Bay Youth Councillors

where explanations or alternatives have been arranged as detailed in 4.0

6.3 A Youth Councillor may apply for a leave of absence.

## **7.0 QUORUM**

7.1 A quorum is formed when a simple majority of members of the Youth Council is present at a meeting.

## **8.0 ADMINISTRATION**

8.1 The Colac Otway Shire will oversee the administration of the Youth Council and may call upon the expertise of other youth organisations within the municipality for assistance.

## **9.0 OFFICER BEARERS OF YOUTH COUNCIL**

9.1 The Youth Council, at its first meeting, will elect the following office bearers:

9.1.1 Chairperson, Deputy Chairperson, Treasurer and Minute Taker

9.1.2 The duties of the Youth Council Chairperson will be to:

- a) To Chair all meetings of the Youth Council.
- b) To act as the liaison person between the Youth Council and the Colac Otway Shire.
- c) To arrange for an Annual Report of the Youth Council to be prepared for presentation to the Colac Otway Shire Council at the conclusion of each Youth Council term.

## **10.0 MENTORS**

The Council will appoint mentors to support the initiatives of the Youth Council. All Mentors must have current Working with Children and Police Checks and are further subject to the approval of the Council for each term of the Youth Council.

The Council may appoint as many mentors as deemed appropriate to support the students.

## **11.0 FINANCES**

11.1 The Youth Council of the Colac Otway Shire has delegated authority to expend monies from the allocated budget.

## **12.0 INSURANCES**

- 12.1 The Colac Otway Shire Council shall arrange and maintain a portfolio of insurance to cover all reasonably foreseeable risks. Youth Councillors need to complete Photographic Disclaimer and Volunteer Registration forms prior to taking part in any activities.

## **13.0 REVIEW**

- 13.1 The Youth Council is required to recommend any changes to the Charter on an annual basis.
- 13.2 All changes to the Charter will be subject to approval of the Colac Otway Shire Council.

I have read and understood the conditions of this Charter and hereby undertake to abide by this Charter as a representative of the Colac Otway Shire Youth Council.

\_\_\_\_\_  
Signature of Youth Councillor

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Name

If the Youth Councillor is under the age of 18, his or her legal guardian must sign below.

\_\_\_\_\_  
Name of Legal Guardian

\_\_\_\_\_  
Relationship to Youth Councillor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dated

## Colac Otway Shire Youth Council Charter

### 1.0 CONSTITUTION OF THE YOUTH COUNCIL

The Colac Otway Youth Council intends to make the Colac Otway district a better place for today's youth and for the future generations, by honourably representing the youth within the district, initiating youth projects, enhancing existing youth activities and promoting youth involvement in the community.

### 2.0 PRELIMINARY

#### Expectations

Attendance: Youth Council meets twice each month with the exception of ~~of the summer-school~~ holidays. It is expected the Youth Councillors will send a formal apology by phone, Colac Otway Youth Council facebook page or letter to the Shire Offices if they are unable to attend a meeting which should include a brief explanations as to why attendance is not possible. ~~It is expected that Youth Councillors attend a minimum of 15 meetings per year.~~ Leave of absence may be granted under certain circumstances.

#### Performance:

Youth Councillors are expected to take an active role in activities supported or undertaken by Youth Council which are for the benefit of young people or the community.

#### Confidentiality:

It is expected that all discussions within Youth Council Meetings will remain confidential although the minutes of the meetings will be public unless confidentiality is needed to protect Council, the Youth Council or individual's interests.

### 3.0 OBJECTIVES OF THE YOUTH COUNCIL

- 3.1 To provide a forum for the Colac Otway Shire Council to consult with and receive advice from youth in order to ensure the provision of high quality, affordable and flexible youth programs.
- 3.2 To promote and encourage the involvement of youth in the planning, development and implementation of matters associated with young people in the community.
- 3.3 To ensure that the views of youth are canvassed and conveyed to Council
- 3.4 To provide advice to council on appropriate youth programs.



#### 4.0 MEMBERSHIP

- 4.1 For the purposes of this Charter, "Youth" is defined as young people aged between 12 and 21~~5~~.
- 4.2 The Youth Council is to be selected by a committee of Council which includes the Mayor, Councillor representative and mentors, in line with this Charter.
- 4.3 The Youth Council shall be comprised of the following members:
- Trinity Secondary College(3)
  - Colac Secondary College (3)
  - Lavers Hill P-12 College (2)
  - Apollo Bay P-12 College (2)
  - Colac Specialist School (1)
  - In addition an extra student would be allowed per 300 students if requested.
  - Acknowledging the logistical barriers for Lavers Hill and Apollo Bay students it is recognised that these students may provide input through other means when attendance is impractical. Such methods of communication could include, but not be limited to, contact directly with the Youth Council Administrator or via telephone conference calls.
  - To provide an opportunity for non school based youth and home schooled youth to have input, a maximum of two representatives are allowed.
  - Youth Councillors over the age of 18 must undergo a Working with Children check.
  - The final composition and number of Youth Councillors are is determined by the Interview Panel to ensure a workable size but also encouraging participation where possible.
  - One (1) Councillor (as mentor)
  - One (1) Council Officer (as administrative support)
  - The Mayor of council may attend meetings ex-officio.
- 4.4 The Youth Council may invite mentors to attend from other youth focussed service organisations. These appointments would be for a period of one Youth Council term, must be endorsed by Council and would have no voting rights.

Formatted: No bullets or numbering

Formatted: Indent: Left: 2.54 cm, No bullets or numbering



4.5 To allow adult mentors to be voted in by the Youth Council, even if not part of a youth focused service within the community. These appointments would be for a period of one Youth Council term, must be endorsed by Council and would have no voting rights.

4.6 Youth Council leaders and mentors are required to have a Working with Children check registered with Council.

4.7 Communication between Youth Councillors and mentors outside of Youth Council meetings and Council approved activities should be directed through the Council administrative support officer.

4.8 A facebook page for communication purposes will be set up and administered by the designated Council administrative support officer. This page is not to be used for private messaging between Youth Councillors and mentors or between Youth Councillors.

Formatted: Indent: Left: 1.27 cm, Hanging: 1.27 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 1.27 cm, Hanging: 1.27 cm

Formatted: Indent: Hanging: 1.27 cm

Formatted: Indent: Left: 1.27 cm, Hanging: 1.27 cm

## 5.0 TERM OF APPOINTMENT

5.1 Any person appointed to the Youth Council shall hold office for a period of one (1) Youth Council termyear (February to November).

5.2 The Youth Council is to be inducted by the Mayor at a special function each February.

5.3 Any member of the Youth Council may be nominated for subsequent terms but would be required to undergo the recruitment process, as outlined in 4.0, again. All selections will be based on merit.

5.4 In the event of a resignation of a Youth Councillors, the secondary schools will submit the name of one (1) or more persons to the Youth Council for appointment in accordance with the membership clause.

5.5 The Youth Council will operate from February to November each year.

## **6.0 MEETINGS**

- 6.1 Meetings must be held not less than once a month. Each formal meeting of the Youth Council must be conducted in accordance with normal meeting procedures.
- 6.2 Failure to attend meeting on three (3) consecutive occasions by a Youth Councillor will result in the automatic loss of membership to the Youth Council unless a leave of absence is otherwise applied for ~~to granted by the~~ Youth Council. Excludes Lavers Hill and Apollo Bay Youth Councillors where explanations or alternatives have been arranged as detailed in 4.0
- 6.3 A Youth Councillor may apply for a leave of absence.

## **7.0 QUORUM**

- 7.1 A quorum is formed when a simple majority of members of the Youth Council is present at a meeting.

## **8.0 ADMINISTRATION**

- 8.1 The Colac Otway Shire will oversee the administration of the Youth Council and may call upon the expertise of other youth organisations within the municipality for assistance.

## **9.0 OFFICER BEARERS OF YOUTH COUNCIL**

- 9.1 The Youth Council, at its first meeting, will elect the following office bearers:
  - 9.1.1 Chairperson, Deputy Chairperson, Treasurer and Minute Taker
  - 9.1.2 The duties of the Youth Council Chairperson will be to:
    - a) To Chair all meetings of the Youth Council.
    - b) To act as the liaison person between the Youth Council and the Colac Otway Shire.
    - c) To arrange for an Annual Report of the Youth Council to be prepared for presentation to the Colac Otway Shire Council at the conclusion of each Youth Council term.

#### 10.0 MENTORS

The Council will appoint mentors to support the initiatives of the Youth Council. All Mentors must have current Working with Children and Police Checks and are further subject to the approval of the Council for each term of the Youth Council.

The Council may appoint as many mentors as deemed appropriate to support the students.

#### 11.0 FINANCES

11.1 The Youth Council of the Colac Otway Shire has delegated authority to expend monies from the allocated budget.

#### 12.0 INSURANCES

12.1 The Colac Otway Shire Council shall arrange and maintain a portfolio of insurance to cover all ~~reasonably foreseeable~~ possible risks. Youth Councillors need to complete Photographic Disclaimer and Volunteer Registration forms prior to taking part in any activities.

#### 13.0 REVIEW

13.1 The Youth Council is required to recommend any changes to the Charter on an annual basis.

13.2 All changes to the Charter will be subject to approval of the Colac Otway Shire Council.

Formatted: No bullets or numbering

I have read and understood the conditions of this Charter and hereby undertake to abide by this Charter as a representative of the Colac Otway Shire Youth Council.

|                                                                                                   |              |
|---------------------------------------------------------------------------------------------------|--------------|
| <u>Signature of Youth Councillor</u>                                                              | <u>Dated</u> |
| <hr/>                                                                                             |              |
| <u>Name</u>                                                                                       |              |
| <hr/>                                                                                             |              |
| <u>If the Youth Councillor is under the age of 18, his or her legal guardian must sign below.</u> |              |
| <u>Name of Legal Guardian</u>                                                                     |              |
| <hr/>                                                                                             |              |
| <u>Relationship to Youth Councillor</u>                                                           |              |
| <hr/>                                                                                             |              |
| <u>Signature</u>                                                                                  | <u>Dated</u> |

43:2





## Operational Plan 2014-2015



## Welcome to our Operational Plan 2014-2015

The Operational Plan is a key element in our internal planning framework. We make the document available to the community as a way of increasing the level of transparency and visibility of our operational activities.

### How it all works

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

Your feedback informed the choice of the key strategic activities contained in the Council Plan; to be achieved during the life of the plan.

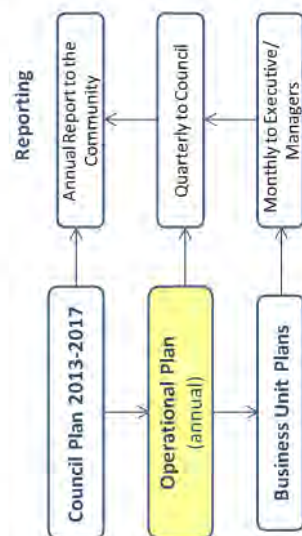
Details of short term projects, significant recurrent work programs and other activities sit in the operational plan. All activities have progress measures and targets so that at the end of the financial year we can evaluate how well we have done and report this through our Annual Report.

### Advocating on your behalf

For some 'big ticket' items we simply don't have the money. For others, they may be outside of our control and/or they may require the involvement of multiple partners/other levels of government. Our response is to advocate or lobby on your behalf. We do this by approaching Ministers, putting in funding submissions, working on a regional basis with other councils and joining forces with community groups. Many of the advocacy items will cover more than one financial year and therefore will also appear in future plans.

*Note:* As part of the annual review of the Council Plan, acknowledgement of the complex regulatory environment Council operates in was included in the key challenges. An advocacy item has been added under *Pillar 2: A Planned Future*, page 7 in this document, to address this challenge. Please see the revised Council Plan 2013-2017, page 11, on our website for additional information regarding the complex regulatory environment.

[http://www.colacotway.vic.gov.au/Files/Colac Shire Council Plan 2013 to 2017 Revised 20140625.pdf](http://www.colacotway.vic.gov.au/Files/Colac%20Shire%20Council%20Plan%202013%20to%202017%20Revised%20140625.pdf)



Phil Corluka, Acting Chief Executive Officer

2



## Operational Plan 2014-15

### Pillar 1: Good Governance

| Our Goal                                                                                                           | Strategies                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ensure transparency of governance practices, the capability of our organisation and effective resource management. | <ol style="list-style-type: none"> <li>1. Transparent and accountable decision making.</li> <li>2. Prudent and accountable financial, asset, risk and resource management.</li> <li>3. Effective community engagement and participation.</li> <li>4. Embed an organisation culture of a high performance, service excellence and safety.</li> </ol> |

#### Numbering convention:

1<sup>st</sup> digit = Pillar

2<sup>nd</sup> digit = Strategy

| No.                             | Pillar 1: Good Governance Action                                                     | Department                       | Responsible Manager                                | Progress Measures<br>• Performance and<br>• Financial                                                             | Targets 2014-15      |
|---------------------------------|--------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Key Strategic Activities</b> |                                                                                      |                                  |                                                    |                                                                                                                   |                      |
| 1.2                             | Implement Council's Risk Management System.                                          | Corporate and Community Services | Mgr Organisational Support and Development         | SafetyMax incident reporting system implemented.<br>Meet budget of \$23,900 with a tolerance of                   | 100%<br>=/-1.5%      |
| 1.2                             | Implement Council's internal audit program.                                          | Corporate and Community Services | GM Corporate and Community Services                | Complete internal audits as per audit schedule<br>Respond to all audit recommendations<br>Meet budget of \$50,000 | 100%<br>100%<br>100% |
| 1.2                             | Staged implementation of the National Asset Management Framework.                    | Corporate and Community Services | GM Corporate and Community Services                | Stage 2 of Asset Project completed.<br>Meet budget of \$25,000                                                    | 100%<br>100%         |
| <b>Operational Activities</b>   |                                                                                      |                                  |                                                    |                                                                                                                   |                      |
| 1.1                             | Review Service Level Statements                                                      | Executive                        | Chief Executive Officer<br>Chief Executive Officer | Review of Service Level Statements completed.<br>Productivity gains identified.                                   | 100%<br>100%         |
| 1.1                             | Finalise the review of Local Law No. 4 – Council Meeting Procedures and Common Seal. | Corporate and Community Services | GM Corporate and Community Services                | Review of Local Law No. 4 completed.                                                                              | 100%                 |



## Operational Plan 2014-15

Colac Otway  
SHIRE

| No.                    | Pillar 1: Good Governance Action                               | Department                           | Responsible Manager      | Progress Measures<br>• Performance and<br>• Financial                                                                                  | Targets<br>2014-15   |
|------------------------|----------------------------------------------------------------|--------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Operational Activities |                                                                |                                      |                          |                                                                                                                                        |                      |
| 1.2                    | Develop a revised closed landfill rehabilitation plan.         | Infrastructure and Services          | Manager Major Contracts  | Revised closed landfill rehabilitation plan reported to Council                                                                        | 100%                 |
| 1.3                    | Redevelop Council's website.                                   | Executive                            | Chief Executive Officer  | Stage 1: Needs analysis carried out with internal users.<br>Stage 2: Digital web strategy developed<br>Stage 3: Project implementation | 100%<br>100%<br>100% |
| 1.4                    | Ensure Prince2 compliance in all new major grant applications. | Sustainable Planning and Development | Mgr Economic Development | Meet budget of \$50,000 with a tolerance of<br>All new grant applications compliant with COS Prince2 methodologies.                    | =/- 10%<br>100%      |



## Operational Plan 2014-15

### Pillar 2: A Planned Future

| Our Goal                                                                                                                      | Strategies                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy. | <ol style="list-style-type: none"> <li>1. Plan for future land use to respond to population growth and changing needs.</li> <li>2. Develop an integrated response to meet future infrastructure needs.</li> <li>3. Advocate for improved public transport.</li> <li>4. Promote local business, services and foster employment opportunities.</li> <li>5. Grow tourism to support the local economy.</li> </ol> |

#### Numbering convention:

1<sup>st</sup> digit = Pillar

2<sup>nd</sup> digit = Strategy

| No.                             | Pillar 2: A Planned Future Action                           | Department                           | Responsible Manager       | Progress Measures<br>• Performance and<br>• Financial                                                                                    | Targets 2013-14 |
|---------------------------------|-------------------------------------------------------------|--------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Key Strategic Activities</b> |                                                             |                                      |                           |                                                                                                                                          |                 |
| 2.1                             | Apollo Bay Harbour Master Plan.                             | Sustainable Planning and Development | Mgr Planning and Building | Panel hearing held on Planning Scheme Amendment C73. Amendment adopted by Council.                                                       | 100%            |
| 2.1                             | Redevelopment of the former Colac High School site.         | Sustainable Planning and Development | Mgr Planning and Building | Additional options investigated for the Colac High School Master Plan and incorporated into the Colac 2050 Structure Plan.               | 100%            |
| 2.2                             | Community infrastructure and asset renewal plan.            | Infrastructure and Services          | Mgr Sustainable Assets    | Stage 2 - Asset Management Plans for the following infrastructure asset categories finalised:<br>- Bridges; and<br>- Stormwater drainage | 100%            |
| 2.2                             | Develop a Colac Otway Shire Footpath Strategy.              | Infrastructure and Services          | Mgr Capital Works         | Strategy Developed.                                                                                                                      | 100%            |
| 2.5                             | Staged implementation of the Colac CBD & Entrances Project. | Sustainable Planning and Development | Mgr Economic Development  | Stage 1 - Detailed design completed and landscaping works commenced.<br>Meet budget of \$600,000.                                        | 100%            |

## Operational Plan 2014-15

Colac Otway  
SHIRE

| No.                           | Pillar 2: A Planned Future Action                                                      | Department                           | Responsible Manager               | Progress Measures<br>• Performance and<br>• Financial                                                                                                                                      | Targets<br>2013-14   |
|-------------------------------|----------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Operational Activities</b> |                                                                                        |                                      |                                   |                                                                                                                                                                                            |                      |
| 2.1                           | Heritage Strategy implementation                                                       | Sustainable Planning and Development | Mgr Planning and Building         | Planning scheme amendment exhibited for former Colac to Crowes rail line.<br>Planning scheme amendment rectifying errors in Heritage Overlay adopted.<br>Review report adopted by Council. | 100%<br>100%<br>100% |
| 2.2                           | Four Yearly Planning Scheme Review                                                     | Sustainable Planning and Development | Mgr Planning and Building         | Strategy developed.                                                                                                                                                                        | 100%                 |
| 2.2                           | Develop a 10 Year Capital Works Strategy.                                              | Infrastructure and Services          | Mgr Capital Works                 | Township plans completed.                                                                                                                                                                  | 100%                 |
| 2.3                           | Township Plans for Alvie, Cororooke & Beeac which establish a new settlement boundary. | Sustainable Planning and Development | Mgr Planning and Building         | Meet budget of \$2,500 with a tolerance of                                                                                                                                                 | 100%<br>=/- 2.5%     |
| 2.3                           | Develop a Domestic Wastewater Management Plan.                                         | Corporate & Community Services       | Mgr Health and Community Services | Plan completed.<br>Meet budget of \$125,000 with a tolerance of                                                                                                                            | 100%<br>=/- 5%       |
| 2.4                           | Planning Scheme Amendment C74 (Apollo Bay Settlement Boundary & Urban Design Review)   | Sustainable Planning and Development | Mgr Planning and Building         | Planning panel hearing held and Amendment adopted by Council<br>Meet budget of \$10,500 with a tolerance of                                                                                | 100%<br>=/- 2.5%     |
| 2.4                           | Develop a 4 year Economic Development Strategy.                                        | Sustainable Planning and Development | Mgr Economic Development          | Plan developed and adopted by council<br>Meet budget of \$75,000 with a tolerance of                                                                                                       | 100%<br>=/- 5%       |



## Operational Plan 2014-15

### Advocacy

The following advocacy items will be actioned/coordinated by the Chief Executive Officer (CEO). As information becomes available, progress will be provided in the CEO's report to Council on a quarterly basis:

- 2.1 Pursue changes to State Government planning provisions with the objective of reducing complexity and streamlining current planning controls in the Shire.
- 2.1 Advocate for provision of Open Space as part of the redevelopment of the former Colac High School site.
- 2.2 Advocate for funding for our water supply upgrade to guarantee security of supply into the future.
- 2.2 Advocate for the duplication of the Princes Highway from Winchelsea to Colac with state and federal governments until funding is secured.
- 2.2 Advocate for a separate adjacent bicycle path between Birregurra and Colac to be included as Part of the highway duplication planning.
- 2.2 Advocate through the Australian Rural Roads Group for continued focus on and funding for regional roads and bridges.
- 2.2 Advocate to Regional Development Australia for the funding process to be more inclusive of smaller regional communities' infrastructure projects.
- 2.2 Advocate for funding to complete the CBD & Entrances Project.
- 2.2 Advocate for future public infrastructure in Apollo Bay Harbour.
- 2.2 Advocate for funding for aerodrome improvements.
- 2.2 Advocate for improved telecommunications services, including National Broadband Network (NBN) investment in Colac Otway Shire.
- 2.3 Advocate for enhanced passenger transport services between Geelong and Colac, promoting Colac as a regional park and ride destination.





## Operational Plan 2014-15

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

#### Our Goal

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

#### Strategies

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

#### Numbering convention:

1<sup>st</sup> digit = Pillar

2<sup>nd</sup> digit = Strategy

| No.                             | Pillar 3: A Place to Live and Grow Action                                           | Department                           | Responsible Manager              | Progress Measures<br>• Performance and<br>• Financial                                                                                                                                                                                                                 | Targets<br>2013-14               |
|---------------------------------|-------------------------------------------------------------------------------------|--------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Key Strategic Activities</b> |                                                                                     |                                      |                                  |                                                                                                                                                                                                                                                                       |                                  |
| 3.1                             | Develop and implement the Public Health and Wellbeing Plan.                         | Corporate and Community Services     | Mgr Health & Community Services  | Implement actions as identified within year 2014 – 2015 of the Plan.<br>Develop the 50+ Plan; Early Years Plan and Alcohol and Other Drugs Plan.<br>Develop Access, Equity and Inclusion Plans.<br>Meet budget of \$40,000 with a tolerance of                        | 100%<br>100%<br>100%<br>= / - 5% |
| 3.2                             | Implement the Workforce and Industry Development Project (Advancing Country Towns). | Sustainable Planning and Development | Mgr Economic Development         | 10 workforce development plans completed.<br>Advancing Country Towns Project completed.<br>Meet budget of \$166,000 with a tolerance of                                                                                                                               | 100%<br>100%<br>= / - 5%         |
| 3.3                             | Staged implementation of the Beechy Precinct development program.                   | Corporate and Community Services     | Mgr Recreation, Arts and Culture | Construction of the Bluewater Fitness Centre Redevelopment completed.<br>Implement the Bluewater Fitness Centre Redevelopment Management Plan, including the transition to the new facility.<br>Central Reserve Master Plan Implementation – award tender for design. | 100%<br>100%<br>100%             |

## Operational Plan 2014-15

Colac Otway  
SHIRE

| No.                             | Pillar 3: A Place to Live and Grow Action                                                                             | Department                       | Responsible Manager              | Progress Measures<br>• Performance and<br>• Financial                                              | Targets<br>2013-14 |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------|--------------------|
| <b>Key Strategic Activities</b> |                                                                                                                       |                                  |                                  |                                                                                                    |                    |
| 3.3                             | Staged implementation of the Open Space Strategy.                                                                     | Corporate and Community Services | Mgr Recreation, Arts and Culture | Implementation plan finalised and agreed to.                                                       | 100%               |
|                                 |                                                                                                                       |                                  |                                  | Priority actions implemented.                                                                      | 100%               |
|                                 |                                                                                                                       |                                  |                                  | PlaySpace Strategy developed and adopted by Council.                                               | 100%               |
|                                 |                                                                                                                       |                                  |                                  | Annual open space renewal program completed.                                                       | 100%               |
|                                 |                                                                                                                       |                                  |                                  | Meet budget of \$50,000 with a tolerance of                                                        | =/- 5%             |
|                                 |                                                                                                                       |                                  |                                  | Annual playground renewal program completed.                                                       | 100%               |
|                                 |                                                                                                                       |                                  |                                  | Meet budget of \$40,000 with a tolerance of                                                        | =/- 5%             |
| 3.4                             | Implement the asset renewal and maintenance program.                                                                  | Infrastructure and Services      | Mgr Sustainable Assets           | Road and Footpath assets inspected in accordance with the Road Management Plan.                    | 100%               |
| <b>Operational Activities</b>   |                                                                                                                       |                                  |                                  |                                                                                                    |                    |
| 3.1                             | Maintain the National Disability Insurance Scheme (NDIS) implementation according to the industry trial requirements. | Corporate and Community Services | Mgr Health & Community Services  | Transition of eligible clients from HACC (Home and Community Care) Services to the NDIS finalised. | 100%               |
|                                 |                                                                                                                       |                                  |                                  | Negotiate a cost neutral outcome for Council.                                                      | 100%               |
| 3.4                             | Implement the annual Capital Works and Major Projects Program.                                                        | Infrastructure & Services        | Mgr Capital Works                | Projects completed.                                                                                | 85%                |
| 3.4                             | Footpath Renewal Program.                                                                                             | Infrastructure and Services      | Mgr Sustainable Assets           | Meet budget of \$13.94 million with a tolerance of                                                 | =/- 10%            |
|                                 |                                                                                                                       |                                  |                                  | Length of existing footpath reconstructed.                                                         | 2.5 km             |
| 3.4                             | Annual road resealing program.                                                                                        | Infrastructure and Services      | Mgr Sustainable Assets           | Meet budget of \$400,000 with a tolerance of                                                       | =/- 2%             |
|                                 |                                                                                                                       |                                  |                                  | Length of roads resealed.                                                                          | 30 km              |
| 3.4                             | Bridge Reconstruction Program.                                                                                        | Infrastructure and Services      | Mgr Sustainable Assets           | Meet budget of \$900,000 with a tolerance of                                                       | =/- 5%             |
|                                 |                                                                                                                       |                                  |                                  | Number of bridge reconstruction projects completed to achieve defined outcomes.                    | 2                  |
|                                 |                                                                                                                       |                                  |                                  | Meet budget of \$1 million with a tolerance of                                                     | =/- 5%             |

## Operational Plan 2014-15

Colac Otway  
SHIRE

| No.                           | Pillar 3: A Place to Live and Grow<br>Action | Department                  | Responsible Manager    | Progress Measures<br>• Performance and<br>• Financial                                                                                                                                           | Targets<br>2013-14               |
|-------------------------------|----------------------------------------------|-----------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Operational Activities</b> |                                              |                             |                        |                                                                                                                                                                                                 |                                  |
| 3.4                           | Building Renewal Program.                    | Infrastructure and Services | Mgr Sustainable Assets | Number of building renewal projects completed to achieve defined outcomes.                                                                                                                      | 4                                |
| 3.4                           | Sealed road reconstruction program.          | Infrastructure and Services | Mgr Cosworks           | Meet budget of \$600,000 with a tolerance of 4 km of sealed road reconstructed                                                                                                                  | =/- 3%<br>90%                    |
| 3.4                           | Unsealed road resheeting program.            | Infrastructure and Services | Mgr Cosworks           | 70 km of gravel roads resheeted                                                                                                                                                                 | 90%                              |
| 3.4                           | Implement the annual maintenance program.    | Infrastructure and Services | Mgr Cosworks           | Meet budget of \$1.4 million with a tolerance of<br>Maintenance of sealed roads e.g. repair of minor potholes etc. as per Road Management Plan.<br>Meet budget of \$357,000 with a tolerance of | =/- 5%<br>85%*<br>=/- 5%<br>85%* |
|                               |                                              |                             |                        | Unsealed road maintenance e.g. surface grading etc. as per Road Management Plan.<br>Meet budget of \$538,200 with a tolerance of                                                                | =/- 5%<br>85%*                   |
|                               |                                              |                             |                        | Major Patching e.g. replacement of failed road surface as per Road Management Plan.<br>Meet budget of \$300,000 with a tolerance of                                                             | =/- 5%<br>85%*                   |
|                               |                                              |                             |                        | Drainage maintenance as per Road Management Plan.<br>Meet budget of \$538,900 with a tolerance of                                                                                               | =/- 5%<br>85%*                   |
|                               |                                              |                             |                        | Tree Maintenance e.g. tree trimming, powerline clearance and rural roadside vegetation as per Road Management Plan.<br>Meet budget of \$443,100 with a tolerance of                             | =/- 5%<br>>70%                   |
|                               |                                              |                             |                        | Parks and gardens maintenance - customer satisfaction score.<br>Meet budget of \$1,714,000 with a tolerance of                                                                                  | =/- 5%                           |

\* The target set for Council's maintenance activities accords with the key performance indicator prescribed in Council's Road Management Plan, which measures service level objectives. This key performance indicator has been set to allow for events outside the control of Council (e.g. natural disasters).





## Operational Plan 2014-15

### Advocacy

The following advocacy items will be actioned/coordinated by the Chief Executive Officer (CEO). As information becomes available, progress will be provided in the CEO's report to Council on a quarterly basis:

- 3.1 Advocate for funding for the Apollo Bay indoor heated pool.
- 3.1 Advocate for greater access to bulk billing for health services.
- 3.1 Advocate for greater access to the publicly funded dentist.
- 3.1 Advocate for our hospital and associated health services to receive adequate funding.
- 3.1 Advocate for funding to complete the Central Reserve project component of the Beechy Precinct (priority project of the G21 Health and Wellbeing Pillar to address disadvantage).
- 3.2 Advocate for funding for the 'Deakin at Your Doorstep' service.
- 3.3 Advocate for funding for feasibility studies and construction of trails throughout the Shire.
- 3.3 Advocate for funding for the implementation of the Birregurra Recreation Reserve Masterplan.
- 3.3 Advocate for funding for the implementation of the Pirron Yallock Recreation Reserve and Swan Marsh Tennis Reserve Masterplan.





## Operational Plan 2014-15

### Pillar 4: A Healthy Community and Environment

| Our Goal                                                                                                                                            | Strategies                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Respect cultural differences, support a range of healthy and creative activities, foster community safety and promote environmental sustainability. | <ol style="list-style-type: none"> <li>1. Encourage active participation in recreation, arts and leisure pursuits.</li> <li>2. Promote respect, tolerance and inclusion of cultural differences.</li> <li>3. Increase environmental sustainability through direct initiatives and advocacy.</li> <li>4. Protect and care for the natural environment.</li> <li>5. Support community safety initiatives, local law enforcement and emergency management.</li> </ol> |

#### Numbering convention:

1<sup>st</sup> digit = Pillar

2<sup>nd</sup> digit = Strategy

| No.                             | Pillar 4: A Healthy Community and Environment Action                                                      | Department                           | Responsible Manager                  | Progress Measures<br>• Performance and<br>• Financial                                                        | Targets 2013-14 |
|---------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Key Strategic Activities</b> |                                                                                                           |                                      |                                      |                                                                                                              |                 |
| 4.1                             | Staged implementation of the Active Transport Strategy.                                                   | Corporate and Community Services     | Mgr Recreation, Arts and Culture     | Implement priority actions as per agreed Implementation Plan.<br>Meet budget of \$31,500 with a tolerance of | 100%<br>=/- 5%  |
| 4.4                             | Implement the relevant stages of the Environment Strategy 2010-18.                                        | Sustainable Planning and Development | Mgr Environment and Community Safety | Stage 2 of the Environment Action Plan completed.<br>Meet budget of \$120,000 with a tolerance of            | 100%<br>=/- 5%  |
| 4.5                             | Implement the Municipal Emergency Management Plan.                                                        | Sustainable Planning and Development | Mgr Environment and Community Safety | Municipal Fire Management Plan reviewed and implemented.<br>Meet budget of \$50,000 with a tolerance of      | 100%<br>=/- 5%  |
| <b>Operational Activities</b>   |                                                                                                           |                                      |                                      |                                                                                                              |                 |
| 4.1                             | Staged implementation of the Physical Activity Strategy.                                                  | Corporate and Community Services     | Mgr Recreation, Arts and Culture     | Implementation strategy developed.                                                                           |                 |
| 4.1                             | Consult with Colac Library Annexe users and the wider community on the services provided at the facility. | Corporate and Community Services     | GM Corporate and Community Services  | Consultation and review completed.                                                                           | 100%            |

## Operational Plan 2014-15



| No.                    | Pillar 4: A Healthy Community and Environment Action                                                            | Department                           | Responsible Manager                  | Progress Measures<br>• Performance and<br>• Financial                                                                                     | Targets<br>2013-14 |
|------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Operational Activities |                                                                                                                 |                                      |                                      |                                                                                                                                           |                    |
| 4.3                    | Solar Array Installations.                                                                                      | Sustainable Planning and Development | Mgr Environment and Community Safety | Solar Panels installed.                                                                                                                   | 100%               |
| 4.4                    | Climate Resilient Communities Project.                                                                          | Sustainable Planning and Development | Mgr Environment and Community Safety | Meet budget of \$260,000 with a tolerance of<br>Phase 2 milestones completed.                                                             | =/- 5%             |
| 4.4                    | Review of Transfer Station and Landfill long term strategy in conjunction with Regional Waste Management Group. | Infrastructure and Services          | Mgr Major Contracts                  | Meet budget of \$325,000 with a tolerance of<br>Transfer Station and Landfill long term strategy reviewed and report provided to Council. | 100%               |
| 4.5                    | Review of the Port of Apollo Bay Safety and Environment Management Plan (SEMP).                                 | Infrastructure and Services          | Mgr Major Contracts                  | Review completed.                                                                                                                         | 100%               |
| 4.5                    | Develop an Emergency Animal Management Plan.                                                                    | Sustainable Planning and Development | Mgr Environment and Community Safety | Plan developed.                                                                                                                           | 100%               |
| 4.5                    | Implement the Neighbourhood Safer Places Plan.                                                                  | Sustainable Planning and Development | Mgr Environment and Community Safety | Project timeframe met.<br>Municipal Neighbourhood Safer Places Plan reviewed and implemented.                                             | 100%               |
|                        |                                                                                                                 |                                      |                                      | Meet budget of \$15,000 with a tolerance of                                                                                               | =/- 5%             |

## Advocacy

The following advocacy items will be actioned/coordinated by the Chief Executive Officer (CEO). As information becomes available, progress will be provided in the CEO's report to Council on a quarterly basis:

- 4.2 Advocate for equitable treatment of refugees.
- 4.3 Explore opportunities for a Waste to energy plant for the region.
- 4.3 Explore opportunities for a solar energy farm.
- 4.3 Advocate for government funding to undertake a coastline hazard vulnerability assessment.
- 4.3 Advocate for State Government funding to complete a review of biodiversity mapping.



| Monthly Project Status Report - BWFC Redevelopment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                           |              |                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------|
| For Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1 June - 30 June 2014                                                                                                                                     |              |                                                                                                |
| Prepared By                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Graeme Collins                                                                                                                                            |              |                                                                                                |
| Date Prepared                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 9-Jul-14                                                                                                                                                  |              |                                                                                                |
| Project Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Redevelopment of aquatic and sports facility to incorporate warm water pool, additional basketball court and compliant run off areas and general facility |              |                                                                                                |
| Project Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                           |              |                                                                                                |
| Status Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Current Status                                                                                                                                            | Prior Status | Reason for Deviation                                                                           |
| Overall Project Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Caution                                                                                                                                                   | Caution      | Potential delays likely to affect forecast completion date                                     |
| Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Caution                                                                                                                                                   | Caution      |                                                                                                |
| Scope                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Controlled                                                                                                                                                | Controlled   | Scope reduction on non essential items being investigated to reduce pressure on project budget |
| Budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Controlled                                                                                                                                                | Caution      | Project presently within budget tolerances                                                     |
| Project Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Caution                                                                                                                                                   | Caution      | Potential for further delays and associated costs aligned latent conditions                    |
| Overall Summary/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                           |              |                                                                                                |
| The project is currently behind programme however onsite activities are gathering momentum. Steel framing for the gym extension has been delivered to site ready for erection. Stage 3 pour of the new warm water pool has been completed. This involved preparation and pouring of the pool walls. Pool pipework is presently being layed. Risk to budget overruns has been reduced through proactive scope reduction and material substitutions. This is an ongoing activity while being mindful of Council's and the community's expectations of project. |                                                                                                                                                           |              |                                                                                                |
| Budget Performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                           |              |                                                                                                |
| <u>Building Contract Expenditure Summary</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                           |              | <u>Project Expenditure Summary</u>                                                             |
| Contract Sum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                           |              | Total Project Budget                                                                           |
| \$10,955,860                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                           |              | \$11,855,860                                                                                   |
| Contract Works Complete                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                           |              | Total YTD Project Expenditure                                                                  |
| \$2,116,361                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                           |              | \$2,144,591                                                                                    |
| Approved Variations Completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                           |              |                                                                                                |
| -\$157,664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                           |              |                                                                                                |
| Total Approved Works Completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                           |              |                                                                                                |
| \$1,958,696                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                           |              |                                                                                                |
| Contract Contingencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                           |              | Percentage Budget Spent                                                                        |
| Remaining Contract Contingencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                           |              | 18.1%                                                                                          |
| \$850,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                           |              |                                                                                                |
| \$1,007,664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                           |              |                                                                                                |
| Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                           |              |                                                                                                |

| Schedule Performance                                                          |                              |              |                                         |             |                    |
|-------------------------------------------------------------------------------|------------------------------|--------------|-----------------------------------------|-------------|--------------------|
| Project Element                                                               |                              |              |                                         |             |                    |
| Design (including Contract Administration)                                    | Relocation of Dry Programmes | Construction | Equipment Purchases for Redeveloped     | Landscaping | Project Management |
| Percentage Complete                                                           |                              |              |                                         |             |                    |
| 90.8%                                                                         | 100.0%                       | 17.9%        | 0.0%                                    | 0.0%        | 43.9%              |
| Construction Correspondence                                                   |                              |              |                                         |             |                    |
| No. of Requests For Information (RFI) to Date                                 | 185                          |              | No. Variation Quotations (VQ) Submitted | 52          |                    |
| No. Unresolved RFIs                                                           | 28                           |              |                                         |             |                    |
| No. Site Instructions Issued (SI)                                             | 255                          |              | No. VQs Approved                        | 37          |                    |
| Accomplishments Since Last Report                                             |                              |              |                                         |             |                    |
| Commencement of flooring, cladding and roof to stadium                        |                              |              |                                         |             |                    |
| Preparation and pouring of walls to new warm water pool                       |                              |              |                                         |             |                    |
| Installation of new fire service ring main supply                             |                              |              |                                         |             |                    |
| Excavation for new splash pad                                                 |                              |              |                                         |             |                    |
| Upcoming / Next Steps                                                         |                              |              |                                         |             |                    |
| Erection of steel work for gym extension                                      |                              |              |                                         |             |                    |
| Final stages of pool construction                                             |                              |              |                                         |             |                    |
| New roof cladding to gym extension                                            |                              |              |                                         |             |                    |
| Preparation and pouring of floor slab for new plant room                      |                              |              |                                         |             |                    |
| Key Risks that May Affect the Project                                         |                              |              |                                         |             |                    |
| RFI response times                                                            |                              |              | Current Status                          |             |                    |
| Latent conditions within existing building                                    |                              |              | Caution                                 |             |                    |
| Possible delays due to seasonal change and extent of works exposed to weather |                              |              | Caution                                 |             |                    |
| Integrity of existing pool structure and associated services                  |                              |              | Caution                                 |             |                    |
| Key Issues that Currently Affect the Project:                                 |                              |              |                                         |             |                    |
| RFI pending response and current timeframes for finalisation                  |                              |              | Current Status                          |             |                    |
| Documented design for roof over dry programme area -                          |                              |              | Caution                                 |             |                    |
| Constructability issues                                                       |                              |              | Critical                                |             |                    |
| Discrepancies within project documentation                                    |                              |              | Critical                                |             |                    |
| Delays due to exposure to inclement weather                                   |                              |              | Caution                                 |             |                    |
| Key Upcoming Milestones                                                       |                              |              | Target Completion Date                  |             |                    |
| Pool shell completion                                                         |                              |              | 30-Jul-14                               |             |                    |
| Pouring of floor slab for plant room                                          |                              |              | 30-Jun-14                               |             |                    |
| Completion of balance of demolition works                                     |                              |              | 15-Jul-14                               |             |                    |



**Site Photos**



Demolition of existing stadium sports flooring



Delivery of steel framing to site



Demolition of existing stadium cladding



Excavation for new fire service ring main

**Key**

|                   |                                                                                                                                                                              |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Controlled</b> | Project or issue is within established milestones, scope, budget and is on schedule                                                                                          |
| <b>Caution</b>    | Project has slightly deviated from the plan. Issue/risk has the potential to deviate project from defined time, cost, quality objectives                                     |
| <b>Critical</b>   | Project is not tracking to established milestones, or has taken on tasks out of scope or budget. Issue or risk likely to significantly impact on schedule and project costs. |



|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                         |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
|  <p><b>Agenda</b></p> | <h1>Councillor Workshop</h1> <p><b>Wednesday, 18 June 2014</b><br/><b>COPACC Rehearsal Room</b><br/><b>2.00 pm to 5.00 pm</b></p>                                                                                                                                                                                                                                                                                                                                           |                                                         |
|                                                                                                        | <p><b>ATTENDEES:</b><br/>Cr Lyn Russell (Mayor), Cr Stephen Hart (absent from 3.05pm – 3.15pm), Cr Chris Smith, Cr Terry Woodcroft (from 3.30pm), 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/>Paula Gardiner (A/GM, Infrastructure &amp; Services)</p> <p><b>Part:</b></p> <p><b>Apology:</b> Cr Frank Buchanan, Phil Corluka</p> |                                                         |
|                                                                                                        | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                         |
| 2.00 pm                                                                                                | Declaration of Interest<br>Cr Hart – Bushfire Overlay – Left meeting between 3.05pm – 3.15pm                                                                                                                                                                                                                                                                                                                                                                                |                                                         |
| 2.00 pm – 2.25 pm                                                                                      | Operational Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Carmen Lawrence/Margaret Giudice                        |
| 2.25 pm – 3.05 pm                                                                                      | Integrated Water Cycle Management Plan                                                                                                                                                                                                                                                                                                                                                                                                                                      | Trent Wallis/Angus Ramsay/Tony Overman/Stewart Anderson |
| 3.05 pm – 3.15 pm                                                                                      | Bushfire Overlay<br>Cr Hart – Conflict of Interest – Left meeting between 3.05pm – 3.15pm                                                                                                                                                                                                                                                                                                                                                                                   | Doug McNeill/Gemma Browning                             |
| 3.15 pm – 3.30 pm                                                                                      | C77 Heritage Audit                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Doug McNeill/Gemma Browning                             |
| 3.30 pm – 4.25 pm                                                                                      | Budget Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Paul Carmichael/Jan Gurrie/Ashley Roberts               |



## Council Meeting Running Order

**Wednesday, 25 June 2014**

### Venue – COPACC Meeting Rooms, Colac

#### **ATTENDEES:**

Cr. Lyn Russell (Mayor)  
Cr. Frank Buchanan  
Cr. Brian Crook  
Cr. Stephen Hart  
Cr. Michael Delahunty

Rob Small, CEO  
Colin Hayman, General Manager, Corporate & Community Services  
Phil Corluka, General Manager, Infrastructure & Services  
Jack Green, General Manager, Sustainable Planning & Development  
Carmen Lawrence, Manager Organisational Support & Development  
Rhonda Deigan, Executive Officer

Part: Ashley Roberts, Manager Finance & Customer Services

#### **APOLOGIES:**

Cr. Woodcroft

#### **Conflict of Interest:**

|                       |                                                                                                                                                                                                                                       |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cr Hart:              | OM142506-13 Colac Otway Bushfire Planning Project - Submissions                                                                                                                                                                       |
| Nature of Disclosure: | Direct                                                                                                                                                                                                                                |
| Nature of Interest:   | Owens a property in Lavers Hill and a property near Lavers Hill which are covered in this report. The property near Lavers Hill is one of a group of properties that may have been re-zoned to "Rural Living" subject to this report. |

|                            |                                                               |
|----------------------------|---------------------------------------------------------------|
| Cr Delahunty:              | OM142506-9 Festival & Events Support Scheme 2014-2015         |
| Nature of Disclosure:      | Indirect                                                      |
| Type of Indirect Interest: | 78B                                                           |
| Nature of Interest:        | Member of Rotary Club sub-committee which is to receive funds |

*Having declared a conflict of interest in this item, Cr Delahunty left the meeting at 2.35pm and returned to the meeting at 2.41pm.*

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |                                                                                                                                                |                       |        |                     |                             |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------|---------------------|-----------------------------|
| Rob Small:                   | OM142506-9 Festival & Events Support Scheme 2014-2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |                                                                                                                                                |                       |        |                     |                             |
| Nature of Disclosure:        | Indirect                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               |                                                                                                                                                |                       |        |                     |                             |
| Type of Indirect Interest:   | 78B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                                                                                                                                                |                       |        |                     |                             |
| Nature of Interest:          | President of Rotary Club which is to receive funds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |                                                                                                                                                |                       |        |                     |                             |
| Phil Corluka:                | OM142506-2 Appointment of Acting Chief Executive Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               |                                                                                                                                                |                       |        |                     |                             |
| Nature of Disclosure:        | Direct                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |                                                                                                                                                |                       |        |                     |                             |
| Nature of Interest:          | It is recommended in the report that he be appointed to the position of Acting Chief Executive Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |                                                                                                                                                |                       |        |                     |                             |
| <b>2.00 pm –<br/>3.28 pm</b> | <p><b>Councillor Briefing Session</b></p> <p><b>Conflict of Interest:</b><br/> <b>OM142506-9 Festival &amp; Events Support Scheme 2014-2015</b><br/> <i>Having declared a conflict of interest in this item, Cr Delahunty left the meeting at 2.35pm and returned to the meeting at 2.41pm.</i></p> <p><b>OM142506-13 Colac Otway Bushfire Planning Project – Submissions</b><br/> <i>Having declared a conflict of interest in this item, Cr Hart left the meeting at 2.46pm and returned to the meeting at 2.50pm.</i></p> <p><b>OM142506-9 Festival &amp; Events Support Scheme 2014-2015</b><br/> <i>Having declared a conflict of interest in this item, Cr Delahunty left the meeting at 2.51pm and returned to the meeting at 2.52pm.</i></p> <p><b>OM142506-14 Planning Scheme Amendment C74 (Apollo Bay Settlement Boundary &amp; Urban Design Review Implementation) – Consideration of Submissions</b><br/> <i>Following advice that he may have a conflict of interest in this item, Cr Delahunty made the following declaration and left the meeting at 2.53pm and returned at 2.54pm.</i></p> <table border="1"> <tr> <td>Cr Delahunty:</td><td>OM142506-14 Planning Scheme Amendment C74 (Apollo Bay Settlement Boundary &amp; Urban Design Review Implementation) – Consideration of Submissions</td></tr> <tr> <td>Nature of Disclosure:</td><td>Direct</td></tr> <tr> <td>Nature of Interest:</td><td>Owns property in Apollo Bay</td></tr> </table> | Cr Delahunty: | OM142506-14 Planning Scheme Amendment C74 (Apollo Bay Settlement Boundary & Urban Design Review Implementation) – Consideration of Submissions | Nature of Disclosure: | Direct | Nature of Interest: | Owns property in Apollo Bay |
| Cr Delahunty:                | OM142506-14 Planning Scheme Amendment C74 (Apollo Bay Settlement Boundary & Urban Design Review Implementation) – Consideration of Submissions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |                                                                                                                                                |                       |        |                     |                             |
| Nature of Disclosure:        | Direct                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |                                                                                                                                                |                       |        |                     |                             |
| Nature of Interest:          | Owns property in Apollo Bay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |                                                                                                                                                |                       |        |                     |                             |

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                 |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
|  <p><b>Agenda</b></p> | <h1>Councillor Workshop</h1> <p><b>Wednesday, 9 July 2014</b><br/><b>COPACC Meeting Room</b><br/><b>9.00 am to 2.30 pm</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                 |
|                                                                                                        | <p><b>ATTENDEES:</b><br/>Cr Lyn Russell (Mayor), Cr Stephen Hart, Cr Chris Smith (10:30am–11:40am),<br/>Cr Frank Buchanan, Cr Terry Woodcroft, Cr Michael Delahunty, Cr Brian Crook</p> <p>Phil Corluka (A/CEO)<br/>Colin Hayman (GM, Corporate &amp; Community Services)<br/>Doug McNeill (A/GM, Sustainable Planning &amp; Development)<br/>Paula Gardiner (A/GM, Infrastructure &amp; Services)</p> <p><b>Part:</b> Blaithin Butler, Jane Preston-Smith, Stewart Anderson, Stephen Northey,<br/>Adam Lehmann, Graeme Collins.</p> <p><b>Apology:</b> Jack Green (GM, Sustainable Planning &amp; Development)</p> |                                 |
|                                                                                                        | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |
| 9.00 am                                                                                                | <p><b>Declaration of Interest</b><br/>Cr Delahunty – PC140907-1 Planning And<br/>Building Statistical Report<br/>Paula Gardiner – PC140907-2 Subdivision of the<br/>Land into Twenty Five (25) Lots at 122 Main<br/>Street Elliminyt (PP258/2013-1)</p>                                                                                                                                                                                                                                                                                                                                                             |                                 |
| 9.00 am – 9.45 am                                                                                      | <b>Planning Committee Briefing Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |
| 9.45 am – 10.15 am                                                                                     | <b>Rating Comparative Data</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Colin Hayman                    |
| 10.15 am to 10.20 am                                                                                   | <b>Governance Local Law 4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Colin Hayman                    |
| 10.30 am to 11.40 am                                                                                   | <b>Planning Committee Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                 |
| 11.45 am to 12.35 pm                                                                                   | <b>Bluewater Fitness Centre</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Adam Lehmann/Graeme Collins     |
| 12.35 pm – 12.50 pm                                                                                    | <b>Lunch</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |
| 12.50 pm – 1.10 pm                                                                                     | <b>CBD &amp; Entrances Project</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Paula Gardiner/Stewart Anderson |
| 1.10pm – 1.30pm                                                                                        | <b>Street Furniture</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Paula Gardiner/Stewart Anderson |
| 1.30pm – 1.40pm                                                                                        | <b>IT Support</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Stephen Northey                 |
| 1.40pm – 2.10pm                                                                                        | <b>Community Satisfaction Survey</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Phil Corluka                    |



## 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: Colac Livestock Selling Centre Advisory Committee

Date: 11 July 2014

Time: 9:00 am

### Assembly Location: Colac Livestock Selling Centre

### In Attendance:

Councillors: Cr Frank Buchanan

Officer/s: Paula Gardiner (Acting GM, Infrastructure & Services), Adam Lehmann (Manager Sustainable Assets), Greg Anderton (Manager Cosworks), Graeme Riches (Saleyards Superintendent).

Matter/s Discussed: see attached agenda

.....

### Conflict of Interest Disclosures:

Nil

Completed by: Maree Redmond



**Colac Livestock Selling Centre Advisory Committee Meeting**

**Colac Livestock Selling Centre**

Friday 11 July 2014

Time: 9.00am

Trim Ref: F12/915 (D14/36870)

# AGENDA

|     |                                                                                                                                                                                                                                            |                             |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1.  | <b>ATTENDEES</b><br>Phil Corluka (Chair), Adam Lehmann, Graeme Riches, Greg Anderton, Carl Fish, Jamie Dennis, Jamie McConachy, Terry Dove, Sergio Beani, Rodney Boyle, Phil Douglas, Peter Delahunty, Jeffrey Johnson, Cr Frank Buchanan, |                             |
| 2.  | <b>APOLOGIES</b>                                                                                                                                                                                                                           |                             |
| 3.  | <b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING HELD 13 June 2014</b>                                                                                                                                                                     |                             |
| 4.  | <b>UPDATE ROOFING CONTRACT</b>                                                                                                                                                                                                             | All                         |
| 5.  | <b>DEVELOPMENT OF THE BUSINESS PLAN FOR THE COLAC LIVESTOCK SELLING CENTRE SUBMISSIONS</b>                                                                                                                                                 | Adam Lehmann                |
| 6.  | <b>POSITION WITH DIRECTIONS PAPER</b>                                                                                                                                                                                                      | Sergio Beani                |
| 7.  | <b>EXTERNAL PROMOTION OF THE COLAC LIVESTOCK SELLING CENTRE</b>                                                                                                                                                                            | All                         |
| 8.  | <b>UPDATE – REGIONAL LIVESTOCK SELLING CENTRE DISCUSSIONS</b>                                                                                                                                                                              | All                         |
| 9.  | <b>CONFIRMATION OF TERMS OF REFERENCE (Attached)</b>                                                                                                                                                                                       | Phil Corluka                |
| 10. | <b>OPERATING REPORT SALEYARD BUDGET POSITION</b>                                                                                                                                                                                           | Graeme Riches/Greg Anderton |
| 11. | <b>OTHER BUSINESS</b>                                                                                                                                                                                                                      | All                         |
| 12. | <b>CLOSE OF MEETING<br/>NEXT MEETING – 8 August 2014</b>                                                                                                                                                                                   |                             |