



**Colac Otway
SHIRE**

AGENDA

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

27 AUGUST 2014

at 4:00 PM

Birregurra Public Hall

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

27 AUGUST 2014

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NOTICE is hereby given that the next **ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL** will be held in Birregurra Public Hall on 27 August 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.

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

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

5. QUESTION TIME

6. DECLARATION OF INTEREST

7. CONFIRMATION OF MINUTES

- **Ordinary Council Meeting held on the 23/07/14.**

Recommendation

That Council confirm the above minutes.

OFFICERS' REPORTS

Chief Executive Officer

OM142708-1 CEO'S PROGRESS REPORT TO COUNCIL

Corporate and Community Services

OM142708-2 PROPOSED GOVERNANCE LOCAL LAW NO 4 -2014

Infrastructure and Services

OM142708-3 FORMATION OF REGIONAL ROAD GROUPS – GREAT SOUTH COAST
AND G21
OM142708-4 BLUEWATER FITNESS CENTRE REDEVELOPMENT PROJECT -
PROGRESS REPORT
OM142708-5 ROAD MANAGEMENT COMPLIANCE REPORT
OM142708-6 G21 REGION PUBLIC TRANSPORT STRATEGY

Sustainable Planning and Development

OM142708-7 COLAC INTEGRATED WATER CYCLE MANAGEMENT PLAN

General Business

OM142708-8 ASSEMBLY OF COUNCILLORS
OM142708-9 MINUTES FROM YOUTH COUNCIL MEETINGS
OM142708-10 MINUTES OF COLAC COMMUNITY LIBRARY AND LEARNING CENTRE
JOINT COMMITTEE
OM142708-11 MINUTES OF OLD BEECHY RAIL TRAIL COMMITTEE

Phil Corluka
Acting Chief Executive Officer

CHIEF EXECUTIVE OFFICER

ITEM	
<u>OM142708-1</u>	<u>CEO'S PROGRESS REPORT TO COUNCIL</u>

OM142708-1**CEO'S PROGRESS REPORT TO COUNCIL**

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

EXECUTIVE**G21 Board Meeting**

The Mayor and Acting CEO attended a meeting of the G21 Board on 25 July 2014 in Queenscliff. Agenda items for this meeting included:

- G21 Public Transport Strategy and G21 Regional Roads Group Presentation
- Stage 4 Simonds Stadium Redevelopment Presentation
- Avalon Airport Presentation
- G21 Board Directors' Attendance Register
- G21 Regional Roads Group
- Report on 2013/2014 G21 Business Plan
- G21 Board Directors' and Officers' Liability Insurance.

Great South Coast CEOs' Forum

General Manager for Sustainable Planning and Development represented Council at the Great South Coast CEOs' Forum held in Warrnambool on 25 July 2014. Discussion included:

- Victoria In Future - population projections
- Financial Assistance Grants – regional response
- Rail advocacy update
- Regional Strategic Plan review – progress report
- Food and Fibre Strategy update.

Barwon South West Regional Management Forum

The Acting CEO attended the Barwon South West Regional Management Forum in Camperdown on 15 August 2014. Agenda items included:

- Methamphetamine Presentation
- Secretary's Update
- State Emergency Response Plan Presentation
- Regional Management Forum Liveability Theme – indicators used to assess liveability and Regional Road Safety
- Regional Management Forum Jobs and Economy theme – Year 12 attainment and levers for population growth
- Regional Management Forum Infrastructure Theme – Efficiency and Productivity Constraints on Regional Supply Chains and alternative Energy Development Committee
- Regional issues as presented by Councils.

Great South Coast Group Board Meeting

Cr Frank Buchanan and the Acting CEO attended a meeting of the Great South Coast Group Board in Camperdown on 22 August 2014. Discussion included:

- Rural Councils Victoria Presentation:
 - Rural Councils Sustainability project
 - Rural Councils Victoria's Innovate and Educate Spring tour

- Rural Council's Victoria evaluation
- Discussion with Jaala Pulford MP
 - Labour's vision for Victoria's future
 - Great South Coast priorities
- Tourism in the Great South Coast
 - Grampians Tourism Destination Plan and Gap Analysis
 - Great Ocean Road Tourism Board strategic planning
- Pillar Group updates
- Appointment of non-municipal Directors
- Regional advocacy – Federal Assistance Grants
- Revised Regional Strategic Plan
- Rail advocacy update
- Barwon South West Regional Waste Management Update.

Colac Otway Shire Youth Council

The Colac Otway Shire Youth Council continues to meet on a regular basis and Youth Councillors have impressed Youth Council mentors with their commitment and enthusiasm. Some of the projects already completed include:

- Providing assistance with the opening of the Colac Youth Health Hub
- Providing assistance with FReeZA's Battle of the Bands
- Active participation in the Anzac Day Dawn Service and March
- Attendance at a Melbourne homeless shelter
- Tree Planting at Bimbi Park
- Organising for youth input into the Colac CBD and Entrances Project.

Projects still being planned or in progress:

- Providing assistance with the Cool and Young Ambassador Awards
- Street Art project
- "Youth off the Street" sleepout – raising awareness of homeless youth
- Involvement in the Mental Health Week events at Memorial Square.

CORPORATE & COMMUNITY SERVICES

Corangamite Regional Library Corporation

Library Outcomes for 2013/14

A letter has been received from the Corangamite Regional Library congratulating Council on the Apollo Bay Library's outcomes for 2013/14 financial year.

In 2013/14 Apollo Bay Library:

- Increased loans of materials by 24.3% or 3,009 items
- Increased visits by 57.8% or an additional 4,378 people through the door
- Increased computer sessions by 81%, or an additional 388 sessions (this includes wifi and pc use)
- Achieved 42% active membership (people who used their library cards in the past 12 months).

The annual data shows Apollo Bay achieved the largest percentage increase across the entire region.

“This splendid result is a testament to the Shire's decision to invest in the extension of the Apollo Bay Library which was completed in June 2013. The community has certainly responded positively to make more use of the library.”

Below are the results for other Library Services that Colac Otway are involved in:

Colac Community Library & Learning Centre:

- Increased loans of materials by 2.6% or 3,446 items
- Increased visits by 6.0% or an additional 5,097 people through the door
- Achieved 35% active membership (people who used their library cards in the past 12 months).

Colac Library Annexe:

- Decreased loans of materials by 10% or 817 items
- Decreased visits by 1.8% or 175 people through the door.

Library Outreach Service:

- Increased loans of materials by 2.2% or 162 items
- Increased visits by 4.0% or an additional 58 people who used the service
- Achieved 43% active membership (people who used their library cards in the past 12 months).

HEALTH & COMMUNITY SERVICES

Environmental Health

At a Glance – July 2014

Activity	Inspections	Complaints
Food Safety	44	3
Personal Appearance Services	4	0
Accommodation	9	0
Pools Waterways	0	0
Immunisation	n/a	n/a
Septic Systems	20	2
Infectious Disease	0	0
Tobacco Control	5	0
Nuisance	n/a	2

Food Safety

Food Premises Inspections: 44

Food Recalls: 5

- 3x undeclared allergens
- 1x microbial contamination – *listeria monocytogenes*
- 1x foreign matter – plastic

Food Premises Complaints: 3

- Selling out of date products: justified. Improvement to procedures implemented.
- Alleged improper food handling: unjustified.
- Alleged food poisoning: unjustified.

Food Monitoring: 14

New Food Premises Applications: 1

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

PAS Inspections: 4

PAS Complaints: 0

Coordinator's Note:

From 2016 it is likely that purely hairdressers and makeup businesses will be exempt from ongoing renewals.

Minister Davis introduced the *Public Health and Wellbeing Amendment (Hairdressing Red Tape Reduction) Bill 2014* into the Legislative Council on Tuesday - June 24 2014 and the second reading of the Bill was on Wednesday 25 June. Debate on the Bill was adjourned to August. The Bill proposes that purely hairdressing and make-up businesses will be eligible to apply for "ongoing" registration of their premises under the PHWA from 1 January 2016. "Ongoing" registration means that the person conducting the business only registers their business premises once - with no periodic renewals required so long as the business remains at the same premises and is conducted by the same person. If passed, the Bill will come into force 1 January 2016.

Accommodation

Prescribed Accommodation Inspections: 9

Complaints: 0

Pools/Waterways

Inspections: 0

Samples: 0

Immunisation

Immunisation numbers: 96

Septic Systems

Inspections: 14

Permit to Install Issued: 5

Permit to Use issued: 6

Complaints: 2

- Alleged runoff from uphill property impacting on effluent disposal area causing disposal issues: Justified. Drainage channel created. Further assessment and works will be undertaken at the beginning of summer.
- Alleged watering of front yard with primary treated effluent: Justified. Offender directed to cease and connect to sewer. Offender complied, reverting to previously approved disposal method and undertaking a connection to sewer.

Infectious Diseases

Notified outbreaks: 0

Single incidents: 0

*Coordinator's Note:**Chief Health Officer Alert: Ebola virus disease (EVD) in West Africa*

An outbreak of Ebola virus disease (EVD) has been ongoing for some time in Sierra Leone, Liberia, and Guinea. In addition, the Ministry of Health of Nigeria has reported the first case of EVD in that country. Consideration needs to be given to all travelers including: tourists and business people returning from affected areas, families and relatives and health care workers who have worked in affected areas. This advisory is most relevant to GPs and Hospitals.

Tobacco Control

Tobacco Compliance Inspection: 9

Complaints: 0

Nuisance Complaints

Nuisance Investigations: 2

- Alleged asbestos dumped on the side of road - initially unable to verify complaint. Further information has been provided and investigation continuing.
- Alleged uncontained release of diesel fuel on farm. Initial investigation undertaken and complaint referred to the EPA.

Family & Children Services**Birregurra Community Consultation meeting – Early Years**

Council's Family and Children Services Coordinator and Manager Health and Community Services held a Community Consultation Group meeting in Birregurra to talk to the community about future planning in the early years. Some valuable feedback was received from the representatives there; looking at services such as outside school hour's care & long day care options and more family support services linking with the Community Health Centre. Council officers will be working through early years care in Birregurra over the coming weeks.

Community Support Funding

The Assistant Minister for Education, the Hon Sussan Ley MP, announced changes to the Community Support Programme (CSP), which took effect on 1 April 2014. This means that from 1 July 2015, all existing Family Day Care services seeking to access CSP funding will be assessed under the revised guidelines, which include the eligibility criteria. In addition, an annual cap of \$250,000 on CSP Operational Support payments will be introduced for Family Day Care services. This CSP payment has been provided to Colac Otway for many years.

Officers are currently assessing as to whether or not Colac Otway Shire's Family Day Care Service will meet the new criteria.

Collaborative Partnerships with Families and Communities – Department of Education & Early Childhood Development (DEECD) Bastow Training

Our Family and Children Service staff were successful in gaining a place in the highly reputable Bastow Institute of Educational Leadership for their latest intake in Collaborative Partnerships with Families and Communities. This will be a valuable opportunity and provide a great benefit to our service.

RECREATION ARTS AND CULTURE

Events

Upcoming Events

Ride for Sick Kids – Tuesday 26 August to Wednesday 27 August 2014.

A fundraising ride travelling from Lorne to Colac and then Colac to Ballarat.

Amy's Gran Fondo – Sunday 14 September 2014

A major fundraising ride which closes the Great Ocean Road. Community meetings have been conducted with event organisers, Cycling Australia and Council officers with only a few community members in attendance. Over 3,800 riders have registered to date. Council will have a marquee on the Lorne Foreshore promoting the region and local producers will also be invited to the expo to promote their products.

Hunt for the Golden Gumboot (Section 1) – 20 September to 4 October 2014 – Old Beechy Rail Trail – Barongarook to Kwarren.

Golden gumboots placed along the Old Beechy Rail Trail are found by participants walking the trail and are returned to the Colac Visitor Information Centre to claim prizes.

FReeZA

Colac hosted a heat of the *Battle of the Bands* competition on 1 August 2014 at COPACC. Five acts performed on the night and the winning band was "School Refuge" from Apollo Bay. The winning band now moves on to the regional final, with the date and venue still to be confirmed.

The next FReeZA event is the "COOL" Awards. The "Cool" Awards are designed to:

- Acknowledge and highlight the achievements of young people
- Reward and recognise excellence and contributions to the community by young people of the Colac Otway Shire
- Showcase the talents and achievements of young people to the wider community
- Encourage and motivate young people to excel at all levels in their chosen field
- Recognise those young people who consistently contribute, try and co-operate. The young people in our community who 'look out for one another' and support their friends.

The awards will be presented at the joint awards night with the Young Ambassador Awards on Friday 19 September 2014 at COPACC.

A new FReeZA committee has been established at Birregurra and they are working on their inaugural event, a movie night as part of the Birregurra Festival on Friday 10 October 2014 at the Birregurra Primary School. Two movies will be shown on the night, "Frozen" and "Pirates of the Caribbean Curse of the Black Pearl", and have been chosen by the students on the Birregurra Freeza Committee.

Recreation

Central Reserve Master Plan Implementation

Council officers, in partnership with the Central Reserve Advisory Committee, are in the process of revising concept plans for the Central Reserve grandstand redevelopment. The Federal Government has committed \$2.5m to the project however this is unlikely to achieve all aspects of the project that was originally intended, these being:

1. Grandstand redevelopment
2. Netball facility upgrade – courts and change space
3. Competition lighting.

A number of discussions have been held with Terry Mulder, Member for Polwarth, regarding accessing state government funding to complement the federal government commitment. The revision of plans will assist in reducing the overall project cost and strengthen Council's ability to source funds from the state government.

Apollo Bay Playground Redevelopment

A community meeting was held in early August 2014 at Apollo Bay to inform attendees of the proposed next steps regarding the project. The meeting attracted some new community members as well as previous committee members to learn about plans to appoint a contractor in October. Based on the tentative timelines, works will commence in late October and are anticipated to be completed by mid-December 2014.

Walk to School officer

A new Walk to School position funded by VicHealth commenced in mid-August 2014 to assist local school children, parents and schools to encourage pupils to participate in the Walk to School program during October 2014.

Wayfinding project update

Stage Two of the Colac and Apollo Bay Wayfinding Signage project is nearing completion. Designs for map based signs and pedestrian and directional blades are being finalised along with maps indicating the proposed location of these signs. Stage 3 of this project will involve the manufacture and installation of signs and is anticipated to be completed by December 2014.

COPACC

COPACC Season Programme

COPACC was again a hive of activity with the latest morning music instalment, *Gina Hogan's Belles of Broadway*. Over 220 people attended the centre to enjoy a morning of musical entertainment.

Patrons were left spellbound by Ursula Yovich in the Performing Lines production *The Magic Hour* and Chris Howlett presented *Bach by Candlelight*, an exquisite rendition of Bach's first and third solo cello suites performed in our Civic Hall which was lit by a solitary candle.

Business Events

COPACC experienced another big month with the FReeZA Battle of the Bands, the Colac Secondary College Senior Ball and Trinity College's production of Aida.

Local husband and wife duo Tiffany Eckhardt and Dave Steel's concert 'See You Later' proved extremely popular, selling out well before the performance date. This concert was a farewell show for Tiff and Dave who have left Victoria for new adventures in Tasmania. Tiff and Dave were regular performers at COPACC and this show was a wonderful way to say goodbye for now and see you later.

Bluewater Fitness Centre

Programs

Bluewater Fitness Centre (BWFC) recently held the annual *le Tour de Bluewater* competition, a group fitness competition which takes place during le Tour de France using Bluewater's crank bike classes. There were 17 participants who competed, gaining points by attending classes, dressing in French themes and for stand out performances.

The Centre has recently introduced a new group fitness class, Stretch. The class is a 45 minute flexibility class which is run on Monday and Friday nights and Sunday mornings. After

four weeks the classes are averaging 6 participants per class which indicates that it is worth persisting with and conducting further marketing.

On 16 July 2014 BWFC staff attended Trinity College for a health and well-being day for Year 7 and 8 students. The students participated in 5 workshops throughout the day with the Bluewater workshop, titled "healthy lifestyle choices", covering exercising, diet and sleep choices.

INFRASTRUCTURE & SERVICES

MAJOR CONTRACTS

Barwon Regional Waste Management Group (BRWMG) Board Meeting

The final meeting of BRWMG was held at Geelong on 25 July 2014, as the newly formed Barwon South West Waste and Resource Recovery Group came into effect from 1 August 2014. At the Board meeting issues relating to transition to the new group were discussed such as insurance requirements, Workcover, logo and branding, future budget allocation, future Business Plan and management of regional contracts.

Barwon South West Local Government Waste Forum – Notice of Election

Nominations were sought for the election of one representative as a Local Government representative to the Board of Directors of the Barwon South West Waste and Resource Recovery Group by 20 August 2014. Cr Hart is the representative of Colac Otway Shire as one of the Board of Directors and as such no action was required to be taken by Council in this instance.

Waste Collection Days

Waste collection days will be altered for a small number of properties from the first week in September 2014. The majority of new properties in Colac over the past few years have been on the Friday collection day. To ensure service standards are maintained the contracted services will be balanced out more evenly over the collection days. Properties north of the railway line and south of Murray Street between Hart Street and Barongarook Creek will be changed over from Friday to Thursday collection. As this will also entail a change of recycle collection week these properties will have all three bins (garbage, recycling and organics) collected on the changeover week on 4 September 2014. Letters will be sent to effected residents.

Residents who have their waste collected on Thursday and Friday may experience a change of collection time due to this. Adverts will be placed in local media reminding residents to place bins out the night before as there may be a change of collection time during the day.

Tenders

Tenders opened for this reporting period (11 July 2014 – 15 August 2014):

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

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

Tenders awarded this reporting period (11 July 2014 – 15 August 2014):

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

1414 – External Plant Hire – to Panel of Contractors

Tenders advertised this reporting period (11 July 2014 – 15 August 2014):

1407 – Aged & Disability Food Services, closing 10 September 2014

Subdivision Works

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

Subdivision	Status
32 Tulloh Street, Elliminyt 11 Lot Subdivision	Roadworks have commenced on the subdivision between Harris Rd and Tulloh Street, Elliminyt. Currently drainage and installation of services are being undertaken with road construction following soon.

Colac Livestock Selling Centre Roof Construction

Colac Regional Saleyards was officially opened on 1 August 2014 to commemorate construction of a new roof over the existing saleyards which was built in 1998. The roof was officially opened by Mayor Lyn Russell and Mr Terry Dove, President of the Colac Regional Saleyards Advisory Committee. The facility was also officially renamed during the ceremony, and is now the Colac Regional Saleyards. It is considered the new name better reflects the significant role the facility plays in our region.

Final documentation of the project including handover of warranties and operations manuals is expected to be done shortly.

CAPITAL WORKS

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Completion of the Old Beechy Rail Trail project funded by RIDF.	In Progress	90%	The Beech Forest to Ferguson section completed. Construction between Dinmont and Ditchley will be completed within the next two months when weather conditions improve. A contract to construct the section through Mercy Place has been awarded.
Facilitate the construction of the public off street car park at Pascoe Street Apollo Bay.	In Progress	75%	Tender recommendation has been forwarded for Council approval.
Manage maintenance of Gross Pollutant Traps and provide advice to the sustainable asset unit on new installations.	In Progress	15%	Schedule is in place for 2014-15 and cleaning is being completed as per schedule.
Implement the Cressy Shelford Road rehabilitation plan for 2014/15 financial year.	In Progress	10%	Actions associated with the rehabilitation plan are progressing. Threatened species survey has been undertaken to inform and measure the success of weed control, threatened species recovery, and to inform the burning regime.

Other Highlights for this period

Road Reconstruction Program

Planning for the 2014/15 Road Reconstruction Program is ongoing, with sections of the following roads planned for reconstruction:

- Richmond Street, Colac

- Weering School Road, Weering (Stage 3)
- Warrowie Road, Warrowie (Stage 3)
- Colac Lorne Road, Yeodene
- Ferrier Drive, Apollo Bay (Stage 2).

Muller Road Drainage Improvement Works

Cosworks have commenced construction of underground drainage improvements to Muller Road. The works, involving some 130m of new underground drainage, will reduce the maintenance demand caused by stormwater.

Beech Forest Block offset

An area of bushland in Council Reserve near Beech Forest will be secured and managed under agreement with DEPI 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 Blue Water Fitness Centre Reconstruction). Offset security agreement currently with DEPI for signature and enactment.

SUSTAINABLE ASSETS

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Asbestos Register Update.	In Progress	65%	Environmental Health Solutions are the successful consultant to conduct inspections of selected Council buildings to update our Asbestos Register. Inspections commenced 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> .
Work with the Finance Unit to complete Stage 2 of the Authority Asset Management Module implementation	Not Started	0%	Implementation of stage 2 is scheduled to commence in October 2014.
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.
Bridge Reconstruction Program.	In Progress	10%	The 2014/15 Bridge Renewal Programme includes the following projects: - Replacement of the Apollo Recreation Reserve Bridge - Major repairs to F Pearces Access Bridge over the Barham River - New concrete deck overlay to bridge along the Cape Otway Road Preliminary investigations on each of the projects have been started with a draft design for Cape Otway Road bridge having been received and presently being reviewed by Council officers.
Footpath Renewal Program.	In Progress	5%	Council officers are presently prioritising works for 2014/15 in preparation for allocating work packages to our contractors.

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Complete road and footpath network inspections to meet frequencies prescribed by Council's Road Management Plan.	In Progress	8%	All inspections are conducted in accordance with Council's Road Management Plan. Inspections were undertaken along Colac's Primary level network, which includes the CBD and the streets immediately surrounding schools, churches and other points of interest. Road inspections covered Link Roads and Access category roads in Murray Ward Inspection Areas 1 and 2. This covers the localities of Birregurra, Warncoort, Yeodene, Barongarook, Yeo, and Larpent. Rural roads in the Gellibrand area were also inspected. Rail Crossing inspections have also been commenced and are 80% complete.
Annual Road Resealing Program.	In Progress	10%	The candidate project list for the 2014/15 Reseal Programme has been finalised with draft seal designs being prepared. This programme will be tendered in early September 2014.
Building Renewal Program.	In Progress	8%	The following is a status summary of projects being completed: - The Larpent Hall kitchen upgrade is 90% complete with the only outstanding item being new doors to be hung. - The upgrade of the Lake Colac foreshore toilets is underway with completion expected in late September 2014. - The Gellibrand Depot accessible toilet is now complete and we are awaiting sign off from the Municipal Building Surveyor. - Upgrade works to the Rae Street electrical switchboard and associated wiring upgrades are also complete. Council officers are in the process of planning projects for this year's building program.
Implement the 2014/15 Kerb & Channel Renewal Programme.	In Progress	5%	Council officers are presently prioritising 2014/15 works in preparation for allocating work packages to our contractors.

Pirron Yallock Recreation Reserve - Clubrooms Upgrade

The upgrade of the clubroom facilities at the Pirron Yallock Recreation Reserve is being undertaken in two stages. This is in response to an Emergency Order and Building Notice which were issued by the Municipal Building Surveyor in September 2012. The Emergency Order restricted public use of the building due to a wide range of issues which posed a significant risk to the public. These issues related to electrical safety, structural integrity, and other public health related matters.

The first stage of this project involved the purchase and establishment of the new clubrooms on site (new portable building) and the fit out of the building (e.g. kitchenette, storage, etc).

The second stage encompasses the provision of amenity and change facilities. The new building was delivered and established on site earlier this calendar year. A consultant team has been engaged to develop the design and documentation to complete stages 1 and 2. The future of the former clubrooms building is still to be determined; however given the range of safety and compliance issues which would need to be addressed prior to it being occupied it has been suggested that this structure be demolished.

Project budget and expenditure details are as follows:

Project Budget	
Council Contribution	\$ 170,000
Sport & Recreation Victoria's 2014/15 Community Facility Funding	\$ 100,000
State Government Election Commitment	\$ 30,000
Pirron Yallock Recreation Reserve Committee of Management (cash/in-kind)	\$ 20,000
Total Project Budget	\$ 320,000
Expenditure to Date	\$ 113,967
Remaining Budget	\$ 206,033

The purchase of the modular building was an opportunity which arose during the course of last financial year and offered a relatively low cost alternative to providing alternative clubrooms in an expeditious timeframe. Estimates to refurbish the existing clubrooms and to address all of the structural and other safety/compliance issues was in the order of \$600,000. To demolish the structure and build new was estimated at around \$750,000. Purchase and fit-out of a modular building solution offered the best outcomes for the community at the lowest cost. Council funds were drawn from various programmes for asset renewal in order to establish our contribution. Council has since been successful in gaining State Government funding to support stage 2 of the project.

The Pirron Yallock Recreation Reserve Committee of Management and other users of the facility have been kept abreast of the progress of this project. Relevant members of these groups form part of the project steering group presently looking at the design options for the new clubrooms.

COSWORKS

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

Minor Patching

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

Storm Damage

During the month of August 2014 there has been an above average amount of fallen, hanging and dangerous trees due to strong wind damage. This has been widespread throughout parks, reserves and roads throughout the whole of the shire.

Road Regrading

Road regrading has been decreased due to gravel roads becoming very soft due to winter rains. Grading operations will increase as weather conditions improve.

Gravel Road Resheeting

Gravel resheeting has been undertaken on the following roads: Lyness Access, Colac Tree Road, Devondale Road, Sand Road, Blue Johanna Road, Red Johanna Road, Carlisle – Gellibrand Road, Ridge Road, Old Beech Forest Road (Timber Industry funding). Approximately 14.5km completed.

Routine Drainage Works

Routine drainage works completed in the last month were in Apollo Bay, Wye River, Kennett River, Separation Creek, Skenes Creek and Marengo townships as well as the Johanna, Kawarren, Gellibrand and Carlisle locality areas.

Vegetation Control

Works completed on Coes Lane, Devondale Road, Old Beech Forest Road, Wild Dog Road, Benwerrin – Mt Sabine Road, Sunnyside Road, Barham River Road, Binns Road, Melanesia Track, Hiders Access.

Sport Ovals

All Colac ovals have been sprayed for broadleaf. Central Reserve repairs to surface continues weekly and the reserve also has an application of fertilizer. Mowing of the heavy and wet ovals occurs when conditions are suitable.

Tree Maintenance

Tree pruning under powerlines has commenced in Colac. Tree maintenance works were completed in Apollo Bay and Colac. Tree works are continuing to clean up storm damage particularly with hangers stuck in trees and removing damaged and dangerous trees.

Bridge Maintenance

Loves Creek, Veseys, Clancys, Silks Access, Howells, Daffys and Kings Track bridges have had timber decking sections replaced.

Old Beechy Rail Trail

Clean up of fallen trees ongoing in areas of difficult access. Installation of Emergency markers has also been completed.

Township Mowing

Township mowing has been completed at Apollo Bay, Barwon Downs, Forrest and Carlisle.

SUSTAINABLE PLANNING AND DEVELOPMENT**Planning & Building****Colac 2050 Plan**

The State Government announced on 8 August 2014 that Council has been successful in its application for a \$150,000 grant under the RDV 'Putting Locals First' program for the Colac 2050 Plan. This matches Council's contribution of \$110,000 (total project cost of \$260,000) and paves the way for formal commencement of the project by way of a public tender process for a suitable consultant firm. Officers have identified an opportunity to undertake this work in conjunction with several other Colac related projects funded in 2014/15 including the Colac Drainage Study, Lake Colac Foreshore Master Plan and Colac Urban Forrest Strategy. The co-ordination of the projects provides opportunities for greater integration and efficiencies, and a co-ordinated public engagement process.

State Government Bushfire Management Overlay Changes

The State Planning Minister has gazetted a planning scheme amendment which introduces changes to the Bushfire Management Overlay (BMO) and other bushfire planning provisions in all planning schemes across the State. These revised provisions took effect on 31 July 2014. The changes provide more flexibility for land owners to choose site specific solutions which facilitate development on land within townships, and have largely satisfied concerns that had been expressed within the community. Officers are currently liaising with the State Government to determine the implications for Council's Local Bushfire Planning Policy project.

Domestic Wastewater Management Plan (DWMP)

The Project Steering Committee is in the process of appointing a suitably qualified consultant firm to prepare a Domestic Wastewater Management Plan for the Shire following a public tender process. The project is being undertaken in collaboration with Wannon Water and Barwon Water who have provided funding.

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, which proposes to rezone the Apollo Bay Harbour area to Special Use Zone (SUZ2) and introduce a specific schedule relating to the harbour precinct, 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. The restructured provisions have arisen from consideration of public submissions. The submission period concludes on 10 September 2014. Two informal 'drop in' information sessions were held in Apollo Bay on 9 August 2014 and 21 August 2014. Following the exhibition period, Council will consider all new submissions before further consideration by the independent panel which has already been appointed by the State Government.

Planning Scheme Amendment C74

An independent planning panel appointed to hear submissions to Planning Scheme Amendment C74 held a Directions Hearing in Apollo Bay on 1 August 2014. This is to be followed by a two day hearing on 28-29 August 2014. The amendment incorporates the recommendations of the *Apollo Bay Settlement Boundary and Urban Design Review 2012*.

Colac Development Plans

The public exhibition period for draft development plans for three precincts at Elliminyt in the Development Plan Overlay 2 (DPO2) closed on 28 July 2014. Council officers and the project consultant have reviewed the submissions and are considering what changes will be recommended in response to the issues raised. The plans are seeking to guide future subdivision applications for the remaining undeveloped lots in each precinct.

Economic Development

Business development

Social media business events and one-on-one training will be held from October to December 2014. Council received funding from the State Government's Streetlife Program which will enable Council to engage a consultant to conduct the events and training. More information regarding the social media program will be provided to businesses in the coming weeks.

The Industry Advisory Group has met to be briefed on Council's current and emerging projects related to industry. Council is currently undertaking a business plan for the Trade Training Centre with the plan funded from the Advancing Country Towns program. The Industry Advisory Group was initially formed to support the application for the Trade Training Centre. Other projects such as the Workforce Development Plans, the Green branding initiative and the upcoming development of a new Economic Development and Tourism Strategy were discussed with the group.

Council has also assisted a group of Birregurra based businesses in the establishment of Birregurra Commerce and Tourism as a subset of the broader Birregurra Community Group.

Colac CBD and Entrances Project

As part of the CBD and Entrances project, Council's Manager Economic Development Unit has visited more than 150 traders in and around the CBD area. Some very important feedback has been received directly from traders as a result and this has been fed back into the project. The project has been generally very well received with some location specific issues primarily around parking generating changes to the first drafts of the plans that were published for consultation.

Colac Marketing Strategy

Christians Bus Company approached Council with a partnership opportunity to place the 'Colac – Life, Your Way' branding on the Colac City Bus. Christians Bus Company were in the process of replacing the bus decals and have worked with Councils in other shires where they have offered similar branding opportunities. The 'Colac – Life, your way' branding on the bus allows visitors to the area the ability to associate the branding with the town. It also presents a highly visible platform to place the marketing brand in a cost effective manner.

The 'Colac – Life, your way' branding will be advertised on Metro Trains and WIN TV from July to September. 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. The current statistics show that since the advertising started in July 2014 the www.colaclifyourway.com.au website has received 485 visits with 89% of those new visitors to the website. It shows that people are spending over one minute on the site with over 2,200 page views on the website. Of the 485 views, 276 views are people from Melbourne with 58 people viewing the website from Brazil. 200 people during this time have visited the competition page of the website during the advertising time on WIN TV and trains in Melbourne.

Forrest Mountain Bike Trails Strategy

The Draft Forrest Mountain Bike Trails Strategy has been developed and is currently with the Project Steering Group and Councillors for comment. The main points raised in the draft strategy were implementing an Industry Management Group to ensure the actions and ongoing development of the trails was continued. Marketing of the trails and trail maintenance were also key areas mentioned in the document.

SportsAccess Program

The SportsAccess program has successfully completed its first program in Colac. The program helped a number of primary school aged children to get scholarships from the program to ease the cost of participating in sport. A number of businesses sponsored the program and contributed to the success of the program. Leisure Networks and Council are calling for sponsorship of the next round of the program to ensure that this program continues into the future.

Environment & Community Safety**Street Smart Lighting Project**

The Great South Coast Street Smart Lighting Project is nearing completion. Over 1,300 LED lights have now been installed in the Colac Otway Shire. The installation has been undertaken by Powercor. The installation has taken a little longer because a few estates were found that had not been accounted for. As a result an extra 60 lights needed to be installed. Changing street lights to energy efficient alternatives will reduce our shire's electricity costs by up to \$70,000 a year. This example of regional collaboration by local governments across the south west region of Victoria demonstrates the power of bulk procurement of energy efficient technologies. It is the largest sustainability initiative ever undertaken in the region. The project was awarded the Local Government Professionals (LGPro) Sustainability Initiative Award in 2013.

Solar Array Project

The contract has been awarded to install the Rae Street Precinct Solar Array. Due to the number of panels being installed (over 300) a structural assessment will be undertaken to ensure the loadings are within acceptable levels. The 300+ solar panels are expected to be installed in September 2014.

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. These projects were identified as the top regional priorities based on discussions that were held with each of the ten municipalities in 2013. Project Briefs are currently being completed for each of the sub projects. Once these briefs are finalised the project delivery will commence.

Municipal Emergency Management Plan (MEMP)

A detailed review of the MEMP has been undertaken to ensure it aligns with the requirements of the Emergency Management Victoria Manual. An audit will be undertaken of the plan by SES next week. Assuming the plan passes the audit it will be sent to Council for endorsement in September 2014.

Attachments

Nil

Recommendation(s)

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

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**CORPORATE AND COMMUNITY SERVICES**

| ITEM                     |                                                        |
|--------------------------|--------------------------------------------------------|
| <b><u>OM142708-2</u></b> | <b><u>PROPOSED GOVERNANCE LOCAL LAW NO 4 -2014</u></b> |



**OM142708-2****PROPOSED GOVERNANCE LOCAL LAW NO 4 - 2014**

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

**Purpose**

The purpose of this report is to commence the statutory process required to amend Council's Council Meeting Procedures and Common Seal Local Law No 4 – 2009.

**Declaration of Interests**

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

**Background**

The Colac Otway Shire's Council Meeting Procedures and Common Seal Local Law No 4 came into operation on 1 March 2010.

The Local Law provides for control of the common seal, election of the Mayor and the conduct of meetings of Council.

While Councils have the option to introduce Local Laws on a variety of issues, s91 of the *Local Government Act 1989* in regard to 'Conduct of Meetings' states:

- (1) A Council must make local Laws governing the conduct of meetings of the Council and Special Committees.
- (2) Except as provided in this Act and subject to any local laws, the conduct of meetings of a Council is at the Council's discretion.

The current local law was last reviewed and adopted in 2010. This document has been reviewed, updated and alterations made to ensure its compliance with the *Local Government Act 1989* and improve usability.

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

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

*Our Goal:*

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

The Operational Plan for 2014/2015 includes:

*"Finalise the review of Local Law No 4 – Council Meeting Procedures and Common Seal".*

**Issues / Options**Review Process

The review of the Local Law commenced in November 2013 with an initial workshop with Councillors where information and suggested timelines were provided.

The workshop noted that the review process:

- will involve the identification of clauses that Councillors have noted for review.
- the Local Law will be reviewed against similar Local Laws of other Councils that have recently been adopted.
- will include having the Local Law reviewed by Council's solicitors.

Throughout the process of reviewing the local law, Council Executive and other staff and councillors have had an opportunity for input.

#### Amendments to the Local Law

As a result of the review, numerous changes were made to the document.

This followed a review of Local Laws of other Councils who had recently reviewed their Local Laws during 2013. Some of the changes are to clarify current practice and to increase the clarity of the document.

#### Draft Local Law

A draft of the Local Law was provided to Councillors in March 2014.

Following further feedback from Councillors the Local Law was forwarded to Council's solicitors for their input into the process.

Further changes were made to arrive at the Local Law presented to Council for consideration.

#### Local Law Community Impact Statement

The Guidelines for Local Laws Manual developed and published by Local Government Victoria in February 2010 provides details as to the development of a Local Law Community Impact Statement.

The guidelines introduce the Impact Statement as the explanatory document for the community and integrating its components into the Council's processes of better practice Local Law making.

The Impact Statement has also been reviewed by staff, Councillors and Council's solicitors as part of its development.

The Local Law Community Impact Statement will be available with and published with the draft Local Law in hard copy and on Council's website.

#### Options

The options available to Council include:

1. Release the draft Local Law No 4 for public comment in accordance with s119 and s223 of the *Local Government Act 1989*.
2. Make further amendments to the Local Law before releasing for public comment.
3. Not proceed with the next stages of the review of Local Law No 4.

The preferred option is to release the draft Local Law No 4 for public comment.

#### **Proposal**

That Council resolves to give notice of its intention to commence the process of amending Local Law No 4.

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

The cost of completing the review of Colac Otway Shire's Local Law has included to date:

- Copying of documents
- Legal advice
- Officer time in preparation of documents.

Further costs will include newspaper and Government Gazette advertising.

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

Council must comply with Part 5 of the *Local Government Act 1989*, in regards to the procedure for making a local law. Council's requirements to make a local law governing the conduct of Council meetings are detailed in s91 of the Act.

When making or amending a local law, Council must comply with the following provisions of the Act.

#### s111. Power to make Local Laws

Section 111 of the *Local Government Act 1989* provides Councils with the authority to make local laws.

#### s119 - Procedure for making a Local Law

Before a Council makes a local law it must comply with the procedure contained within s119. This procedure includes giving a notice in the Government Gazette and a public notice stating the purpose and general purport of the proposed local law, that a copy of the proposed local law can be obtained from the Council office and that any person affected by the proposed local law may make a submission relating to the proposed local law under s223.

After a local law has been made the Council must give a notice in the Government Gazette and a public notice specifying the title of the local law and the purpose and general purport of the local law; and that a copy of the local law may be inspected at the Council office. In addition, Council must send a copy to the Minister.

#### S223 - Right to make a submission

S223 of the *Local Government Act 1989* details that the submissions received must be heard by Council and that a person making a submission can specify in their submission that they (or representative) wish to appear before Council to be heard in support of the submission. In addition, Council must notify in writing, each person who has made a separate submission and in the case of a submission made on behalf of a number of persons, one of those persons, of the decision and the reasons for that decision.

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

Not applicable

### **Community Engagement**

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

The method to date has been to inform, consult and involve Executive, other staff and Councillors in the review of the Local Law. Councillors have had a number of opportunities to provide input into the process.

The review of the local law has also had input from Council's solicitors.

If approved for community release, a notice informing the community of the availability of the draft document and Community Impact Statement will be placed in local newspapers and the Government Gazette.

Copies of the document will also be available for inspection at the Shire offices in Colac and Apollo Bay and will also be placed on the Shire's website for the submission period.

Under s223 of the Act the community will be able to provide submissions on the Local Law to Council. S223 requires a minimum period of 28 days, but under Councils policy a period of 6 weeks will be set.

Advertisements will be placed in the local paper advising the community that documents will be available for viewing on Friday, 5 September 2014.

Submissions will be able to be made in writing by Friday 17 October 2014 and Council will consider any submissions at a Special Council meeting to be held on Wednesday 12 November 2014 prior to the Local Law being adopted on Wednesday 26 November 2014.

Anyone wishing to be heard in support of their submission needs to advise Council of their intention to do so in their written submission provided by Friday 17 October 2014.

### **Implementation**

Following the Council's decision the next stages of making the local law will commence.

### **Conclusion**

It is good governance practice to review the Meeting Procedures Local Law on a regular basis.

The Governance Local Law No 4 - 2014 has now been updated to ensure it is a contemporary and relevant document which fully complies with Council's obligations under the *Local Government Act 1989*.

Council authorisation is now sought to continue with the public notification process. Following this process and consideration of submissions the Governance Local Law No 4 – 2014 will be presented to the November Council meeting for consideration of adoption by Council.

### **Attachments**

1. Governance Local Law No 4 - 2014
2. Local Law Community Impact Statement (LLCIS)

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

- 1. Approves the commencement of the statutory process to make the Governance Local Law No 4 – 2014 in accordance with the provisions of s119 of the Local Government Act 1989 (Act).***
- 2. Pursuant to s119(2) of the Act, give notice in the Government Gazette and a public notice in the local paper stating the purpose and general purport of the proposed local law and invite written submissions under s223 of the Act.***
- 3. Pursuant to s223 consider any submissions received in relation to the draft Local Law 4 at a Special Council meeting to be held on Wednesday 12 November at 1.00 pm at COPACC.***
- 4. Considers adoption of the draft Local Law No 4 at the Council meeting on 26 November 2014.***

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INFRASTRUCTURE AND SERVICES

| ITEM | |
|--------------------------|--|
| <u>OM142708-3</u> | <u>FORMATION OF REGIONAL ROAD GROUPS – GREAT SOUTH COAST AND G21</u> |
| <u>OM142708-4</u> | <u>BLUEWATER FITNESS CENTRE REDEVELOPMENT PROJECT - PROGRESS REPORT</u> |
| <u>OM142708-5</u> | <u>ROAD MANAGEMENT COMPLIANCE REPORT</u> |
| <u>OM142708-6</u> | <u>G21 REGION PUBLIC TRANSPORT STRATEGY</u> |

OM142708-3**FORMATION OF REGIONAL ROAD GROUPS – GREAT SOUTH COAST AND G21**

| | | | |
|-------------|---------------------------|-----------|----------------|
| AUTHOR: | Adam Lehmann | ENDORSED: | Paula Gardiner |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | 11/96582 |

Purpose

The purpose of this report seeks Council's endorsement for the creation of Regional Road Group(s) to be established by G21 and Great South Coast Group regional council groups.

Declaration of Interests

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

Background

The Heavy Vehicle Charging and Investment Scheme (HVCI) Project is planned to be introduced in the next few years as part of a major heavy vehicle reform program involving:

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

The Municipal Association of Victoria (MAV) wrote to all Victorian Councils earlier this year providing an update on the Heavy Vehicle Charging and Investment (HVCI) project and seeking feedback on the formation of Local Government Regional Road Groups.

Colac Otway currently participates in two groupings of regional Councils, G21 and Great South Coast Group.

These groupings ideally have a framework in place to provide for Regional Road Groups, with both having transport based pillars which support the objectives of improving transport infrastructure across both the broader Barwon South West Region.

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 community where trade, manufacturing and business activity flourishes.

Our Goal:

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

Issues Options

The Federal Government's Heavy Vehicle Charging and Investment (HVCI) Reform project was singled out by the Council of Australian Governments (COAG), at its December 2013 meeting as an urgent major transport reform priority project.

This will provide the biggest change seen to local road funding in decades.

The HVCI project will see:

- Heavy vehicle charges (some \$3 billion annually) for vehicles over 4.5t being dedicated entirely to road improvements, including local roads for the first time.
- Funds will be allocated according to road use and forecast need, rather than utilizing a formula-based approach.
- For local roads, funding allocated to priorities as agreed by regional groups of Councils working in conjunction with other stakeholders.

Currently, Victoria is the only State without Regional Road Groups in place.

The HVCI Reform Group has approached the MAV and asked that Victoria establish local government Regional Road Groups, as already exist in every other State, as a matter of urgency.

The intention is that the HVCI funding for local roads will be distributed to regional groups of Councils rather than individual Councils.

The HVCI project is seeking to run trials involving selected regional groups of Councils in 2014 to identify how the scheme can best operate in each State.

These Regional Road Groups will have responsibilities that include:

- The establishment of regional road asset management plans
- Establishing levels of service and asset condition forecasting
- Forecasting future heavy vehicle demand, and
- Identifying local road priority works for the region.

G21 and South West Coast Discussions

Senior Infrastructure Managers from Surf Coast Shire Council, City of Greater Geelong, Colac Otway Shire, Borough of Queenscliffe, Golden Plains Shire and Vicroads have met with a representative from the MAV to discuss the way forward in establishing a regional road group for the G21 region.

This included the process for roles and expectations of a new entity and concluded that the current framework for the G21 Regional Alliance provides an appropriate structure to accommodate the requirements of a new Regional Road Group.

This matter has also been discussed at the G21 Transport Pillar and Great South Coast Improve Our Connections Pillar.

Both the G21 and Great South Coast Group Pillars concluded there would be little advantage in establishing an additional forum for Mayors, CEO's and officers in a separate Regional Road Group outside of the regional group framework.

Proposal

It is recommended that Council supports the establishment of Regional Roads Groups within the frameworks of the G21 and Great South Coast Groups in response to changes identified through funding allocations for road projects under the National Heavy Vehicle Charging and Investment Project.

Financial and Other Resource Implications

HVCI will introduce the substantial changes to existing road funding arrangements with local roads being included in heavy vehicle funding for the first time, but allocated on a regional basis and requiring asset planning to gain access to the new funding channels.

Funds will be allocated to priorities as agreed by regional groupings of Councils working with other stakeholders. This will have implications for the way projects are prioritised and funded under the new model arrangements.

The Heavy Vehicle Charges estimated to recoup in the order of \$3 billion annually will be allocated entirely to road improvements, including local roads for the first time.

There is no direct financial implication apart from resource time involved in the contribution to the proposed groups.

Risk Management & Compliance Issues

This report relates to support for the creation of Regional Road Groups within the existing frameworks of the G21 and Great South Coast Group that Council is a member and does not expose Council to risk or compliance issues.

It is important that Council is actively engaged in processes for funding allocations from the Federal Government such as this and will need to participate in the Regional Road Groupings to access funding through this new process.

Being a member of both G21 and Great South Coast provides Council a unique opportunity to participate in two separate Regional Road Groups. This is important as Council faces varying local road and transport challenges across both regional road systems. The MAV have confirmed that Councils are able to be part of one or more Regional Road Groups.

Environmental and Climate Change Considerations

There are no environmental or climate change issues to be considered as part 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.

No community engagement is required for this item.

Implementation

This resolution will be implemented by advising both the G21 and Great South Coast Group of Council's support for the establishment of a Regional Roads Group to be established within the framework(s) of the existing regional council groupings in response to changes identified through funding allocations for roads under the National Heavy Vehicle Charging and Investment Project.

Conclusion

The HVIC Project provides a new source of local road funding that may only be accessed through the establishment of Regional Road Groups.

These Regional Road Groups will have significant responsibilities to manage the local road network in the wider strategic context forecasting future heavy vehicle demands and identifying local road priority works for the region.

Council can participate in this process by initially endorsing the establishment of Regional Road Groups to be established within the framework of the existing regional groupings of G21 and Great South Coast.

Attachments

Nil

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

- 1. Supports the establishment of a Regional Roads Group(s) to be established within the framework(s) of the existing regional council groupings of G21 and Great South Coast in response to changes identified through funding allocations for roads under the National Heavy Vehicle Charging and Investment Project, and***
- 2. Advises G21 and Great South Coast Group of this support.***

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**OM142708-4****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.

**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. Ongoing wet weather also has the potential to create delays to the project construction schedule.

**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.

| Monthly Project Status Report - BWFC Redevelopment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                           |                    |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
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| For Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1 July - 31 July 2014                                                                                                                                     |                    |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Prepared By                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Graeme Collins                                                                                                                                            |                    |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Date Prepared                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 05-Aug-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                                                                                                                                                | Controlled         | 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 good progress has been made despite the onset of winter and ongoing site issues. Steel framing for the gym extension has been erected. Roof cladding has also been installed to this area. Construction of the subfloor (stump, bearer and joists) to the extension is well underway. Preparation of the new subfloor to the stadium has commenced with civil works progressing as weather allows. Final stage of concreting for the new warm water pool shell is at 100% completion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                           |                    |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Budget Performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                           |                    |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| <b><u>Building Contract Expenditure Summary</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                           |                    |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Contract Sum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$10,955,860                                                                                                                                              |                    |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Contract Works Complete                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$2,522,550                                                                                                                                               |                    |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Approved Variations Completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | -\$41,062                                                                                                                                                 |                    |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Total Approved Works Completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$2,481,488                                                                                                                                               |                    |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Contract Contingencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$850,000                                                                                                                                                 |                    |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Credits and Contract Contingencies Remaining                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$891,062                                                                                                                                                 |                    |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| <div><div><div>Expenditure Forecast vs. Actual</div><table><thead><tr><th>Period</th><th>Forecast (\$ '000s)</th><th>Actuals (\$ '000s)</th></tr></thead><tbody><tr><td>Jan-14</td><td>250</td><td>250</td></tr><tr><td>Feb-14</td><td>400</td><td>400</td></tr><tr><td>Mar-14</td><td>400</td><td>400</td></tr><tr><td>Apr-14</td><td>400</td><td>400</td></tr><tr><td>May-14</td><td>200</td><td>200</td></tr><tr><td>Jun-14</td><td>700</td><td>650</td></tr><tr><td>Jul-14</td><td>500</td><td>500</td></tr><tr><td>Aug-14</td><td>900</td><td>0</td></tr><tr><td>Sep-14</td><td>1200</td><td>0</td></tr><tr><td>Oct-14</td><td>1300</td><td>0</td></tr><tr><td>Nov-14</td><td>1400</td><td>0</td></tr><tr><td>Dec-14</td><td>900</td><td>0</td></tr><tr><td>Jan-15</td><td>700</td><td>0</td></tr><tr><td>Feb-15</td><td>1000</td><td>0</td></tr><tr><td>Mar-15</td><td>650</td><td>0</td></tr></tbody></table></div><div><div><b>Project Expenditure Summary</b></div><div>Total Project Budget<br/>\$11,855,860</div><div>Total YTD Project Expenditure<br/>\$3,323,920</div><div>Percentage Budget Spent<br/>28.0%</div></div></div> |                                                                                                                                                           |                    |                                                                                                | Period | Forecast (\$ '000s) | Actuals (\$ '000s) | Jan-14 | 250 | 250 | Feb-14 | 400 | 400 | Mar-14 | 400 | 400 | Apr-14 | 400 | 400 | May-14 | 200 | 200 | Jun-14 | 700 | 650 | Jul-14 | 500 | 500 | Aug-14 | 900 | 0 | Sep-14 | 1200 | 0 | Oct-14 | 1300 | 0 | Nov-14 | 1400 | 0 | Dec-14 | 900 | 0 | Jan-15 | 700 | 0 | Feb-15 | 1000 | 0 | Mar-15 | 650 | 0 |
| Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Forecast (\$ '000s)                                                                                                                                       | Actuals (\$ '000s) |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Jan-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 250                                                                                                                                                       | 250                |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Feb-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 400                                                                                                                                                       | 400                |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Mar-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 400                                                                                                                                                       | 400                |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Apr-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 400                                                                                                                                                       | 400                |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| May-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 200                                                                                                                                                       | 200                |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Jun-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 700                                                                                                                                                       | 650                |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Jul-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 500                                                                                                                                                       | 500                |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Aug-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 900                                                                                                                                                       | 0                  |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Sep-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1200                                                                                                                                                      | 0                  |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Oct-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1300                                                                                                                                                      | 0                  |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Nov-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1400                                                                                                                                                      | 0                  |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Dec-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 900                                                                                                                                                       | 0                  |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Jan-15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 700                                                                                                                                                       | 0                  |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Feb-15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1000                                                                                                                                                      | 0                  |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| Mar-15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 650                                                                                                                                                       | 0                  |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |
| <b>Comments</b><br>The construction expenditure profile is reflective of the current progress against schedule. Accelerated expenditure is expected over the coming months with large expenditure items such as steel work for the stadium extension due to commence shortly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                           |                    |                                                                                                |        |                     |                    |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |     |        |     |   |        |      |   |        |      |   |        |      |   |        |     |   |        |     |   |        |      |   |        |     |   |

| 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%                       | 22.6%                                   | 0.0%                                | 0.0%                   | 48.4%              |
| Construction Correspondence                                                   |                              |                                         |                                     |                        |                    |
| No. of Requests For Information (RFI) to Date                                 | 208                          | No. Variation Quotations (VQ) Submitted |                                     | 61                     |                    |
| No. Unresolved RFIs                                                           | 62                           |                                         |                                     |                        |                    |
| No. Site Instructions Issued (SI)                                             | 286                          | No. VQs Approved                        |                                     | 39                     |                    |
| Accomplishments Since Last Report                                             |                              |                                         |                                     |                        |                    |
| Steel frame erected for new gym area                                          |                              |                                         |                                     |                        |                    |
| Subfloor construction commenced for gym extension                             |                              |                                         |                                     |                        |                    |
| Completion of concrete pool shell for new warm water pool                     |                              |                                         |                                     |                        |                    |
| Commencement of installation of metal wall cladding to former minor hall      |                              |                                         |                                     |                        |                    |
| Upcoming / Next Steps                                                         |                              |                                         |                                     |                        |                    |
| Preparation and pouring of floor slab for new plant room                      |                              |                                         |                                     |                        |                    |
| Alterations to existing stadium structural frame to accommodate extension     |                              |                                         |                                     |                        |                    |
| Continuation of external wall cladding                                        |                              |                                         |                                     |                        |                    |
| Preparation and pouring of concrete for the new splash pad                    |                              |                                         |                                     |                        |                    |
| 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 |                    |
| Pouring of floor slab for plant room                                          |                              |                                         |                                     | 31-Aug-14              |                    |
| Structural steel erection for stadium extension                               |                              |                                         |                                     | 30-Sep-14              |                    |
| New floor to gym area                                                         |                              |                                         |                                     | 31-Aug-14              |                    |

## Site Photos



Construction of subfloor to gymnasium



New metal cladding to minor hall



Civil works for new stadium subfloor



Civil works for new stadium subfloor

## 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. |

**Attachments**

Nil

**Recommendation(s)**

***That Council receives the monthly status report for the Blue Water Redevelopment Project covering the period to 1 July 2014 to 31 July 2014 for information.***

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OM142708-5**ROAD MANAGEMENT COMPLIANCE REPORT**

| | | | |
|-------------|---------------------------|-----------|----------------|
| AUTHOR: | Adam Lehmann | ENDORSED: | Paula Gardiner |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | 11/95454 |

Purpose

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

Declaration of Interests

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

Background

The attached reports detail the performance of Council's road and footpath management systems and processes for the period of October 2013 to June 2014.

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

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

Our Goal:

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

Council is committed to achieving this by inspecting and maintaining its road and footpath assets in accordance with the Road Management Plan.

Issues / Options

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

Roads

This report assesses the compliance of road management activities over the period October 2013 to June 2014. Various aspects of Council's local road system were inspected over this time, including rural and urban roads of all hierarchy classifications.

During the reporting period, 566 routine maintenance defects were identified. 511 of these have been actioned. Generally, the outstanding items were identified towards the end of the period and have been programmed for a response and hence have not been included in this performance report.

Of the maintenance items that have been responded to, 92% were completed within the timeframes prescribed in Council's Road Management Plan. The key performance indicator for this criterion is 85%.

All operational activities relating to the inspection and maintenance of Council's road assets meet the performance targets documented in our Road Management Plan.

| Performance Measure (Roads) | Target | Result for Period Oct 2013 – June 2014 |
|---|--------|--|
| Routine inspections completed as per Schedule | 100% | 100% |
| Response times for remedial works as assessed in Council's Maintenance Performance Criteria | 85% | 92% |

Footpaths

This report covers all footpath management activities for the period extending from October 2013 through to the end of June 2014. When combined, condition based issues and overhanging vegetation made up around 90% of all defects identified. This is generally consistent with previous audit reports prepared.

A total of 382 defects were identified which required some level of rectification for this reporting period. Of these, 350 have been actioned. Outstanding items were identified towards the end of the period and have been programmed. Performance is continually monitored with any exception reporting provided to Cosworks as required

Of the defects which have been repaired or responded to, 86% were rectified within the timeframes prescribed in our Road Management Plan. The performance target for this activity is 85%.

| Performance Measure (Footpaths) | Target | Result for Period Oct 2013 – June 2014 |
|---|--------|--|
| Routine inspections completed as per Schedule | 100% | 100% |
| Response times for remedial works as assessed in Council's Maintenance Performance Criteria | 85% | 86% |

Footpath inspection and maintenance activities for the period from October 2013 to June 2014 complied with the performance criteria nominated within Council's Road Management Plan.

Proposal

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

Financial and Other Resource Implications

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

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

Risk Management & Compliance Issues

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

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

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

Environmental and Climate Change Considerations

No environmental or climate change considerations are applicable at this time.

Community Engagement

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

The method selected is to inform the community through presentation of this report.

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

Implementation

This report is provided to Council for information.

Conclusion

This report is provided for information and demonstrates Council's commitment to managing its roads and footpaths in order to fulfil its various statutory obligations and deliver best value services to the community.

Attachments

1. Road Management Plan Compliance Report - Roads
2. Road Management Plan Compliance Report - Footpaths

Recommendation(s)

That Council receives the Road Management Plan Compliance Report for the period October 2013 to June 2014 for information.

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**OM142708-6****G21 REGION PUBLIC TRANSPORT STRATEGY**

|             |                           |           |                |
|-------------|---------------------------|-----------|----------------|
| AUTHOR:     | Adam Lehmann              | ENDORSED: | Paula Gardiner |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | 11/96723       |

**Purpose**

To provide an overview of the development of the final draft G21 Region Public Transport Strategy. The report recommends that the Strategy be adopted by Council.

**Declaration of Interests**

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

**Background**

In January 2013, G21 commenced preparation of a G21 Region Public Transport Strategy to replace the G21 Integrated Public Transport Strategy which has largely been implemented.

A comprehensive strategy development process including data analysis and extensive stakeholder consultation in each local government area of the G21 Region has been undertaken by AECOM, the consultants appointed for the project, working under the oversight of a project steering committee comprising representatives of each Council, G21 and Public Transport Victoria (PTV).

The G21 Transport Pillar has been briefed three times, and the G21 Board also briefed, during the course of the project to keep members informed and to shape the strategy development process.

The State Government, through Regional Development Victoria (RDV), recognised the need and importance of this study and has supported the project with a grant of \$100,000. Each municipality also contributed both cash and in kind support towards the project.

*Timelines*

Key milestones in the project have been:

- Project inception: January 2013
- Stakeholder workshop: March 2013
- Completion of strategic context review: May 2013
- Community forums: early May 2013
- Summit: late May 2013
- First draft strategy: June 2013
- Final draft strategy: September 2013
- Formatting and draft document design: November 2013
- Public consultation and Submissions: March – April 2014
- Final Strategy prepared: June 2014.

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

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

*Our Goal:*

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

**Issues / Options**

The G21 Region Public Transport Strategy has been developed through a rigorous process. The key steps have been:

- Background policy/project review, including review of 2009 strategy
- Development of strategic frameworks, addressing public transport network design approaches and trade-offs in service planning
- Conversation with community on trade-offs and priorities
- Application of data analysis to develop evidence base for change
- Development of Strategy and Action Plan, comprising a long-term (20 year horizon) Strategy and a short-term four-year Action Plan.

The G21 Region Public Transport Strategy is aligned with the *Transport Integration Act 2010*, the Regional Growth Plan and the Implementation Plan.

The core of the Strategy addresses the trade-offs inherent in public transport planning.

There was strong support (upwards of 80 percent) for the four Themes of the Strategy:

- **Access for all:** The G21 Region advocates that a base level of service should be available to all across the region, and that all services should be accessible to potential users.
- **A well connected region:** The G21 Region seeks a public transport network that will serve the need for access to and between the Region's centres.
- **Urban public transport for an urban centre:** The G21 Region supports developing a 'go anywhere' public transport network in Geelong by reshaping and simplifying the current network.
- **Improving information, planning and partnerships:** The G21 Region will take a leadership role in finding new ways to implement better public transport, sooner.

Specific actions that benefit Colac Otway Shire Council that are included in the Action Plan are:

- Encourage PTV and coach operators to research and trial new vehicles for longer distance bus services in the region, with better accessibility and more luggage storage.
- Encourage the building of transport hubs, particularly in major regional towns.
- Advocate for an increase in service levels between Geelong, Colac, Warrnambool, Ballarat (serving Bannockburn) and Apollo Bay to five services daily in the short-term, using coaches primarily but trains where feasible.

Following review of submissions by all members of the Project Steering Committee, the final Strategy has now been recommended for adopting by Councils.

Additions to the document include:

- Commentary on light rail and ferries

- Access to public transport by alternate modes, e.g. cycle, park and ride, secure parking at stations
- Inter-regional connections during counter-peak
- Tourism and weekend travel measures
- Commentary on Apps and other means of information provision
- Clarification of use of different sized buses and accessibility
- Emphasis on co-ordinated services for train/bus connections.

A copy of the submissions register with recommendations to Accept, Amend or No change has been provided to Councillors under a separate memorandum. Where possible all submitters will be acknowledged for their feedback.

### **Proposal**

Following a comprehensive development process which has included an extensive public consultation process, it is proposed that Council adopt the final G21 Region Public Transport Strategy.

Council will continue to be an active participant in the G21 Transport Pillar group so that the profile of public transport related issues affecting our municipality can continue to be raised and advocated for.

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

The G21 Region Public Transport Strategy does not commit Council to specific financial expenditures.

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

The G21 Region Public Transport Strategy is an advocacy document, explicitly aligned with the *Transport Integration Act 2010* framework for the development of transport strategy and policy in Victoria. The stakeholder engagement process was undertaken in accordance with the principles of the Act and is considered to be a good example of community engagement approaches.

The policy implications of the Strategy are considered to be positive.

There are no notable residual risks associated with the report recommendation or G21 Region Public Transport Strategy.

Stakeholder risk has been mitigated throughout the process by a documented and transparent public engagement process, and by inclusion of key State government agency Public Transport Victoria in the project steering committee.

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

The G21 Region Public Transport Strategy recognises the environmental value of public transport. Its key environmental measure is to support increased public transport mode share through network improvement initiatives such as increased service frequency and availability. A number of supporting measures are targeted at facilitating public transport access by sustainable modes such as bicycles.

### **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 strategy development process placed community engagement central to the process, and delivered a structured and staged process. The key elements were:

- A stakeholder engagement workshop was held with stakeholders from across the Region who had a direct interest in the Strategy.

- Community forums were held in each local government area with an audience selected and invited from the community. Approximately one-third of participants were local stakeholders; one-third were specially invited on the basis that they were part of social groups who usually did not attend forums (for example, students); and one-third responded to advertising and information about the forums.
- The website provided a discussion forum, survey and background information on the Strategy, and provided another forum to explore the key strategic questions asked at the stakeholder engagement workshop and community forums.
- The Summit brought together participants from the stakeholder engagement workshop, community forums and website as well as other members of the G21 Region. It tested the strategic objectives and Action Plan presented in this Strategy through interactive voting technology.
- The strategy development has been supported by:
  - Media releases and doorstops from G21 Region
  - Newspaper advertising
  - Flyers and brochures
  - Active promotion of word of mouth and social media uptake to drive turnout at the community forums and the Summit.
- The exhibition program ran from 17 February through to the 28 March 2014. The process was supported by a media release, reactivation of the project website, and supporting communication in Council publications.
- 13 Submissions were received through various channels including the project website, email and hard copy.
- The G21 project steering committee reviewed the submissions and included where possible amendments to the final Strategy document.

### **Implementation**

Once adopted by all G21 member Councils, the final document shall be published for distribution to stakeholders and will be launched by the G21 Transport Pillar.

### **Conclusion**

The G21 Region Public Transport Strategy recommends extensive improvements in the availability and quality of public transport and explicitly recognises that the social objectives of public transport services in Regional Victoria are critically important.

The G21 Region Public Transport Strategy sets out goals, long term strategic directions and a four year Action Plan for improvements to public transport services across the G21 Region.

Having accessible, safe, affordable and reliable public transport services will provide the community greater access to employment, retail, social, community, sporting, entertainment and cultural services and facilities.

### **Attachments**

1. G21 Region Public Transport Strategy

### **Recommendation(s)**

***That Council adopts the final G21 Region Public Transport Strategy.***

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SUSTAINABLE PLANNING AND DEVELOPMENT

| ITEM | |
|--------------------------|--|
| <u>OM142708-7</u> | <u>COLAC INTEGRATED WATER CYCLE MANAGEMENT PLAN</u> |

OM142708-7**COLAC INTEGRATED WATER CYCLE MANAGEMENT PLAN**

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

Purpose

The purpose of this report is to present Council with the Colac Integrated Water Cycle Management Plan and seek in-principle support for implementation.

Declaration of Interests

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

Background

The Colac Integrated Water Cycle Management (IWCM) Plan was developed by the four agencies responsible for water cycle management in the town, namely; Colac Otway Shire, Barwon Water, Southern Rural Water and the Corangamite Catchment Management Authority. The development of the Colac IWCM Plan was led by Barwon Water and was funded through a grant from the Living Victoria Fund. The development of the Colac IWCM Plan was part of a broader IWCM agenda for the G21 region, led by the Barwon Region IWCM Network.

The water cycle plays a significant role in determining the characteristics of a city and provides benefits for liveability, sustainability and productivity including:

- providing water in natural waterways and lake environments for the community and biodiversity
- providing urban drainage and stormwater infrastructure to prevent damage from flooding and inundation
- providing a natural layout for people friendly suburbs which enhances the value of open space for community connectivity with the environment
- providing water sensitive designed suburbs and streetscapes to enhance community wellbeing and liveability
- providing safe and reliable drinking water
- providing wastewater services to protect public health, public amenity and minimise adverse impacts on the environment
- providing alternative sources of water to ease pressure on drinking water supplies.

Colac has always had a very strong connection to the water cycle through its location on the shores of Lake Colac, close urban waterways, extensive areas of green open space and wide tree-lined streets, many of which retain traditional grassed swale drains for stormwater. IWCM requires all stakeholders to work collaboratively towards a common goal of a more resilient urban water cycle system but agencies have tended to manage the water cycle in a fragmented, isolated way. The application of IWCM in practice is a relatively new concept that aims to change this paradigm. In order to work it requires a shared commitment from the agencies involved to the IWCM approach as well as effective communication between them.

Colac is ideally placed to be a pioneer in IWCM at a whole-of-city scale because of the following characteristics:

- Manageable geographical scale with respect to its urban water cycle systems
- Strong existing links to all aspects of the urban water cycle including, Lake Colac, waterways, wide streets and interested community
- A partnership of collaborative stakeholders with common goals for the city's water cycle.

Council Plan / Other Strategies / Policy

A Healthy Community and Environment

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

Our Goal:

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

Issues / Options

The draft Colac IWCM Plan was discussed with Council at a workshop held on 18 June 2014. The final version of the Colac IWCM Plan is attached to this report. The key goal of the Colac IWCM Plan is to identify enhancements to the water cycle system that provide multiple benefits for Colac.

The community has aspirations for Colac to become a healthier, greener, 'botanic' city. The Colac Otway Shire is commencing 'Colac 2050', a planning blueprint to help the city become more liveable, sustainable and productive. The attached Colac IWCM Plan provides a strategic direction for how the urban water cycle can make a positive contribution to Colac's liveability. The plan applies a whole of water cycle system approach to identify and develop opportunities to enhance aspects of the urban water cycle so as to make a positive contribution to broader liveability aspirations for the city.

The four key agencies that developed the Colac IWCM Plan worked together to understand the issues for the city's water cycle and the opportunities for collaborative action.

The key outcomes the agencies sought from the preparation of the plan were:

- Develop a shared understanding of what integrated water cycle management means
- Identify the key issues that confront Colac with respect to its urban water cycle as a system
- Identify the various needs and objectives for Colac as they relate to aspects of the urban water cycle
- Identify the range of opportunities that may exist for addressing these needs and the actions already being implemented
- Identify areas for greater involvement and collaboration to achieve progress.

The most significant issues and opportunities for Colac's water cycle identified in the plan included:

- Degraded and un-connected urban waterways
- Extensive land subject to inundation that impedes development to the west of the city

- Opportunity to utilise natural water cycle assets to improve open space connectivity and recreation.
- Opportunity to utilise wide streetscapes for Water Sensitive Urban Design features and enhance amenity
- Need for drinking water supply augmentation and demand management
- Need for sewerage treatment capability upgrade; and
- Opportunities for localised stormwater reuse.

The specific outputs of the plan include:

- A plan that clearly articulates opportunities for enhancing aspects of the water cycle system so they can make a positive and lasting contribution to the city
- A list of actions underway, planned or proposed to realise these opportunities
- A suite of project concept designs to inform council, the community and stakeholders on possibilities for enhancing the water cycle for consideration in key planning processes, including the Colac Structure Plan Review.

The actions identified in the Colac IWCM Plan reflect the excellent work that is already taking place as well as some exciting new initiatives. It is important to highlight that the actions outlined in the Colac IWCM Plan that are not already being undertaken will require further detailed planning, extra funding and extensive consultation with the community before any implementation can occur. The actions that are already being undertaken such as the Water Treatment Plant Upgrade and the augmentation of Colac's water supply are not being managed or funded by Council.

Proposal

That Council provides in-principle support for the new actions in the Colac IWCM Plan and agrees to work with the key agencies and the local community in order to further progress the water cycle system enhancements that provide multiple benefits for Colac.

Financial and Other Resource Implications

There is no additional cost burden to Council for the approach outlined above. Further work associated with progressing components of the Colac IWCM Plan can be undertaken within the current operational budget.

The financial implications for Council of supporting any of the new actions in the Colac IWCM Plan will be assessed on a case-by-case basis if and when the actions are undertaken.

Risk Management & Compliance Issues

There are no major risk or compliance issues associated with this proposal. The risk and compliance issues associated with implementing the new actions in the Colac IWCM Plan will be addressed on a case-by-case basis if and when the actions are undertaken.

Environmental and Climate Change Considerations

There are no environmental or climate change implications for supporting the proposal above. If implemented the actions in the Colac IWCM Plan will contribute to an overall benefit to the environment of Colac by encouraging more sustainable water use. However, all environmental considerations around the specific actions identified in the Colac IWCM Plan will be addressed on a case-by-case basis if and when the actions are undertaken.

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 community was informed that the Colac IWCM Plan was being developed. If the proposal in this report is supported the method selected would be to collaborate with the community before there is any delivery of the new actions.

Implementation

Implementing IWCM in practice requires a shared understanding of the complexity and connectedness of the system as well as communication and collaboration between the stakeholders with responsibility for action. The Colac IWCM Plan provides the basis for the stakeholders to work together on implementing targeted actions and initiatives. The new actions outlined in the IWCM Plan are not resourced and require further detailed planning and consultation with the community before they can proceed. Accordingly, no firm commitment can be made to implement the actions identified in the IWCM Plan at this stage. However, the content of the IWCM Plan will be used to inform the development of other plans such as the Lake Colac Foreshore Masterplan and the Colac 2050 Plan.

Conclusion

The Colac IWCM Plan is a valuable strategic document that identifies a range of existing, planned and proposed actions and initiatives necessary to ensure the water cycle plays a key role in a healthier, greener, botanic Colac. The plan is aligned with the State Government's policy directions for IWCM and this should encourage continued support for its implementation.

Attachments

1. Towards a Botanic Colac An Integrated Water Cycle Management Plan for Colac

Recommendation(s)

That Council provides in-principle support for the implementation of the new actions identified in the Colac Integrated Water Cycle Management Plan.

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**GENERAL BUSINESS**

| ITEM                      |                                                                                          |
|---------------------------|------------------------------------------------------------------------------------------|
| <b><u>OM142708-8</u></b>  | <b><u>ASSEMBLY OF COUNCILLORS</u></b>                                                    |
| <b><u>OM142708-9</u></b>  | <b><u>MINUTES FROM YOUTH COUNCIL MEETINGS</u></b>                                        |
| <b><u>OM142708-10</u></b> | <b><u>MINUTES OF COLAC COMMUNITY LIBRARY AND LEARNING<br/>CENTRE JOINT COMMITTEE</u></b> |
| <b><u>OM142708-11</u></b> | <b><u>MINUTES OF OLD BEECHY RAIL TRAIL COMMITTEE</u></b>                                 |



**OM142708-8****ASSEMBLY OF COUNCILLORS**

|             |               |           |              |
|-------------|---------------|-----------|--------------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Phil Corluka |
| DEPARTMENT: | Executive     | FILE REF: | F14/6031     |

**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:

- |                                        |                  |
|----------------------------------------|------------------|
| • Friends of the Colac Botanic Gardens | 12 December 2013 |
| • Friends of the Colac Botanic Gardens | 13 February 2014 |
| • Friends of the Colac Botanic Gardens | 13 March 2014    |
| • Friends of the Colac Botanic Gardens | 12 June 2014     |
| • Councillor Briefing Session          | 23 July 2014     |
| • Councillor tour – Wallan             | 30 July 2014     |
| • Councillor Workshop                  | 13 August 2014.  |

**Attachments**

1. Friends of Colac Botanic Gardens - 12 December 2013
2. Friends of the Colac Botanic Gardens - 13 February 2014
3. Friends of the Colac Botanic Gardens - 13 March 2014
4. Friends of the Colac Botanic Gardens - 12 June 2014
5. Councillor Briefing Session - 23 July 2014
6. Councillor tour - Wallan - 20140730
7. Councillor Workshop - 13 August 2014

**Recommendation(s)**

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

- |                                                      |                                |
|------------------------------------------------------|--------------------------------|
| • <b><i>Friends of the Colac Botanic Gardens</i></b> | <b><i>12 December 2013</i></b> |
| • <b><i>Friends of the Colac Botanic Gardens</i></b> | <b><i>13 February 2014</i></b> |
| • <b><i>Friends of the Colac Botanic Gardens</i></b> | <b><i>13 March 2014</i></b>    |
| • <b><i>Friends of the Colac Botanic Gardens</i></b> | <b><i>12 June 2014</i></b>     |
| • <b><i>Councillor Briefing Session</i></b>          | <b><i>23 July 2014</i></b>     |
| • <b><i>Councillor tour - Wallan</i></b>             | <b><i>30 July 2014</i></b>     |
| • <b><i>Councillor Workshop</i></b>                  | <b><i>13 August 2014.</i></b>  |

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OM142708-9**MINUTES FROM YOUTH COUNCIL MEETINGS**

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

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

Attached are the minutes of Youth Council meetings held on:

- 23 June 2014
- 14 July 2014
- 28 July 2014.

Attachments

1. Youth Council - 23 June 2014
2. Youth Council - 14 July 2014
3. Youth Council - 28 July 2014

Recommendation(s)

That Council notes the minutes arising from Youth Council meeting held on:

- ***23 June 2014***
- ***14 July 2014***
- ***28 July 2014.***

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OM142708-10

**MINUTES OF COLAC COMMUNITY LIBRARY AND  
LEARNING CENTRE JOINT COMMITTEE**

|             |                                   |           |              |
|-------------|-----------------------------------|-----------|--------------|
| AUTHOR:     | Colin Hayman                      | ENDORSED: | Phil Corluka |
| DEPARTMENT: | Corporate &<br>Community Services | FILE REF: | 11/96218     |

**Colac Community Library and Learning Centre (CCLLC) Joint Committee**

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

The minutes of the 7 May 2014 meeting of the Joint Committee are attached.

**Attachments**

1. Colac Community Library & Learning Centre Joint Committee - 1 May 2014

**Recommendation(s)**

***That Council notes the minutes of the Colac Community Library and Learning Centre (CCLLC) Joint Committee for 7 May 2014.***

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OM142708-11**MINUTES OF OLD BEECHY RAIL TRAIL COMMITTEE**

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

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

Attached are the Minutes from the meeting held 2 June 2014.

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

Attachments

1. Meeting Minutes - Old Beechy Rail Trail - 2 June 2014

Recommendation(s)

That Council notes the Minutes of the Old Beechy Rail Trail Committee for 2 June 2014.

~~~~~☐~~~~~



## 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 23 July 2014                                                                       | 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) |
| Confidential Item for Consideration - Email to Council - Local Government Investigations and Compliance Inspectorate Investigation | this matter may prejudice the Council or any person                                                                                                                                         | Section 89 (2) (h)             |
| Item for Signing and Sealing - Agreement to Acquire Land at Cororooke from Fonterra                                                | 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) (d) (f) (h)     |
| Contract 1415 - Car Park Construction - Pascoe Street, Apollo Bay                                                                  | this matter deals with contractual matters                                                                                                                                                  | Section 89 (2) (d)             |
| Contract 1419 - Property Valuation Services                                                                                        | this matter deals with contractual matters                                                                                                                                                  | Section 89 (2) (d)             |



# ORDINARY COUNCIL MEETING

WEDNESDAY, 27 AUGUST 2014

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## **GOVERNANCE**

# **LOCAL LAW NO 4 - 2014**

LOCAL LAW ADOPTED BY COUNCIL -

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## COLAC OTWAY SHIRE COUNCIL

### GOVERNANCE LOCAL LAW No. 4 of 2014

#### PART ONE – PRELIMINARY PROVISIONS

##### 1. Title

This Local Law is the Colac Otway Shire Council Governance Local Law No 4. 2014 and is referred to hereunder as “this Local Law”.

##### 2. Objectives

The objectives of this Local Law are to:

- (1) provide a mechanism to facilitate good governance of the Colac Otway Shire Council through its formal meeting procedure to ensure effective and efficient Council decisions are made in a manner which acknowledges the role of local government within the Australian system of Government;
- (2) regulate the use of the Common Seal;
- (3) regulate and control the election of the Mayor and Deputy Mayor;
- (4) regulate proceedings at Council Meetings, Special Committee Meetings, Advisory Committee Meetings and other meetings conducted by or on behalf of Council where Council has resolved that the provisions of this Local Law are to apply;
- (5) promote and encourage community participation in the government of the Council; and
- (6) revoke Local Law No 4 of 2009 – Meeting Procedures and Common Seal Local Law.

##### 3. Power to make Local Law

This Local Law is made under section 111(1) of the *Local Government Act* 1989.

##### 4. Commencement and End Date

This Local Law:

- (1) commences operation on the day following the day on which notice of the making of this Local law is published in the Government Gazette, and operates throughout the municipal district; and
- (2) ends on the 10th anniversary of the day on which it commenced operation, unless revoked earlier.

**5. Revocation**

Upon this Local Law coming into operation Local Law No. 4 of 2009 is revoked.

**6. Definition of Words Used in this Local Law**

Unless the contrary intention appears in this Local Law, the following words and phrases are defined to mean:

**"Act"** means the *Local Government Act* 1989.

**"Advisory Committee"** means a committee established by Council under section 86(1) of the Act for the purpose of advising Council on matters within its terms of reference.

**"Advisory Committee Meeting"** means a meeting of an Advisory Committee.

**"Agenda"** means the notice of a Meeting setting out the business to be transacted at the meeting.

**"Authorised Officer"** means a person appointed as an Authorised Officer pursuant to section 224 of the Act.

**"Chairperson"** means the Chairperson of a meeting and includes an acting, temporary or substitute Chairperson.

**"Chief Executive Officer"** means the Chief Executive Officer of Council and includes a person acting as Chief Executive Officer.

**"Clause"** means a clause of this Local Law.

**"Committee meeting"** means a meeting of a Special Committee or an Advisory Committee.

**"Common Seal"** means the common seal of Council.

**"Council"** means Colac Otway Shire Council.

**"Council Meeting"** includes an Ordinary Meeting, the Statutory Meeting and a Special Meeting of Council.

**"Councillor"** means a Councillor of Council. "Cr" is the accepted abbreviation for Councillor.

**"Division"** means a formal count of those voting for and against a motion and those abstaining from voting.

**"Mayor"** means the Mayor of Council and includes any Councillor acting as Mayor or as Chairperson.

**"Meeting"** means an Ordinary or a Special Meeting of Council or a Special Committee Meeting.

**"Member"** means a member of a committee established by Council under the Act.

**"Minutes"** means the record of proceedings of a meeting.

**"Municipal District"** means the area from time to time comprising the municipal district of Council.

**"Notice of motion"** means a notice setting out the text of a motion which a Councillor proposes to move at the next relevant Meeting.

**"Offence"** means an act or default contrary to this Local Law.

**"Ordinary Meeting"** means an Ordinary meeting of Council.

**"Penalty Units"** means a penalty unit as prescribed in the *Sentencing Act* 1992.

**"Petition"** means a formal written application, typed or printed without erasure, from one or more persons whose names and physical addresses also appears and on which each page of the petition bears the wording of the whole of the petition.

**"Quorum"** means presence by a majority of Councillors at an Ordinary or Special meeting.

**"Special Committee"** means a Special Committee established by Council pursuant to section 86(1) of the Act.

**"Special Committee Meeting"** means a meeting of a Special Committee.

**"Special Meeting"** means a Special Meeting of Council convened and held in accordance with sections 84, 84A or 85 of the Act.

**"Statutory Meeting"** means a meeting of Council held for the purpose of electing the Mayor in accordance with section 71 of the Act.

**"Visitor"** means any person (other than a Councillor or member of Council staff) who is in attendance at a Council meeting or a Special Committee meeting.

## PART TWO – USE OF THE COMMON SEAL

### 7. Use of the Common Seal

Council may, by resolution, authorise the use of the Common Seal.

### 8. Security of the Common Seal

The Chief Executive Officer must keep the Common Seal in safe custody.

### 9. Signature to Accompany Common Seal

Every document to which the Common Seal is affixed must be signed by the Chief Executive Officer with the Council's Sealing clause:

The common seal of the Colac  
Otway Shire Council was hereto  
affixed in accordance with its  
Local Law No. 4

.....  
Chief Executive Officer

This .....day of .....20.....

### 10. Unauthorised Use of the Common Seal

Any person who:

(1) uses the Common Seal without authority; or

(2) uses any replica of the Common Seal,

is guilty of an offence.

## **PART THREE – ELECTION OF THE MAYOR**

### **11. Purpose**

The purpose of this Part is to regulate proceedings for the election of Mayor and Deputy Mayor (if any).

### **12. The Election**

- (1) The meeting to elect the Mayor must be held in accordance with section 71 of the Act.
- (2) The agenda for the Meeting to elect the Mayor and any Deputy Mayor may include the taking of the oath by each Councillor made before the Chief Executive Officer under section 63 of the Act.
- (3) The Election of Mayor will be conducted by the Chief Executive Officer in accordance with the provisions of the Act.

### **13. Procedure for Election of Mayor**

In conducting the election of Mayor the following will apply:

- (1) the election of the Mayor must be by a show of hands;
- (2) the Councillor who receives the majority of votes cast must be declared elected; and
- (3) for the purpose of sub-clause (2) the following will apply:
  - (a) nominations must be moved and seconded;
  - (b) where only one nomination is received, the candidate nominated must be declared elected;
  - (c) where two nominations are received, the candidate with an absolute majority of votes cast must be declared elected;
  - (d) where there are more than two nominations received, the Councillor who receives an absolute majority at the first round of votes cast must be declared elected, or if no candidate receives an absolute majority of votes, the candidate with the least number of votes must be eliminated as a candidate and a further ballot conducted between the remaining candidates. If there are several candidates, this procedure must be repeated until a candidate receives an absolute majority of votes and that candidate must be declared elected;
  - (e) in the event that no candidate receives an absolute majority of the votes and there are only two remaining candidates, each of whom has received an equality of votes, the process to determine who is elected will be conducted by lot; and
  - (f) if for the purpose of eliminating the candidate with the least number of votes, two or more candidates have the same least

number of votes, the candidate to be eliminated must be determined by lot conducted by the Chief Executive Officer in the presence of the Meeting.

**14. Determination by Lot**

The following provisions apply to the conduct of the lot by the Chief Executive Officer:

- (1) each nominee will draw one lot;
- (2) the order of drawing lots will be determined by the alphabetical order of the surname of the Councillors who received an equal number of votes except that if two or more such Councillors surnames are identical the order will be determined by the alphabetical order of the Councillors' first names; and
- (3) as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine which candidate is a defeated candidate, the word 'Defeated' shall be written on one of the pieces of paper and the Councillor who draws the paper with the word 'Defeated' written on it must be declared the defeated candidate (in which event a further vote shall be taken on the remaining candidates unless there is only one candidate remaining in which case that candidate will be declared duly elected).

**15. Mayor to take Chair**

- (1) After the election of the Mayor is determined, the Mayor must take the Chair.
- (2) The Mayor must take the chair at all Ordinary and Special Meetings at which he or she is present unless precluded from doing so because of a conflict of interest.

**16. Deputy Mayor**

If Council resolves to appoint a Deputy Mayor, the procedure for the election of the Mayor will apply to the election of the Deputy Mayor, with the Mayor conducting the election.

**17. Acting Chair in Mayor's Absence**

- (1) If the Mayor is unable to attend a Council Meeting for any reason, the Deputy Mayor (if appointed) will be the Acting Chair.
- (2) If the Mayor or any Deputy Mayor is unable to attend a Meeting for any reason, an Acting Chair may be elected following the same procedure as that for an election of the Mayor (with all necessary adaptations).
- (3) If the Mayor is required to vacate the chair for a short period (whether on account of a conflict of interest or otherwise), the Deputy Mayor (if appointed) will be the Acting Chair. If no Deputy Mayor has been appointed, Council must elect an Acting Chair for that time. The procedure for election of an Acting Chair will be the same as for an election of the Mayor (with all necessary adaptations and modifications).

## **PART FOUR – COUNCIL MEETINGS**

### **18. Purpose**

The purpose of this Part is to regulate proceedings at all Council Meetings and, where applicable, Special Committee Meetings.

### **19. Chairperson Duties and Responsibilities**

The Chairperson's duties and responsibilities are to:

- (1) formally declare the Meeting open after ascertaining that a quorum is present, and to welcome guest speakers and other visitors;
- (2) preside over and control the Meeting;
- (3) conduct the Meeting impartially, according to this Local Law and established protocols, in order to ensure the smooth passage of the business;
- (4) sign minutes of Meetings as correct when they have been confirmed;
- (5) present any reports for which he or she is responsible;
- (6) ensure that debates are conducted in the correct manner;
- (7) declare the results of all votes;
- (8) give rulings on points of order and other questions of procedure;
- (9) preserve order and, if necessary, "name" offending members; and
- (10) adjourn (when so resolved) or formally declare the Meeting closed when all business has been conducted.

### **20. Dates and Times of Meetings**

- (1) The date, time and place of all Council Meetings are to be fixed by Council from time to time and reasonable notice must be provided to the public.
- (2) Council will endeavour to provide at least 7 days' public notice of all Council Meetings.
- (3) If urgent or extraordinary circumstances prevent at least 7 days' notice, Council must give such public notice as is practicable and specify in the minutes the urgent or extraordinary circumstances which prevented at least 7 days' notice being given.

### **21. Council may alter Meeting Dates**

Council may change the date, time and place of any Council Meeting which has been fixed and must provide reasonable notice of the changes to the public.

**22. Special Meeting**

- (1) The notice necessary to call a Special Meeting in accordance with section 84 of the Act must be delivered to the Chief Executive Officer in sufficient time to enable reasonable notice to be given to Councillors.
- (2) In giving such notice, Councillors should have regard to any need for preparatory investigations to enable the business to be undertaken.
- (3) If circumstances prevent at least 7 days' notice of a Special Meeting being given to the public, Council must give such public notice as is practicable and specify in the minutes the urgent or extraordinary circumstances which prevented at least 7 days' notice being given.

**23. Notice of Meeting**

- (1) The Chief Executive Officer must ensure that the notice of a Meeting incorporating or accompanied by an Agenda of the business to be dealt with is served on every Councillor or member of a Special Committee, as the case may be:
  - (a) for an Ordinary Meeting at least 48 hours (including at least 1 working day) before the meeting;
  - (b) for a Special Meeting at least 24 hours (including at least 1 working day) before the meeting; and
  - (c) for a Special Committee meeting at least 48 hours (including at least 1 working day) before the meeting.
- (2) The notice of a Meeting or Agenda for a Meeting must state the date, time and place of the Meeting and the business to be dealt with and must be sent by post or by electronic communication or be otherwise delivered to the place of residence or usual place of business (if applicable) of each Councillor or member of a Special Committee, as the case may be, or as otherwise specified by the Councillor or member.

**24. Cancellation or Postponement of a Meeting**

- (1) The Chief Executive Officer may, in the case of an administrative matter or an emergency necessitating the cancellation or postponement of a Meeting, cancel or postpone any Meeting by giving such notice to Councillors and the public as is practicable.
- (2) The Chief Executive Officer must present a written report to the Council immediately following the Meeting on any exercise of the power under sub-clause (1).

**25. Prohibition of Unauthorised Recording of Meetings**

Other than an official Council recording, no video or audio recording of proceedings of Council Meetings will be permitted without specific approval by resolution of the relevant Council Meeting.

## **PART FIVE – QUORUM**

### **26. Council Meetings**

The quorum required for Ordinary and Special Meetings will be a majority of the number of Councillors.

### **27. Special and Advisory Committee Meetings**

- (1) The quorum for Special and Advisory Committee Meetings will be the number of members determined by the Council for each committee.
- (2) In the absence of a determination by Council the quorum required will be a majority of members of the Special or Advisory Committee.

### **28. Inability to Gain a Quorum**

If a quorum cannot be obtained within thirty (30) minutes of the scheduled starting time of Meeting or adjournment, those Councillors or Members present or, if there are no Councillors or members present, the Chief Executive Officer or, in his or her absence, a Senior Officer, may adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

### **29. Inability to Maintain a Quorum**

- (1) If during a Meeting or adjournment of the meeting, a quorum cannot be achieved and maintained, those Councillors or Members present or, if there are no Councillors or members present, the Chief Executive Officer or, in his or her absence, a Senior Officer, may adjourn the meeting for a period not exceeding seven days from the date of the adjournment.
- (2) If during a Meeting or adjournment, a quorum cannot be achieved or maintained due to the number of declarations of conflict of interest by Councillors or Members, the Chief Executive Officer or, in his or her absence, a Senior Officer, may, notwithstanding sub-clause (1), adjourn the meeting for a length of time sufficient to enable an exemption for the affected Councillors or Special Committee Members to be obtained from the Minister.

### **30. Notice for an Adjourned Meeting**

- (1) The Chief Executive Officer may provide written notice of an adjourned meeting.
- (2) Where it is not practicable to provide written notice due to time constraints, the Chief Executive Officer will make a reasonable attempt to contact each Councillor or Member by telephone, electronic communication, in person or by some other means to notify them of an adjourned meeting, which will be sufficient.
- (3) Notice will also be provided to the public of the resumption of the meeting by public notice (if time reasonably permits) and by notice published on Council's website and at the entrance to the Council Chamber and Council's principal office.

**31. Call of the Council**

Where a quorum cannot be formed or maintained due to the absence of Councillors, the Chief Executive Officer must, before initiating a Call of the Council under section 85 of the Act, make reasonable attempts to contact the absent Councillors:

- (1) to ascertain any reason they have for not attending the earlier meeting; and
- (2) to discuss their attendance at any Call of the Council meeting which may be called.

## **PART SIX – MINUTES**

### **32. Keeping of Minutes**

The Chief Executive Officer is responsible for arranging the keeping of minutes on behalf of Council.

### **33. No Debate on Confirmation of Minutes**

No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record on the proceedings of the Council Meeting to which they relate is questioned.

### **34. Objection to Confirmation of Minutes**

- (1) If a Councillor is dissatisfied with the accuracy of the minutes, then he or she must:
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (2) Except where sub-clause (1) applies, no vote shall be recorded against a motion to adopt the minutes.

### **35. Deferral of Confirmation of Minutes**

Council may defer the confirmation of minutes until later in the Council Meeting or until the next Council Meeting, as appropriate.

### **36. Contents of Minutes**

- (1) In addition to the provisions of section 93(6) of the Act, in keeping the minutes of any Council Meeting, the Chief Executive Officer must arrange the recording of minutes so as to show:
  - (a) the names of Councillors and whether they are present, an apology, on leave of absence, etc;
  - (b) the names of Council staff in attendance and their organisational titles;
  - (c) the arrival and departure times (including temporary) of Councillors and Council staff during the course of the meeting;
  - (d) each motion and amendment moved and seconded;
  - (e) the outcome of every motion, that is, whether it was put to the vote and the result of either carried, lost, withdrawn, lapsed, amended etc;
  - (f) the vote cast by each Councillor upon a division being called;

- (g) when requested by a Councillor, a record of their support or opposition for any motion;
  - (h) the failure of a quorum;
  - (i) details of any question directed or taken upon notice;
  - (j) details of any presentations or deputations made to Council;
  - (k) the time and reason for any adjournment of the Council Meeting or suspension of standing orders;
  - (l) disclosure of the declaration and the nature and type of any conflict of interest of a Councillor or member of Council staff declared at or identified to a Council Meeting;
  - (m) if the Chairperson has used his or her casting vote and, if requested by the Chairperson, why it was used in a particular way;
  - (n) closure of the Council Meeting to members of the public and the reasons for such closure; and
  - (o) any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the Council Meeting or the reading of the minutes.
- (2) In addition the minutes must:
- (a) bear the date and time the Council Meeting was commenced, adjourned, resumed and concluded;
  - (b) be consecutively page numbered; and
  - (c) contain consecutive item numbers which are clearly headed with subject titles and, where appropriate, sub-titles and file references.

## **PART SEVEN – BUSINESS OF MEETINGS**

### **DIVISION 1 – Order of Business**

#### **37. The Order of Business**

The order of business of Council Meetings will be determined by the Chief Executive Officer to facilitate and maintain open, efficient and effective processes of government.

#### **38. Change to Order of Business**

Once an Agenda has been sent to Councillors, the order of business for that meeting may only be altered by resolution of the Council.

#### **39. Chief Executive Officer may include items on an Agenda**

The Chief Executive Officer may include any matter on an Agenda for an Ordinary Meeting which he or she thinks should be considered by Council.

#### **40. Special Committee Meetings**

The provisions of clauses in this Part 7 apply to Special Committee Meetings except that the Agenda will be relevant to the issues which are to be raised at the Special Committee, and any reference to Councillors extends to Members of a Special Committee under section 87 of the Act and any reference to Council is to be read as referring to the Special Committee under section 87 of the Act.

### **DIVISION 2 – Voting at Meetings**

#### **41. How a Motion is Determined and by Show of Hands**

- (1) Unless Council resolves otherwise voting on any matter will be by show of hands.
- (2) To determine a motion before a meeting, the Chairperson will first call for those in favour of the motion, then those opposed to the motion, and then those abstaining from voting on the motion, to raise their hands. The Chairperson must then declare the result to the meeting.

#### **42. When a Division is Permitted**

- (1) A division may be requested by any Councillor on any matter.
- (2) A request for a division must be made to the Chairperson either immediately prior to or immediately after the vote has been taken but cannot be requested after the Meeting has moved to the next item of business.

#### **43. Procedure for a Division**

Once a division has been requested the Chairperson will call for a show of hands by those Councillors voting for the motion and then those Councillors opposed to the motion.

**44. Difference between the original vote and the Division**

No Councillor is prevented from changing his or her original vote at the voting on the division. The voting by division will determine Council's resolution on the issue.

**45. No Discussion once Declared**

Once a vote on a motion has been taken, no further discussion relating to the motion will be allowed unless the discussion involves a request by a Councillor that his or her opposition to the motion be recorded in the minutes or a register maintained for that purpose. Such a request can only be made before the Meeting has moved to the next item of business.

**46. Equality of Votes**

- (1) In the event of an equality of votes, the Chairperson has a casting vote except in cases where the Act provides that a matter is to be determined by lot.
- (2) Council has adopted guidelines for the Chairperson with respect to their exercising a casting vote at Council Meetings and meetings of Council's Planning Special Committee. Council's expectation is that the guidelines will be followed.
- (3) Despite sub-clause (2), Council acknowledges that the Chairperson is always free to exercise a casting vote entirely in his or her discretion, as he or she sees fit.

**DIVISION 3 – Addressing the Meeting**

**47. Addressing the Meeting**

- (1) Except for the Chairperson, any Councillor or person who addresses the Meeting must stand and direct all remarks through the Chair.
- (2) Despite sub-clause (1), the Chairperson may permit any Councillor or person to remain seated while addressing the Chair, for reasons of sickness, infirmity, disability or otherwise, at his or her discretion.
- (3) Any person addressing the Chair must refer to the Chairperson as:
  - (a) Madam Mayor or Mayor;
  - (b) Mr Mayor or Mayor;
  - (c) Madam Chairperson; or
  - (d) Mr Chairperson,as the case may be.
- (4) All Councillors, other than the Mayor, must be addressed as Cr..... (name).
- (5) All members of Council staff, must be addressed as Mrs, Ms, Miss or Mr..... (name) as appropriate or by their official title.

**48. Suspension of Standing Orders**

- (1) The provisions of this Local Law may be suspended for a particular purpose by resolution.
- (2) The suspension of such provisions (the suspension of standing orders) should be used to enable full and frank discussion of any issue without the constraints of formal meeting procedures.
- (3) The suspension of standing orders may also be appropriate when members of the public make representations and submissions to Council.
- (4) The suspension should not be used purely to dispense with the processes and protocol of the governance of Council. An appropriate motion would be *"That Standing Orders be suspended to enable discussion on....."*
- (5) Once the discussion has taken place, and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be *"That Standing Orders be resumed....."*
- (6) No motion may be accepted by the Chair or be lawfully dealt with during any suspension of standing orders.

**49. Right to Ask Questions**

- (1) A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chairperson for the purpose of clarification.
- (2) The Chairperson has the right to limit the number of questions asked and direct that debate be commenced or resumed.
- (3) A Councillor asking a question under sub-clause (1) is not deemed to be speaking to the motion or amendment before the meeting.

**50. Interruption for Point of Order**

A Councillor who is addressing the meeting must not be interrupted unless called to order, when he or she must sit down and remain silent until the Councillor raising the point of order has been heard and the point of order disposed of.

**51. Personal Explanation**

- (1) A Councillor may, at a time convenient to Council, make a brief personal explanation in respect of any statement (whether made at a Meeting or not) affecting him or her as a Councillor.
- (2) A personal explanation arising out of a statement at a Meeting or must be made as soon as possible.
- (3) A personal explanation must not be debated except upon a motion to censure the Councillor who has made it.

**52. Criticism of Members of Council Staff**

- (1) A member of Council staff may make a brief statement at a Meeting in respect of any statement affecting him or her as a member of Council staff or any member of Council staff under his or her control.
- (2) A statement made under sub-clause (1) must be made at such time during the Meeting at which the member of Council staff desires to bring it forward and as the Chairpersons thinks appropriate.

## **PART EIGHT – OTHER MEETING PROCEDURES**

### **DIVISION 1 – Matters not Provided For**

#### **53. Matters not Provided For**

Where a situation has not been provided for or cannot be dealt with under this Local Law, Council or a Special Committee may determine the matter by resolution.

### **DIVISION 2 – Motions**

#### **54. Chairperson's Duty**

Any motion or amendment which:

- (1) is defamatory; or
- (2) is objectionable in language or nature; or
- (3) is outside the powers of Council; or
- (4) is not relevant to the item of business on the Agenda and has not been admitted as Urgent Business; or
- (5) purports to be an amendment but is not,

must not be accepted by the Chairperson.

#### **55. Moving a Motion**

- (1) The procedure for any motion is:
  - (a) a mover who is proposing a motion must first state the motion and then move it, without speaking to it;
  - (b) the Chairperson must then call for the motion to be seconded by any Councillor other than the mover;
  - (c) any motion which is not seconded lapses;
  - (d) the Chairperson may ask, after a motion is moved and seconded, whether it is opposed and, if no opposition is indicated, he or she may then put it to the vote, without debate;
  - (e) the Chairperson may, in his or her discretion, allow discussion on motions that are unopposed; and
  - (f) if a Councillor indicates opposition, then the Chairperson must request:
    - i. the mover to address Council on the motion;
    - ii. the seconder to address Council on the motion (who may, without speaking on the motion, reserve his or her address until later in debate);

- iii. any Councillor opposed to debate the motion; and
  - iv. any other Councillors for and against the motion to debate in turn.
- (2) Despite anything in this clause 55 to the contrary, if a motion is moved and:
- (a) an alternative motion is moved before the original motion can be seconded and/or debated; or
  - (b) seconded, and an amendment to a motion is moved and seconded under clause 62(1) before the original motion can be debated,

the Chairperson will invite the mover of the original motion to speak to the original motion before the alternative motion or the amendment, as the case may be, is debated.

#### **56. Right of Reply**

- (1) The mover of an original motion (which has not been amended) may, once debate has been exhausted, exercise a right of reply to matters raised during debate.
- (2) After the right of reply has been exercised, the motion must be immediately put to the vote without any further discussion or debate.
- (3) The mover of a motion loses his or her right of reply if an amendment to the motion is carried.
- (4) When exercising a right of reply, a Councillor must not introduce fresh matter.

#### **57. Foreshadowing Motions**

- (1) At any time during debate when the Chairperson calls for more speakers a Councillor may foreshadow a motion to inform Council of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- (2) A motion foreshadowed may be prefaced with a statement that, in the event that a particular motion before the chair is resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- (3) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the Council Meeting.
- (4) A motion foreshadowed will not be recorded in the minutes of the Council Meeting.

#### **58. Withdrawal of Motions**

Before any motion is put to the vote, it may be withdrawn by the mover or seconder with the agreement of Council.

**59. Separation of Motions**

Where a motion contains more than one part, a Councillor may request the Chairperson to put the motion to the vote in separate parts.

**60. Chairperson may Separate Motions**

The Chairperson may decide to put any motion to the vote in separate parts.

**61. Motions in Writing**

- (1) The Chairperson may require a motion to be submitted in writing where it is lengthy or unclear or for any other reason.
- (2) The Chairperson may suspend the Council Meeting while the motion is being written or may request Council to defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

**DIVISION 3 – Amended Motions**

**62. Moving an Amendment**

- (1) A motion, having been moved and seconded, may be amended by leaving out, inserting or adding words. Such words must be relevant to the original motion and framed so as to complement it as an intelligible and consistent whole.
- (2) An amendment must not be directly opposite to the motion.

**63. Who may Propose an Amendment**

Any Councillor, except the mover or seconder of the motion, may move or second an amendment to the motion.

**64. Who may Debate an Amendment**

A Councillor may address the Council Meeting once on any amendment, whether or not they have spoken to the original motion, but debate must be confined to the terms of the amendment.

**65. How Many Amendments may be Proposed**

- (1) Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chairperson at any one time.
- (2) No second or subsequent amendment, whether to the original motion or an amendment of it can be considered or debated until the previous amendment has been dealt with.

**66. An Amendment once Carried**

If the amendment is carried, the motion as amended then becomes the motion before the Council Meeting and the amended motion must then be put.

**67. No Right of Reply for Amendments**

Neither the mover of the original motion, nor the mover of the amendment, has a right of reply to that amended motion.

**DIVISION 4 – Speaking Times**

**68. Speaking Times**

- (1) A Councillor must not speak longer than the time set out below, unless granted an extension by the Chairperson:
  - (a) the mover of a motion or amendment – five minutes;
  - (b) any other Councillor – three minutes; and
  - (c) the mover of a motion when exercising his or her right of reply – two minutes.
- (2) Where the Chairperson allows discussion on an item, the maximum speaking time for a Councillor will be three minutes.

**69. Debate Must be Relevant to the Motion**

- (1) Debate must always be relevant to the question before the Chair, and, if not, the Chairperson may request the speaker to confine debate to the subject motion.
- (2) If, after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chairperson may direct the speaker to be seated and not speak further in respect of the matter then before the Chair. The speaker must comply with any such direction.

**DIVISION 5 – Points of Order**

**70. Valid Points of Order**

A point of order may be raised in relation to anything which:

- (1) is contrary to this Local Law;
- (2) is irrelevant to the matter under consideration;
- (3) is outside Council's legal powers;
- (4) constitutes improper behaviour;
- (5) is offensive;
- (6) constitutes a tedious repetition of something already said; or
- (7) is an act of disorder.

Rising to express a difference of opinion or contradict a speaker is not a point of order.

**71. Procedure for Point of Order**

- (1) A Councillor raising a point of order must:
  - (a) state the point of order; and
  - (b) state the section, clause, paragraph or provision in this Local Law or the Councillor Code of Conduct relevant to the point of order.
- (2) A Councillor who is interrupted by another Councillor calling for a point of order must immediately stop speaking and remain silent until the Councillor raising the point of order has been heard and the question disposed of by the Chairperson.

**72. Chairperson to Decide**

The Chairperson must decide all points of order by stating the provision, rule, practice or precedent which he or she considers applicable to the point raised without entering into any discussion or comment.

**73. Chairperson may Adjourn to Consider**

- (1) The Chairperson may adjourn the meeting to consider a point of order which has been raised, but otherwise must rule upon it as soon as it is raised.
- (2) All other matters before Council are to be suspended until the point of order is decided.

**74. Final Ruling on a Point of Order**

- (1) The decision of the Chairperson in respect of a point of order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present carry a motion of dissent.
- (2) A motion of dissent on a point of order must contain the provision, rule, practice or precedent in substitution for the Chairperson's ruling.
- (3) A motion of dissent in relation to a point of order is not a motion of dissent in the Chairperson, and the Chairperson must at all times remain in the Chair and he or she will retain his or her right to a second vote.
- (4) A motion of dissent on a point of order will take precedence over all other business and, if carried, must be acted on instead of the ruling given by the Chairperson.

**75. Adjournment and Resumption of Meeting**

- (1) The Chairperson or Council may adjourn any Council Meeting until a time and place to be determined at the time of the adjournment.
- (2) For the purpose of stating the time to which the Council Meeting is adjourned, that time may be indicated as at the adjournment or conclusion of another meeting or event.

## **DIVISION 6 – Formal Motions**

### **76. Formal Motions**

- (1) A formal motion is a motion relating to procedural matters only.
- (2) Unless otherwise prohibited, a formal motion may be moved at any time and must be dealt with immediately by the Chairperson.
- (3) Formal motions are not required to be seconded.
- (4) The mover of a formal motion must not have moved, seconded or spoken to the question before the chair or any amendment of it.
- (5) A formal motion cannot be moved by the Chairperson.
- (6) Unless otherwise provided, debate on a formal motion is not permitted and the mover does not have a right of reply.
- (7) Unless otherwise provided, a formal motion cannot be amended.

### **77. Laying the Question on the Table**

- (1) A motion may be moved "*That the (question, letter, document, report etc) lay on the table*".
- (2) The motion in sub-clause (1):
  - (a) is a formal motion which may be debated and, if carried, has the effect of adjourning any further debate on the matter currently before Council until such time (if any) as Council resolves to take the question from the table;
  - (b) if carried in respect of an amendment, has the effect that both the original motion and the amendment will be adjourned; and
  - (c) prevents debate on the matter currently before Council proceeding until a motion to take the question from the table is passed.

### **78. Proceed to Next Business**

- (1) A motion may be moved "*That the meeting proceed to the next business*".
- (2) The motion in sub-clause (1):
  - (a) is a formal motion which cannot be moved during the election of a Chairperson;
  - (b) if carried in respect of an original motion, requires the Chairperson to direct the Council Meeting to the next item of business;
  - (c) if carried in respect of a formal motion, disposes of the formal motion immediately and permits debate upon the original motion to proceed; and

- (d) if carried in respect of an amendment, disposes of the amendment immediately and permits debate upon the original motion to proceed but no similar amendment may be moved at that Council Meeting or any adjournment of it.

#### **79. The Previous Question**

- (1) A motion may be moved "*That the question be not now put*".
- (2) The motion in sub-clause (1):
  - (a) is a formal motion which cannot be moved while there is an amendment before the Chair or during the election of a Chairperson;
  - (b) if carried, prevents the original motion to which it relates being dealt with at that meeting or any adjournment of it; and
  - (c) if lost, requires that the original or substantive motion to which it relates to be put to the vote immediately without any further debate or amendment.
- (3) The Chairperson has the discretion to reject a motion moved under sub-clause (1) if the matter is contentious by nature or has not been adequately debated.

#### **80. The Closure**

- (1) A motion may be moved "*That the motion be now put*".
- (2) The motion in sub-clause (1):
  - (a) is a formal motion which, if carried in respect of an original motion, requires that the original motion to be put to the vote immediately, without any further debate, discussion or amendment;
  - (b) if carried in respect of an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and allows debate on the original motion to continue; and
  - (c) if lost, allows debate to continue unaffected.
- (3) The Chairperson has the discretion to reject a motion moved under sub-clause (1) if the motion upon which it is proposed has not been sufficiently debated.

#### **81. Adjourning the Debate**

- (1) A motion may be moved "*That the motion and amendments now before the meeting be adjourned until .....*".
- (2) The motion in sub-clause (1):
  - (a) is a formal motion which cannot be moved while any person is speaking or during the election of a Chairperson; and
  - (b) may be debated but may only be amended in relation to the time, date and place of the proposed adjournment.

## **DIVISION 7 – Notice of Motion**

### **82. Must be Listed on Agenda**

A notice of motion cannot be accepted by the Chairperson unless it has been listed on the Agenda for the Council Meeting at which it is proposed to be moved.

### **83. Procedure**

A Councillor may give notice of motion on any matter he or she wants discussed at a Council Meeting by delivering a notice of motion outlining the subject and the motion proposed for discussion to the Chief Executive Officer at least 8 days prior to the meeting at which it is intended to be considered.

### **84. Rejection of a Notice of Motion**

- (1) The Chief Executive Officer may reject any notice of motion if he or she is of the opinion that it is:
  - (a) defamatory;
  - (b) objectionable in language or nature;
  - (c) vague or unclear in intention; or
  - (d) outside the powers of Council.
- (2) If the Chief Executive Officer rejects a notice of motion under sub-sub-clause (1) he or she will inform the Councillor who lodged it of that rejection and the reasons for it. The Councillor will be provided with 24 hours to lodge a revised notice of motion, provided that the Council Meeting at which the notice of motion is to be considered is more than 24 hours from the time of rejection.

### **85. Listing Notice on Agenda**

- (1) Unless the notice of motion specifies a particular Council Meeting date, the Chief Executive Officer must list the notice of motion, on the next appropriate Agenda.
- (2) If more than one notice of motion is received for a particular Council Meeting, the notices of motion must be listed on the relevant Agenda in the order they were received.

### **86. Register of Notices**

The Chief Executive Officer must cause every notice of motion received to be sequentially numbered, dated and maintained in a register in the order in which they were received.

### **87. May be Moved by any Councillor and Amended**

- (1) Where a notice of motion is listed on an Agenda, the Chairperson will first invite the Councillor who gave the notice of motion to move it, in accordance with clause 55 or amend it in accordance with clause 88.

- (2) If the Councillor who gave the notice of motion declines the Chairperson's invitation to move it, in accordance with clause 55 or amend it in accordance with clause 88, the motion may be:

- (a) moved in accordance with clause 55; or
- (b) amended, in accordance with clause 88,

by any Councillor present at the Council Meeting.

**88. May be Amended**

- (1) If a Councillor who has lodged or is moving a notice of motion wishes to amend it, he or she may do so by seeking leave of Council to amend the notice of motion prior to it being seconded.
- (2) Once a notice of motion has been moved and seconded, the mover cannot amend it.
- (3) Notwithstanding sub-clause (2), another Councillor may move an amendment to the notice of motion, which amendment must be dealt with in accordance with this Local Law.
- (4) Any amendment made to the notice of motion cannot deviate from the original intent of the motion.

**89. Exception for Confirmation of Previous Resolution**

If a notice of motion to confirm a previous resolution of Council cannot be carried in its original form, it is lost.

**90. If Lost**

Unless Council resolves to re-list at a future Council Meeting a notice of motion which has been lost, a similar motion must not be put before Council for at least three months from the date it was last lost.

**DIVISION 8 – Notice of Amendment or Rescission**

**91. Procedure**

- (1) A Councillor may propose a motion to amend or rescind a decision of Council provided that:
  - (a) the previous motion has not been acted upon; and
  - (b) a notice is delivered to the Chief Executive Officer outlining:
    - v. the decision proposed to be amended or rescinded; and
    - vi. the Council Meeting at, and date on, which the decision was made.
- (2) A resolution will be deemed to have been acted on if:

- (a) its content or substance has been formally communicated to a person whose interests are materially affected by it; or
- (b) a statutory process has been commenced,

so as to vest enforceable rights in, or obligations on, Council or any other person.

**92. Listing Notice on Agenda**

- (1) Unless the notice specifies a particular Council Meeting date, the Chief Executive Officer must list the notice of amendment or rescission on the next Agenda, together with a brief report outlining the criteria required for the motion to be amended or rescinded.
- (2) If more than one notice of amendment or rescission is received for a particular Council Meeting, the notices of amendment or rescission are to be listed on the relevant Agenda in the order they were received.

**93. If Lost**

Unless Council resolves to re-list, at a future Council Meeting, a notice to amend or rescind which has been lost, a similar motion must not be put before Council for at least three months from the date it was last considered.

**94. If Not Moved**

If a notice of amendment or rescission is not moved at the Council Meeting for which it is listed, it will lapse.

**95. May be Moved by any Councillor**

A notice of amendment or rescission listed on an Agenda may be moved by any Councillor present but cannot be amended.

**96. When Not Required**

A notice of amendment or rescission is not required where Council wishes to change a previous decision relating to policy of Council.

**97. Register of Notices**

The Chief Executive Officer must cause every notice of amendment or rescission received to be sequentially numbered, dated and to be maintained in a register in the order in which they were received.

**DIVISION 9 – Urgent Business**

**98. Urgent Business**

Business must not be admitted as Urgent Business unless:

- (1) it relates to or arises out of a matter which has arisen since distribution of the Agenda;
- (2) it cannot safely or conveniently be deferred until the next Ordinary Meeting; and
- (3) Council resolves to admit the item of urgent business.

**DIVISION 10 – Petitions and Joint Letters**

**99. Procedure Relating to Petitions and Joint Letters**

- (1) Unless Council determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition or joint letter until the next Ordinary Meeting after that at which it has been presented.
- (2) It is incumbent on every Councillor presenting a petition or joint letter to acquaint himself or herself with the content of that petition or joint letter, and to ascertain that it is not derogatory or defamatory.
- (3) Every petition or joint letter presented to Council must be written (other than in pencil), contain the request of the petitioners or signatories and be signed.
- (4) Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks and, except in cases of incapacity or sickness, by no one else, and the address of every petitioner or signatory must be clearly stated.

**DIVISION 11 – Public Question Time**

**100. Question Time**

- (1) Unless Council resolves differently there must be a public question time not exceeding thirty minutes at every Ordinary Meeting to enable members of the public to submit questions to Council.
- (2) Public question time may be extended at the discretion of the Chairperson.
- (3) At every Special Meeting and the Statutory Meeting, a public question time not exceeding thirty minutes will be held to enable any member of the public to question Council but only on items included in the Agenda of that Special or statutory Meeting.
- (4) The Chairperson will exercise discretion so that the maximum number of people present will be permitted to ask their questions within the time available for Public Question Time.
- (5) Questions that are submitted to Council in writing, stating the name and address of the person submitting the question, and generally in the form set

out in Schedule 2, will take precedence over questions asked from the public gallery without notice. Questions asked from the public gallery without notice will be accepted at the discretion of the Chairperson, time permitting.

- (6) The Chairperson may reject any question deemed irrelevant, objectionable or out of order, in any way.
- (7) The Chairperson may request the Chief Executive Officer or any General Manager to respond to a question.
- (8) The Chairperson or the Chief Executive Officer may require a question to be put on notice, in which case:
  - (a) a written copy of the answer will be sent to the person asking the question; and
  - (b) a copy of the answer will be included in the Minutes of the next Council Meeting.
- (9) Any member of the public asking a question of Council must extend due courtesy and respect to Council and the processes under which it operates, and must take direction from the Chairperson whenever called upon to do so.
- (10) Sub-clauses (1) and (3) do not apply during any period when Council has resolved to close the meeting in respect of a matter under section 89(2) of the Act.
- (11) Subject to sub-clauses (1) to (9) (inclusive), public question time will be conducted as set out in Schedule 1.

## **DIVISION 12 – Behaviour**

### **101. Councillor Conduct**

- (1) During the course of any Council Meeting, Councillors must comply with the *Councillor Code of Conduct* as adopted by Council from time to time.
- (2) No Councillor may digress from the subject matter under discussion or comment on the words used by any other Councillor in a previous debate, and all imputations of improper motives and all personal reflections on Councillors will be deemed out of order.

### **102. Objectionable Remark**

- (1) The Chairperson must not accept any motion, question or statement which appears to the Chairperson to be derogatory, defamatory or embarrassing to any Councillor, member of staff, ratepayer or any other person.
- (2) The Chairperson may require a Councillor to withdraw any remark which is considered by the Chairperson to be defamatory, indecent, abusive, offensive, disorderly or objectionable in language, substance or nature and to satisfactorily apologise when called upon by the Chairperson to do so.
- (3) A Councillor required to withdraw a remark and apologise must do so immediately without qualification or explanation.

**103. Suspensions**

- (1) Council may suspend from a meeting and for the balance of a meeting, any Councillor whose actions have disrupted the business of Council and have impeded its orderly conduct.
- (2) A Councillor who refuses to leave the Council Meeting on suspension will be guilty of an offence.

**104. Chairperson may Remove**

- (1) The Chairperson may order and cause the removal from any Council Meeting of any person, other than a Councillor, who disrupts any Council Meeting or fails to comply with a direction of the Chairperson.
- (2) The Chairperson may cause the removal from any Council Meeting of any object or material that is deemed by the Chairperson to be objectionable or disrespectful.
- (3) In causing a person's removal from any Council Meeting under sub-clause (1), or the removal of an object or material under sub-clause (2), the Chairperson may ask the Chief Executive Officer, an Authorised Officer or a member of Victoria Police to remove the person, object or material.
- (4) A person must not refuse or neglect to leave a Council Meeting when ordered to do so under sub-clause (1).

**105. Gallery to be Silent**

- (1) Members of the public gallery at a Council Meeting must not interject or take part in the debate.
- (2) Silence must be preserved in the public gallery at a Council Meeting at all times.

**106. Improper or Disorderly Conduct**

- (1) The Chairperson must call to order any person who is disruptive or unruly during any Council Meeting.
- (2) Any person who fails to obey a direction of the Chairperson relating to the conduct of the Council Meeting and maintenance of order will be guilty of an offence.

**107. Chairperson may Adjourn Disorderly Meeting**

- (1) If the Chairperson is of the opinion that disorder at the Council table or in the public gallery makes it desirable to adjourn the Council Meeting, he or she may adjourn the Council Meeting to a later time on the same day, or to some later day as he or she thinks appropriate.
- (2) If the Chairperson adjourns a Council Meeting under sub-clause (1), the provisions of clause 30 apply.

## **PART 9 – SPECIAL COMMITTEES**

### **DIVISION 1 – Special Committees**

#### **108. Application Generally**

- (1) If Council establishes a Special Committee comprised solely of Councillors, all of the provisions of Parts 4 to 8 (inclusive) of this Local Law will apply with any necessary modifications or adaptations.
- (2) For the purpose of sub-clause (1) a reference in Parts 4 to 8 (inclusive) of this Local Law to:
  - (a) a Council Meeting is to be read as a reference to a the Special Committee Meeting;
  - (b) a Councillor is to be read as a reference to a Member of the Special Committee; and
  - (c) the Mayor is to be read as a reference to the Chairperson of the Special Committee.

#### **109. Application Specifically**

Notwithstanding clause 108, if Council establishes a Special Committee comprised solely of Councillors, Council may resolve that a provision of this Local Law does not apply to that Committee.

### **DIVISION 2 – Advisory Committees**

#### **110. Application Generally**

- (1) If Council establishes an Advisory Committee comprised solely of Councillors, all of the provisions of Parts 4 to 8 (inclusive) of this Local Law will apply with any necessary modifications or adaptations.
- (2) For the purpose of sub-clause (1) a reference in Parts 4 to 8 (inclusive) of this Local Law to:
  - (a) a Council Meeting is to be read as a reference to an Advisory Committee Meeting;
  - (b) a Councillor is to be read as a reference to a Member of the Advisory Committee; and
  - (c) the Mayor is to be read as a reference to the Chairperson of the Advisory Committee.

#### **111. Application Specifically**

Notwithstanding clause 108, if Council establishes an Advisory Committee comprised solely of Councillors, Council may resolve that a provision of this Local Law does not apply to that Committee.

## PART 10 – OFFENCES AND PENALTIES

### 112. Offences

It is an offence for:

- (1) Councillor to refuse to withdraw a remark which is considered by the Chairperson to be inappropriate, defamatory, indecent, abusive, offensive, disorderly or objectionable in language, substance or nature and to refuse or neglect to satisfactorily apologise when called upon twice by the Chairperson to do so;

**Penalty : Five (5) Penalty Units**

- (2) any person (not being a Councillor) who is behaving in a disorderly or improper manner to refuse to leave the Council Meeting when requested to do so;

**Penalty: Five (5) Penalty Units**

- (3) any person to fail to obey a direction of the Chairperson in relation to the conduct of a Council Meeting and the maintenance of order;

**Penalty: Five (5) Penalty Units**

- (4) any person to use the Common Seal of the Council or any device resembling the Common Seal without the authority of Council; and

**Penalty: Five (5) Penalty Units**

- (5) any person to append to a petition or joint letter a signature purporting to be that of any other person or in the name of any other person.

**Penalty: Five (5) Penalty Units**

### 113. Infringement Notices

- (1) An Authorised Officer may issue an infringement notice to any person who has committed an offence against this Local Law.
- (2) The fixed penalty in respect of an infringement is the amount set out in clause 112.
- (3) The form of an infringement notice shall be in the form described in section 13 of the *Infringements Act* 2006.

### 114. Payment of Penalty

- (1) A person issued with an infringement notice may pay the penalty indicated to the Chief Executive Officer, Colac Otway Shire, PO Box 283, Colac, Victoria, 3250.
- (2) To avoid prosecution, the penalty indicated must be paid within 28 days after the day on which the infringement notice is issued.
- (3) A person issued with an infringement notice is entitled to defend the prosecution in court.

## **SCHEDULE 1**

### **COLAC OTWAY SHIRE COUNCIL COUNCIL MEETINGS – QUESTION TIME**

Please note the following procedures/conditions apply to the operation of Question Time (clause 100):

#### **Purpose**

Council has provided the opportunity for members of the public to ask questions related to issues in which Council has a direct interest or responsibility.

Question Time is specifically for questions rather than forums for discussion.

#### **Where, When and Who**

The public Question Time is held at the start of every Ordinary Council Meeting. A maximum of 30 minutes has been provided for written questions and for questions without notice.

For Special and Statutory Council Meetings, a public Question Time at the start of the meeting not exceeding 30 minutes will be held. Only questions related to the agenda for that meeting will be accepted.

#### **How to Register a Question**

- (1) Members of the public are encouraged to register any question they wish to ask of Council, in writing, prior to the Council Meeting at which it will be asked. Registered written questions will be given priority at a Council meeting.
- (2) If a member of the public intends to ask a question that is unrelated to an item on the Agenda, they are particularly encouraged to register a question, in writing, prior to the relevant Council Meeting so that a better-researched and more complete response can be provided.
- (3) Questions can be submitted on the form attached or in some other written form (eg letter or email), provided to Council prior to the relevant Council Meeting.
- (4) Written questions are to be lodged with the Chief Executive Officer, 2–6 Rae Street, Colac by 5.00 pm on the Monday preceding the relevant Council Meeting.
- (5) Persons registering a question will need to complete and/or submit the following information:
  - Name
  - Address
  - Organisation (if applicable)
  - Relevant Agenda Item (if any)
  - Date of Submission
  - Question
- (6) If the person who submitted a question is not in the public gallery during Question Time, the text of the question and the response shall not be read to Council unless:
  - (a) all people present in the public gallery have asked their question(s); and

- (b) there is time within the 30 minutes set aside for Question Time for their question and answer to be read.
- (7) Any questions not read out at a Council Meeting due to the operation of clause 5 will be dealt with in the same manner as standard correspondence to Council, and will not be included in the minutes of the relevant Council meeting.
- (8) The Chairperson shall read each question. The questioners or their representatives shall remain in the public gallery.

#### **Questions without Notice**

- (1) Questions asked without notice from the public gallery at a Council Meeting during Question Time are also encouraged, although written questions will take priority.
- (2) It is preferable that questions are in writing, generally in a form detailed in this Schedule.
- (3) Questions without notice may not be able to be answered at the relevant Council Meeting and may need to be answered by Council staff in writing later.
- (4) Questions without notice may not be able to be put to the relevant Council Meeting if the time allocated for questions has expired before that opportunity arises.

#### **Acceptance of Questions**

- (1) Questions shall be addressed to the Chairperson, who will direct who will answer each question.
- (2) If the Chairperson so permits, a second speaker may support or add to an answer given, but questions shall not be debated by Council during question time.
- (3) A time limit of 5 minutes per person applies, irrespective of the number of questions submitted by that person. If a person has submitted more questions to a Council Meeting than can be answered in the 5 minutes allocated, their remaining questions may:
  - (a) at the discretion of the Chairperson, be dealt with after all other persons have had their first question asked and answered (or their 5 minutes has expired), time permitting; or
  - (b) not be asked and answered if the time allotted for public question time has expired; and
  - (c) where questions have not been asked and answered at the relevant Council Meeting, a response can be provided in writing after the Meeting.
- (4) All questions and answers must be as brief as possible and no discussion may be allowed other than for the purposes of clarification.
- (5) The Chairperson will only accept a question if it:
  - (a) does not relate to a matter of the type described in section 89(2) of the Act;
  - (b) does not relate to a matter outside the power of Council;

- (c) is not defamatory, indecent, abusive or objectionable in language or substance;
- (d) is not repetitive of a question already answered (whether at the same or an earlier Council Meeting);
- (e) is not asked to embarrass a Councillor or member of Council staff;
- (f) is a succinct “question” in form and character and not a “statement”;
- (g) is a question of Council but not to or seeking the views of a particular Councillor or officer.

### **Detailed Responses**

- (1) Questions which, in the opinion of the Chairperson or the Chief Executive Officer, require detailed research or detailed answers may be answered by letter.
- (2) If the Chairperson or the Chief Executive Officer is unable to provide an answer to a question asked at a Council meeting from a member of the public, the Chief Executive Officer must provide a written answer to the member of the public at his or her nominated address as soon as is practicable and provide a copy to all Councillors.
- (3) A copy of the responses given under sub-clause 2 must be tabled at the next Ordinary Meeting and a summary of the text of the question and the response must be included in the minutes of the meeting.



Resolution for making this Local Law was agreed to by Colac Otway Shire Council on the

.....

The common seal of the Colac-Otway )  
Shire Council was hereto affixed in )  
accordance with its Local Law No 4 )  
)

.....  
Chief Executive Officer

This ..... day of ..... 20.....

Notices of the proposal to make and of the making of this Local Law were included in the Victorian Government Gazette dated the ..... and the ..... respectively.

Public notice of the proposal to make and confirmation of the making of this Local Law were inserted in the Colac Herald on ..... and ..... and ..... respectively.

A copy of this Local Law was sent to the Minister for Local Government on .....



# Local Law Community Impact Statement (LLCIS)

## Colac Otway Shire Council Governance Local Law 2014

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Council provides the following information to the community in respect of the proposed Local Law.

### PART A – General comments

#### Background

Section 91(1) of the *Local Government Act* 1989 (**Act**) requires a council to make a local law governing the conduct of Council and Special Committee meetings.

Council's Meeting Procedures and Common Seal Local Law (**current Local Law**) was adopted by Council in February 2010.

The proposed Governance Local Law No. 4 – 2014 (**proposed Local Law**) will, if made, updates and alters the current Local Law to ensure its compliance with the Act and to improve its utility. It will be authorised by sections 91(1) and 111(1) of the Act.

#### Objectives

The objectives of the proposed Local Law are to:

- (1) provide a mechanism to facilitate good governance of the Colac Otway Shire Council through its formal meeting procedure;
- (2) ensure that effective and efficient Council decisions are made in a manner which acknowledges the role of local government within the Australian system of Government;
- (3) regulate the use of the Common Seal;
- (4) regulate and control the election of the Mayor and Deputy Mayor;
- (5) regulate proceedings at Council Meetings, Special Committee Meetings, Advisory Committee Meetings and other meetings conducted by or on behalf of Council where Council has resolved that the provisions of the proposed Local Law are to apply;
- (6) promote and encourage community participation in the government of the Council; and
- (7) revoke the current Local Law.

## Local Law Community Impact Statement (LLCIS)

### PART B – Comments on proposed Local Law

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Measures of success of proposed Local Law</b>       | <i>Compliance with the Act.</i><br><br><i>Effective running of Council, Special Committee and Advisory Committee Meetings.</i>                                                                                                                                                                                                                                                     |
| <b>Existing legislation that might be used instead</b> | <i>No other legislation can be used.</i><br><br><i>Council must make local laws governing the conduct of Council and Special Committee meetings under section 91(1) of the Act.</i>                                                                                                                                                                                                |
| <b>State legislation more appropriate</b>              | <i>There is no State legislation that is more appropriate.</i><br><br><i>As has been noted above, a local law of the kind embodied in the proposed Local Law must be made to ensure compliance with section 91(1) of the Act.</i>                                                                                                                                                  |
| <b>Overlap of existing legislation</b>                 | <i>There is no overlap with existing legislation.</i>                                                                                                                                                                                                                                                                                                                              |
| <b>Overlap of planning scheme</b>                      | <i>There is no overlap with the Colac Otway Planning Scheme.</i>                                                                                                                                                                                                                                                                                                                   |
| <b>Risk assessment</b>                                 | <i>The development of the proposed Local Law ensures compliance with the Act and adheres to the principles of good governance within Council.</i><br><br><i>Community consultation will be undertaken prior to the decision whether to make the proposed Local Law.</i>                                                                                                            |
| <b>Legislative approach adopted</b>                    | <i>A local law on meeting procedure for Council and Special Committee meetings is necessary (see above).</i><br><br><i>The proposed Local Law is intended to be user-friendly and easy to follow. It creates a framework for meeting procedure, while occasionally prescribing requirements.</i><br><br><i>The proposed Local Law has been drafted in accordance with the Act.</i> |
| <b>Restriction of competition</b>                      | <i>No National Competition Policy implications arise.</i>                                                                                                                                                                                                                                                                                                                          |

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Local Law Community Impact Statement (LLCIS) 3 Penalties</b> | <p><i>A minimal number of provisions create offences.</i></p> <p><i>Where offences are created (see clause 112), the penalty is 5 penalty units.</i></p> <p><i>Provision is made for infringement notices, the fixed penalty for which is also 5 penalty units.</i></p> <p><i>The penalties under the proposed Local Law are relatively unchanged from the current Local Law.</i></p> <p><i>Note: At the time of publication, one penalty unit is \$144.36.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Permits &amp; Fees</b>                                       | <p><i>There are no permits established by, and no fees payable under, the proposed Local Law.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Performance standards or prescriptive</b>                    | <p><i>There are no performance standards in the proposed Local Law.</i></p> <p><i>Some of the general provisions are prescriptive because they provide the rules to enable effective meetings to be conducted.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Comparison with neighbouring and like Councils</b>           | <p><i>Each council will have its own 'local' approach to meeting procedure. Little is to be gained by a close comparison of meeting procedure local laws made by other Victorian councils.</i></p> <p><i>Council is, though, confident that the substance of the proposed Local Law is not dissimilar from the contents of meeting procedure local laws made by other councils (including those councils whose municipal districts border Council's municipal district).</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Charter of Human Rights</b>                                  | <p><i>Council has, in its preparation of the proposed Local Law, considered the requirements of the Victorian Charter of Human Rights and Responsibilities (<b>Charter</b>).</i></p> <p><i>Many of the provisions in the proposed Local Law necessarily impair freedom of expression (see section 15(2) of the Charter). This is because those provisions restrict how and when members (or the public through submission of questions) can participate in meetings.</i></p> <p><i>To the extent to which this human right (or freedom of expression) is impaired, the impairment is justifiable under section 7(2) of the Charter. Restrictions on participation are proportionate to the objective of the proposed Local Law, and designed to balance the smooth and efficient transaction of business (on the one hand) with maximum participation of members (and, where relevant, the public) (on the other hand).</i></p> |

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Consultation meetings &amp; Submissions</b> | <p><i>In the process of developing the proposed Local Law, Council has consulted with its external legal advisors.</i></p> <p><i>A submission process will be conducted in accordance with section 223 of the Act. That process requires Council to publish a public notice calling for written submissions in relation to the proposed Local Law.</i></p> <p><i>Those submissions must then be considered by Council as part of the consultation process.</i></p> <p><i>Council will consider submissions to this Local Law received throughout the consultation process on Wednesday .....2014.</i></p> |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Local Law Community Impact Statement (LLCIS)

### PART C – Comments on specific parts or provisions of the proposed Local Law

|                                                                       |                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Clause(s), section or part of Local Law</b>                        | <i>The proposed Local Law contains 10 Parts and one Schedule.<br/><br/>Each Part contains at least one clause.</i>                                                                                                                                                                                                                     |
| <b>Description or heading(s)</b>                                      | <i>Each provision is preceded by a heading.<br/><br/>A heading does not form part of the proposed Local Law. It is provided to assist understanding.</i>                                                                                                                                                                               |
| <b>The problem the provision is intended to address</b>               | <i>The provisions are intended to ensure compliance with section 91(1) of the Act and to prevent meetings becoming disorderly or unduly dominated by any one member (or observer).</i>                                                                                                                                                 |
| <b>Council objective</b>                                              | <i>Council intends to comply with section 91(1) of the Act, and balance the smooth and efficient transaction of business (on the one hand) with maximum participation by members (and, where relevant, members of the public) (on the other hand).<br/><br/>More broadly, the proposed Local Law has the objectives set out above.</i> |
| <b>Where is Council's objective set out?</b>                          | <i>The development of the proposed Local Law is linked to Pillar 1 of the Colac Otway Shire Council Plan 2013-2017 – “Ensure transparency of governance practices, the capability of our organization and effective resource management.”</i>                                                                                          |
| <b>How does proposed Local Law provision help achieve objectives?</b> | <i>The proposed Local Law provides a detailed framework and overall guidelines for the conduct of Council meetings for the benefit of Councillors, Council staff and the community.</i>                                                                                                                                                |



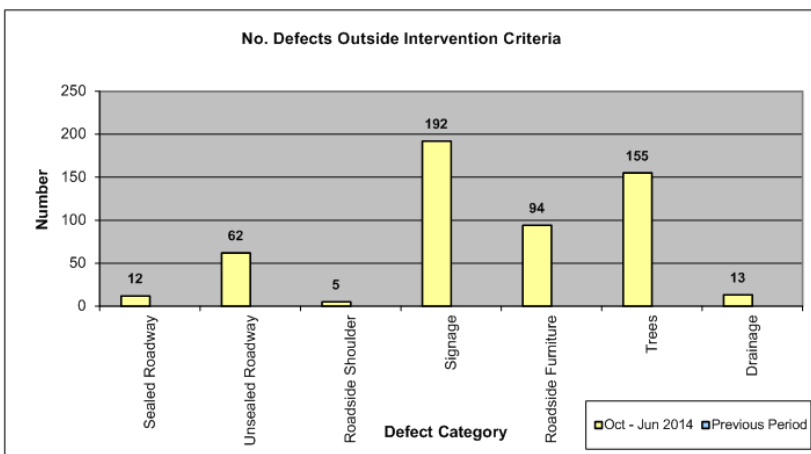
**INFRASTRUCTURE DEPARTMENT**

Mission: To effectively manage infrastructure and  
provide Best Value community services.

**Road Management Plan Compliance Report**

|                                  |                      |
|----------------------------------|----------------------|
| <b>Asset Category:</b>           | Roads                |
| <b>Reporting for the Period:</b> | October to June 2014 |
| <b>Inspections Completed By:</b> | Kevin O'Gorman       |
| <b>Report Prepared By:</b>       | Adam Lehmann         |

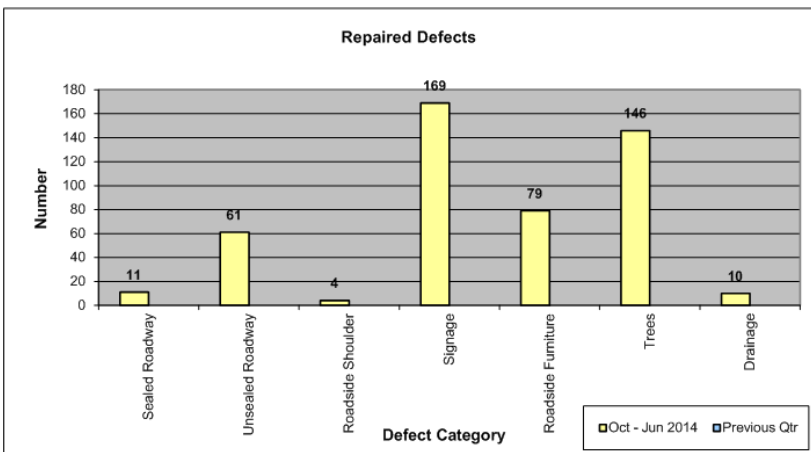
**No. of Defects Identified - Outside Intervention**



**Comments**

This report assesses the compliance of road management activities over the period October 2013 to June 2014. Various aspects of Council's local road system were inspected over this time, including rural and urban roads of all hierarchy classifications.

**No. of Defects Repaired - Outside Intervention**



**Comments**

During the reporting period, 566 routine maintenance defects were identified. 511 of these have been actioned. Generally, the outstanding items were identified towards the end of the period and have been programmed for a response and hence have not been included in this performance report.

**INFRASTRUCTURE DEPARTMENT**

Mission: To effectively manage infrastructure and provide Best Value community services.

**Inspection Performance Summary**

Proportion of routine inspections completed for Period to meet prescribed frequencies

| Hierarchy |            | Name            | Score |
|-----------|------------|-----------------|-------|
| Network   | Identifier |                 |       |
| Rural     | RL         | Rural Link      | 100%  |
|           | RC         | Rural Collector | N/A   |
|           | RA         | Rural Access    | 100%  |
| Urban     | UL         | Urban Link      | N/A   |
|           | UC         | Urban Collector | 100%  |
|           | UA         | Urban Access    | 100%  |

**Comments**

All scheduled road inspections for this reporting period have been completed on time.

**Maintenance Performance Summary**

Proportion of reported defects that have been actioned

| Defect Category    | Score |
|--------------------|-------|
| Sealed Roadway     | 92%   |
| Unsealed Roadway   | 98%   |
| Roadside Shoulder  | 80%   |
| Signage            | 88%   |
| Roadside Furniture | 84%   |
| Trees              | 94%   |
| Drainage           | 77%   |

Proportion of defects actioned within prescribed response times

| Defect Category    | Score |
|--------------------|-------|
| Drainage           | 80%   |
| Roadside Furniture | 89%   |
| Sealed Roadway     | 82%   |
| Signage            | 86%   |
| Trees              | 98%   |
| Unsealed Roadway   | 95%   |
| Roadside Shoulder  | 100%  |

**Comments**

Of the maintenance items that have been responded to, 92% were completed within the timeframes prescribed in Council's Road Management Plan. The key performance indicator for this criterion is 85%.

**Overall Comments**

All operational activities relating to the inspection and maintenance of Council's road assets meet the performance targets documented in our Road Management Plan.

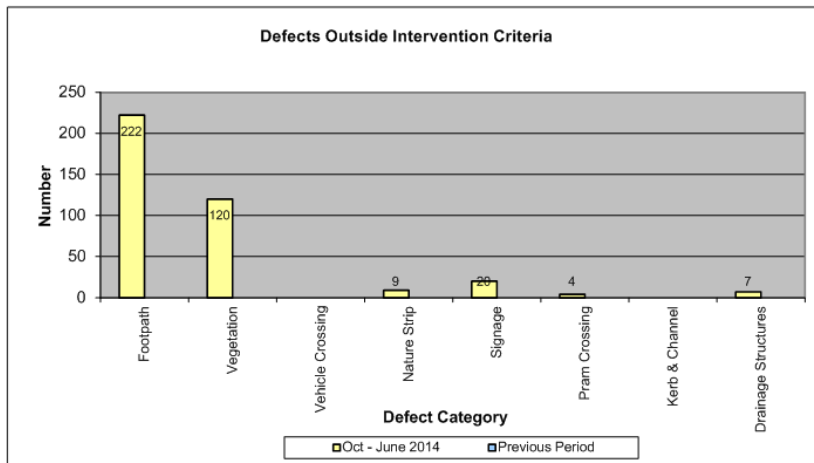
**INFRASTRUCTURE DEPARTMENT**

Mission: To effectively manage infrastructure and provide Best Value community services.

**Road Management Plan Compliance Report**

|                                  |                     |
|----------------------------------|---------------------|
| <b>Asset Category:</b>           | Footpaths           |
| <b>Reporting for the Period:</b> | October - June 2014 |
| <b>Inspections Completed By:</b> | Kevin O'Gorman      |
| <b>Report Prepared By:</b>       | Adam Lehmann        |

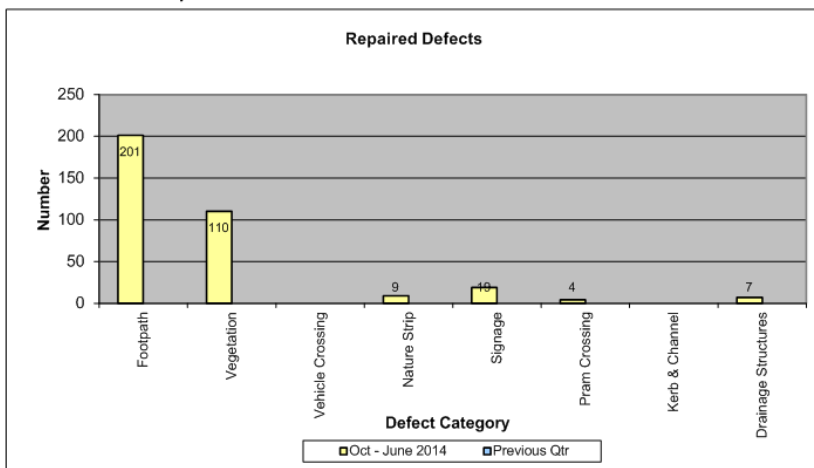
**No. of Defects Identified - Outside Intervention**



**Comments**

This report covers all footpath management activities for the period extending from October 2013 through to the end of October 2014. When combined, condition based issues and overhanging vegetation made up around 90% of all defects identified. This is generally consistent with previous audit reports prepared.

**No. of Defects Repaired - Outside Intervention**



**Comments**

A total of 382 defects were identified which required some level of rectification for this reporting period. Of these 350 have been actioned. Outstanding items were identified towards the end of the period and have been programmed. Performance is continually monitored with any exception reporting provided to Cosworks as required.

**INFRASTRUCTURE DEPARTMENT**

Mission: To effectively manage infrastructure and provide Best Value community services.

**Inspection Performance Summary**

Proportion of routine inspections completed for Period to meet prescribed frequencies

| Hierarchy  | Name               | Score |
|------------|--------------------|-------|
| Identifier |                    |       |
| HR         | High Risk Area     | 100%  |
| SR         | Standard Risk Area | 100%  |
| LR         | Low Risk Area      | N/A   |

**Comments**

All routine inspections programmed for this period were completed as scheduled.

**Maintenance Performance Summary**

Proportion of reported defects that have been actioned/repaired

| Defect Category     | Score |
|---------------------|-------|
| Footpath            | 91%   |
| Vegetation          | 92%   |
| Vehicle Crossing    |       |
| Nature Strip        | 100%  |
| Signage             | 95%   |
| Pram Crossing       | 100%  |
| Kerb & Channel      |       |
| Drainage Structures | 100%  |

Proportion of defects actioned within prescribed response times

| Defect Category     | Score |
|---------------------|-------|
| Footpath            | 80%   |
| Vegetation          | 94%   |
| Vehicle Crossing    |       |
| Nature Strip        | 100%  |
| Signage             | 80%   |
| Pram Crossing       | 100%  |
| Kerb & Channel      |       |
| Drainage Structures | 100%  |

**Comments**

Of the defects which have been repaired or responded to, 86% were rectified within the timeframes prescribed in our Road Management Plan. The performance target for this activity is 85%.

**Overall Comments**

Footpath inspection and maintenance activities for the period from July 2013 to October 2014 complied with the performance criteria nominated within Council's Road Management Plan.



# G21 REGION

## PUBLIC TRANSPORT STRATEGY

AUGUST 2014

TRANSPORT PILLAR



G21 is the formal alliance of government, business and community organisations, working together to improve people's lives in the Geelong region.



G21 IS THE FORMAL ALLIANCE  
OF GOVERNMENT, BUSINESS AND  
COMMUNITY ORGANISATIONS,  
WORKING TOGETHER TO IMPROVE  
PEOPLE'S LIVES IN THE GEELONG  
REGION ACROSS FIVE MEMBER  
MUNICIPALITIES – COLAC OTWAY,  
GOLDEN PLAINS, GREATER GEELONG,  
QUEENSCLIFFE AND SURF COAST.

This is the second G21 Region Public Transport Strategy. It sets out goals, long-term strategic directions and a four year Action Plan for public transport in the G21 region of Victoria.



G21 is the formal alliance of government, business and community organisations, working together to improve people's lives in the Geelong region.

## EXECUTIVE SUMMARY

The G21 Region Public Transport Strategy has the goal of **increasing utilisation of public transport**, and in turn:

- reducing traffic congestion
- improving the environment
- overcoming social isolation.

This strategy has been developed in close collaboration with G21 region stakeholders and the G21 region community. Following a review of the G21 Integrated Public Transport Strategy (2008) and current policy, the community was consulted about different possible ways to develop public transport in the G21 region. From this consultation, strategic objectives have been developed that reflect the different needs of communities across the G21 region. A series of actions that can be delivered within the next four years to progress the strategic objectives are detailed in the Action Plan.

The strategy's objectives were developed through four related programs of stakeholder and community engagement:

- » A stakeholder engagement workshop was held with stakeholders from across the region who had a direct interest in the strategy.
- » Community forums were held in each local government area with an audience selected and invited from the community. Approximately one-third of participants were local stakeholders; one-third were specifically invited on the basis that they were part of social groups who usually did not attend forums (for example, students); and one-third responded to advertising and information about the forums.
- » The website provided a discussion forum, survey and background information on the strategy, and provided another forum to explore the key strategic questions asked at the stakeholder engagement workshop and community forums.
- » The Summit brought together participants from the stakeholder engagement workshop, community forums and website as well as other members of the G21 region. It tested the strategic objectives and action plan presented in this strategy through interactive voting technology.

FROM THIS PROCESS, THE G21 REGION HAS ESTABLISHED ITS FOUR STRATEGIC OBJECTIVES:

### 1 ACCESS FOR ALL

THE G21 REGION ADVOCATES THAT A BASE LEVEL OF SERVICE SHOULD BE AVAILABLE TO ALL ACROSS THE REGION, AND THAT ALL SERVICES SHOULD BE ACCESSIBLE TO POTENTIAL USERS.

### 2 A WELL CONNECTED REGION

THE G21 REGION SEEKS A PUBLIC TRANSPORT NETWORK THAT WILL SERVE THE NEED FOR ACCESS TO AND BETWEEN THE REGION'S CENTRES.

### 3 URBAN PUBLIC TRANSPORT FOR AN URBAN CENTRE

THE G21 REGION SUPPORTS DEVELOPING A 'GO ANYWHERE' PUBLIC TRANSPORT NETWORK IN GEELONG BY RESHAPING AND SIMPLIFYING THE CURRENT NETWORK.

### 4 IMPROVING INFORMATION, PLANNING AND PARTNERSHIPS

THE G21 REGION WILL TAKE A LEADERSHIP ROLE IN FINDING NEW WAYS TO IMPLEMENT BETTER PUBLIC TRANSPORT, SOONER.

## WHAT IS PUBLIC TRANSPORT?

In the G21 Region Public Transport Strategy, 'public transport' refers to the network of rail, coach, bus and ferry services in the Region. The strategy does not directly address 'community transport' services which are tailored to the needs of particular groups or individuals in the Region, but the important relationship between 'public' and 'community' transport is recognised and addressed.

III

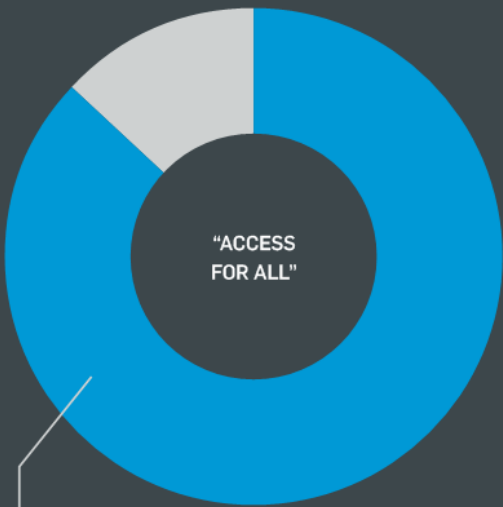
Executive Summary (continued)

THE G21 REGION SUMMARY OF OBJECTIVES

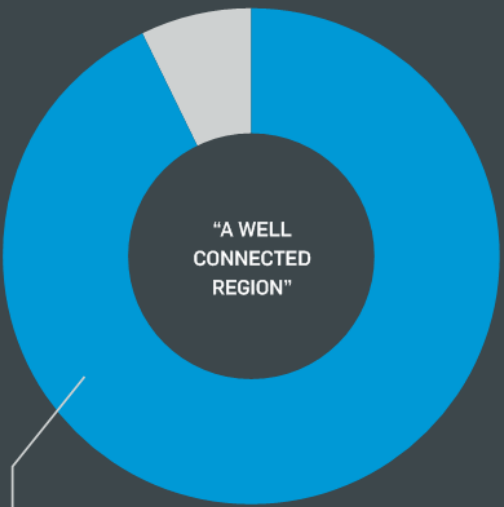
| Summary of Objective                                    | Over the 20 year life of the Strategy...                                                                                                                                             | Fit with Transport Integration Act                                                                                                                                                         | Fit with G21 regional Growth Plan                                                                                                                                                                                             |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>"ACCESS FOR ALL"</b>                                 | ...public transport should be extended to all townships in the G21 region, and be accessible to all users                                                                            | <ul style="list-style-type: none"> <li>» Economic prosperity</li> <li>✓ Social and economic inclusion</li> <li>» Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>» Optimise infrastructure and consolidate</li> <li>» Live, work and participate locally</li> <li>✓ Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> |
| <b>"A WELL CONNECTED REGION"</b>                        | ...all major centres should be connected, directly or via other centres. The Melbourne – Geelong railway should develop into a regular and reliable intercity commuter rail service. | <ul style="list-style-type: none"> <li>✓ Economic prosperity</li> <li>✓ Social and economic inclusion</li> <li>✓ Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>✓ Optimise infrastructure and consolidate</li> <li>✓ Live, work and participate locally</li> <li>✓ Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> |
| <b>"URBAN PUBLIC TRANSPORT FOR AN URBAN CENTRE"</b>     | ...Geelong's urban public transport should become a direct, frequent and simple urban network.                                                                                       | <ul style="list-style-type: none"> <li>✓ Economic prosperity</li> <li>» Social and economic inclusion</li> <li>✓ Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>✓ Optimise infrastructure and consolidate</li> <li>» Live, work and participate locally</li> <li>» Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> |
| <b>"IMPROVE INFORMATION, PLANNING AND PARTNERSHIPS"</b> | ...the region's partners should deliver better public transport sooner, and know more about its users and market.                                                                    | <ul style="list-style-type: none"> <li>✓ Economic prosperity</li> <li>» Social and economic inclusion</li> <li>✓ Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>✓ Optimise infrastructure and consolidate</li> <li>» Live, work and participate locally</li> <li>» Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> |

IV G21 REGION PUBLIC TRANSPORT STRATEGY

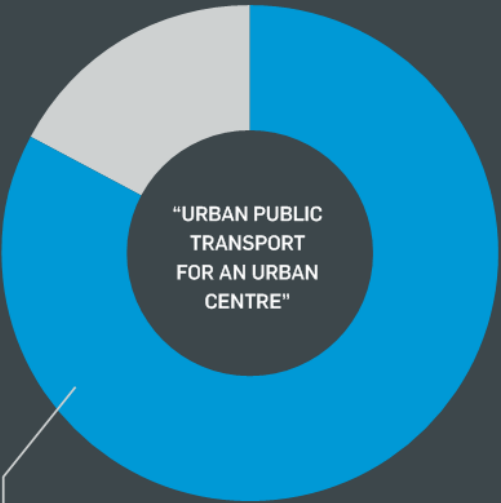
LEVEL OF SUPPORT FOR DRAFT VERSION AT SUMMIT



**87%**  
agreed or  
strongly agreed



**93%**  
agreed or  
strongly agreed



**83%**  
agreed or  
strongly agreed

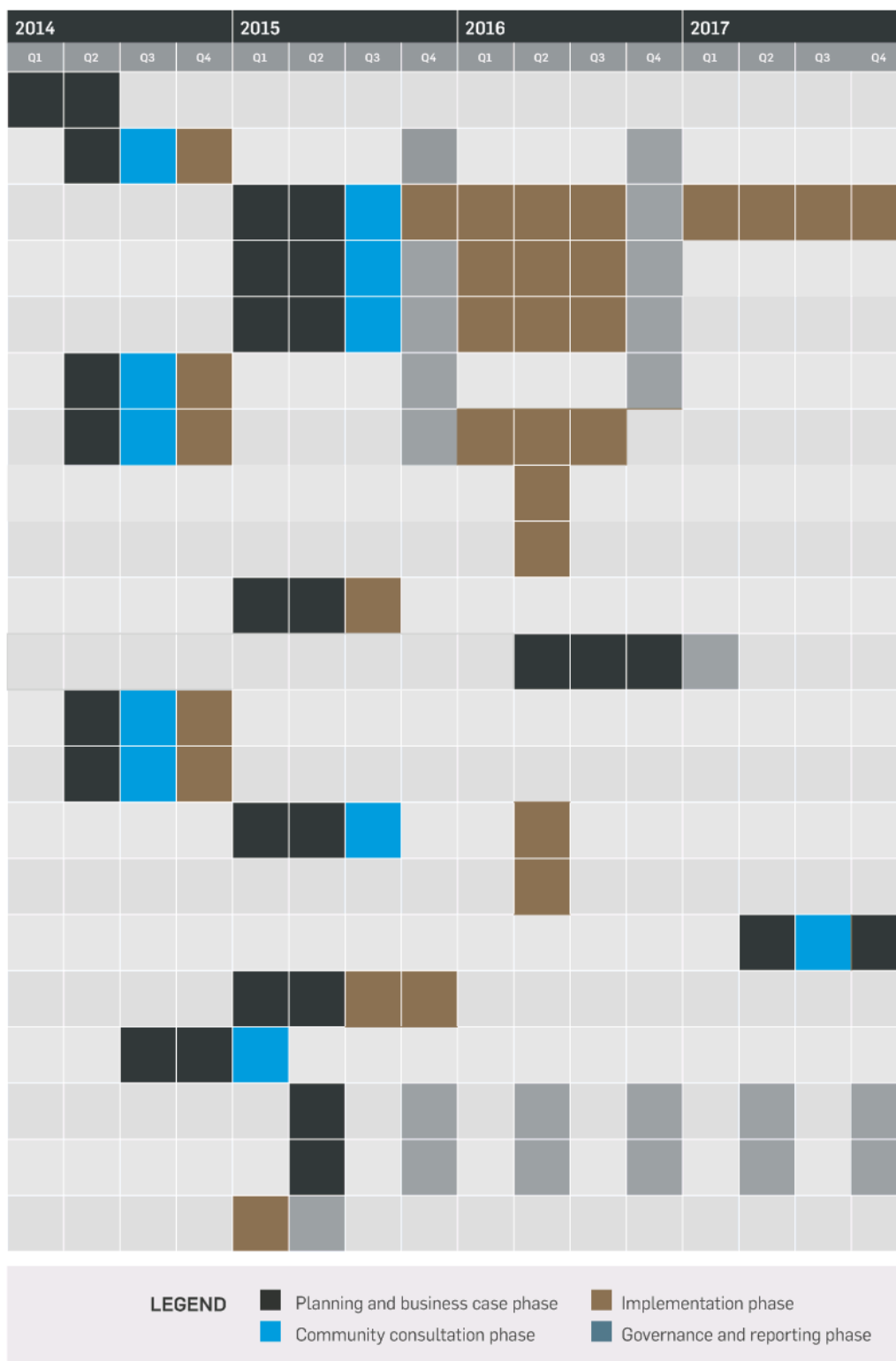


**80%**  
agreed or  
strongly agreed

## EXECUTIVE SUMMARY (CONTINUED)

### THE G21 REGION'S DETAILED FOUR YEAR ACTION PLAN

| Action                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advocate to PTV to develop a policy on regional public transport service levels for smaller communities. The policy would outline the minimum levels of public transport service and use that can be expected in G21 region communities.                                  |
| Advocate prioritising new services to settlements with high numbers of younger or older persons or high socio-economic disadvantage.                                                                                                                                      |
| Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.                                                                                                                                           |
| Encourage PTV and coach operators to research and trial new vehicles for longer distance bus services in the region, with better accessibility and more luggage storage.                                                                                                  |
| Support trialling a flexible service that uses a smaller vehicle. This trial could be undertaken as part of simplifying the Bellarine Peninsula or Surf Coast bus network (see "A well connected region").                                                                |
| Advocate for an urgent boost to weekend services to at least five services per day.                                                                                                                                                                                       |
| Encourage the building of transport hubs, particularly in major regional towns and at urban interchanges.                                                                                                                                                                 |
| Seek a simpler regular interval rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.                                                                                                                                             |
| Advocate to PTV to provide a high quality connection between central Werribee, East Werribee Employment Precinct and the G21 region when Regional Rail Link opens.                                                                                                        |
| Advocate for an increase in service levels between Geelong, Colac, and Warrnambool, Ballarat (serving Bannockburn) and Apollo Bay to five services daily in the short-term, using coaches primarily but trains where feasible.                                            |
| Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.                                                                                                                                                                                           |
| Support a network of principal grid services for urban Geelong.                                                                                                                                                                                                           |
| Support simplification of the bus network, beginning in Grovedale.                                                                                                                                                                                                        |
| Support initiatives to improve the operation of the Moorabool Street interchange.                                                                                                                                                                                         |
| Support an increase in urban bus frequencies to 20 minute intervals where not already operating at this level or better.                                                                                                                                                  |
| Encourage PTV to pilot a Corridor Planning Study, in consultation with the Department of Transport, Planning and Local Infrastructure, Council and VicRoads, to consider long-term transport and land use integration opportunities along a major public transport route. |
| Advocate for PTV to prioritise the development of a real time information system for G21 region bus services.                                                                                                                                                             |
| Collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.                                                                                       |
| Support PTV to undertake the establishment of a regular market research and customer satisfaction survey across the G21 region.                                                                                                                                           |
| Collaborate with the Victorian Government to share more data about public transport.                                                                                                                                                                                      |
| Encourage PTV to research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.                                             |



## EXECUTIVE SUMMARY (CONTINUED)



### BENEFITS OF THE ACTION PLAN FOR COLAC OTWAY

#### Actions that benefit the whole region

- » Advocate to PTV to develop a policy on regional public transport service levels for smaller communities. The policy would outline the minimum levels of public transport service and use that can be expected in G21 region communities.
- » Advocate prioritising new services to settlements with high numbers of younger or older persons or high socio-economic disadvantage.
- » Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.
- » Advocate for an urgent boost to weekend services to at least five services per day.
- » Seek a simpler regular interval rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.
- » Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.
- » Advocate for PTV to prioritise the development of a real time information system for G21 region bus services.
- » Collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.
- » Support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.
- » Collaborate with the Victorian Government to share more data about public transport.
- » Encourage research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.

#### Actions that particularly benefit Colac-Otway

- » Encourage PTV and coach operators to research and trial new vehicles for longer distance bus services in the region, with better accessibility and more luggage storage.
- » Encourage the building of transport hubs, particularly in major regional towns.
- » Advocate for an increase in service levels between Geelong, Colac, Warrnambool, Ballarat (serving Bannockburn) and Apollo Bay to five services daily in the short-term, using coaches primarily but trains where feasible.



#### **BENEFITS OF THE ACTION PLAN FOR GOLDEN PLAINS**

##### **Actions that benefit the whole region**

- » Advocate to PTV to develop a policy on regional public transport service levels for smaller communities. The policy would outline the minimum levels of public transport service and use that can be expected in G21 region communities.
- » Advocate prioritising new services to settlements with high numbers of younger or older persons or high socio-economic disadvantage.
- » Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.
- » Advocate for an urgent boost to weekend services to at least five services per day.
- » Seek a simpler regular interval rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.
- » Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.
- » Advocate for PTV to prioritise the development of a real time information system for G21 region bus services.
- » Collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.
- » Support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.
- » Collaborate with the Victorian Government to share more data about public transport.
- » Encourage research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.

##### **Actions that particularly benefit Golden Plains**

- » Encourage PTV and coach operators to research and trial new vehicles for longer distance bus services in the region, with better accessibility and more luggage storage.
- » Encourage the building of transport hubs, particularly in major regional towns e.g. Bannockburn.
- » Advocate to PTV to provide a high quality connection between central Werribee, East Werribee Employment Precinct and G21 region when Regional Rail Link opens.
- » Advocate for an increase in service levels between Geelong, Colac, Warrnambool, Ballarat (serving Bannockburn) and Apollo Bay to five services daily in the short-term, using coaches primarily but trains where feasible.

## EXECUTIVE SUMMARY (CONTINUED)



### BENEFITS OF THE ACTION PLAN FOR GREATER GEELONG

#### Actions that benefit the whole region

- » Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.
- » Advocate for an urgent boost to weekend services to at least five services per day.
- » Seek a simpler regular interval rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.
- » Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.
- » Advocate for PTV to prioritise the development of a real time information system for the G21 region bus services.
- » Collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.
- » Support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.
- » Collaborate with the Victorian Government to share more data about public transport.
- » Encourage research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.

#### Actions that particularly benefit Greater Geelong

- » Support trialling a flexible service that uses a smaller vehicle. This trial could be undertaken as part of simplifying the Bellarine Peninsula or Surf Coast bus network (see "A well connected region").
- » Encourage the building of transport hubs, particularly the urban interchange at North Shore station.
- » Advocate to PTV to provide a high quality connection between central Werribee, East Werribee Employment Precinct and the G21 region when Regional Rail Link opens.
- » Support a network of principal grid services for urban Geelong.
- » Support simplification of the bus network, beginning in Grovedale.
- » Support initiatives to improve the operation of the Moorabool Street interchange.
- » Support an increase in urban bus frequencies to 20 minute services where not already operating at this level or better.
- » Encourage PTV to pilot a Corridor Planning Study, in consultation with the Department of Transport, Planning and Local Infrastructure, Council and VicRoads, to consider long-term transport and land use integration opportunities along a major public transport route.



#### **BENEFITS OF THE ACTION PLAN FOR QUEENSCLIFFE**

##### **Actions that benefit the whole region**

- » Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.
- » Advocate for an urgent boost to weekend services to at least five services per day.
- » Seek a simpler regular interval rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.
- » Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.
- » Advocate for PTV to prioritise the development of a real time information system for G21 region bus services.
- » Collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.
- » Support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.
- » Collaborate with the Victorian Government to share more data about public transport.
- » Encourage research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.

##### **ACTIONS THAT PARTICULARLY BENEFIT QUEENSCLIFFE**

- » Encourage PTV and coach operators to research and trial new vehicles for longer distance bus services in the region, with better accessibility and more luggage storage.
- » Support trialling a flexible service that uses a smaller vehicle. This trial could be undertaken as part of simplifying the Bellarine Peninsula or Surf Coast bus network (see "A well connected region").

## EXECUTIVE SUMMARY (CONTINUED)



### BENEFITS OF THE ACTION PLAN FOR SURF COAST

#### ACTIONS THAT BENEFIT THE WHOLE REGION

- » Advocate to PTV to develop a policy on regional public transport service levels for smaller communities. The policy would outline the minimum levels of public transport service and use that can be expected in G21 region communities.
- » Advocate prioritising new services to settlements with high numbers of younger or older persons or high socio-economic disadvantage.
- » Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.
- » Advocate for an urgent boost to weekend services to at least five services per day.
- » Seek a simpler regular interval rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.
- » Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line, including potential extension to Torquay.
- » Advocate for PTV to prioritise the development of a real time information system for G21 region bus services.
- » Collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.
- » Support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.
- » Collaborate with the Victorian Government to share more data about public transport.
- » Encourage research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.

#### ACTIONS THAT PARTICULARLY BENEFIT THE SURF COAST

- » Encourage PTV and coach operators to research and trial new vehicles for longer distance bus services in the region, with better accessibility and more luggage storage.
- » Support trialling a flexible service that uses a smaller vehicle. This trial could be undertaken as part of simplifying the Bellarine Peninsula or Surf Coast bus network (see "A well connected region").
- » Encourage the building of transport hubs, particularly in major regional towns.
- » Advocate for an increase in service levels between Geelong, Colac, Warrnambool, Ballarat (serving Bannockburn) and Apollo Bay to five services daily in the short-term, using coaches primarily but trains where feasible.



XIII



XIV G21 REGION PUBLIC TRANSPORT STRATEGY

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1.0 INTRODUCTION



## 1.1 PURPOSE

The G21 Region Public Transport Strategy sets out goals, long-term strategic directions and a four year Action Plan for public transport in the G21 region of Victoria.

G21 - Geelong Region Alliance is the formal alliance of government, business and community organisations working together to improve the lives of people within a region of five municipalities - Colac Otway, Golden Plains, Greater Geelong, Queenscliffe and Surf Coast, shown in Figure 1.

FIGURE 1 - THE G21 REGION (SOURCE: G21 REGIONAL GROWTH PLAN)



## 1.0 INTRODUCTION

### 1.2 STUDY BACKGROUND

This is the second G21 Region Public Transport Strategy. It was developed from the G21 Integrated Public Transport Strategy (2008)<sup>1</sup> jointly prepared by the G21 Geelong Region Alliance and the Department of Transport.

The 2008 strategy has largely been implemented. As a result, the G21 region has decided to review the original strategy and develop a new one.

The study timing also coincides with the release of the G21 Regional Growth Plan<sup>2</sup>, the major strategic document guiding land use planning in the region, as well as aligning with a series of local transport studies currently underway, such as the Geelong Central Transportation Links Study and the Port and Land Access Study.

The aim of the G21 Region Public Transport Strategy is:

*to effectively plan for and respond to public transport opportunities and challenges as the population of the G21 region heads towards 500,000 people.*

The strategy has the overall goal of **increasing utilisation of public transport**, and in turn:

- reducing traffic congestion
- improving the environment
- overcoming social isolation.

This strategy differs from a public transport Network Development Plan. It does not examine the details of bus networks in terms of streets served, stop locations and timetables. It does, however, outline the G21 region's aspirations about how the G21 region, Public Transport Victoria (PTV) and other stakeholders can collaborate to develop the public transport network over time as PTV prepares more detailed strategies and plans, and outlines the G21 region's priorities that it will advocate for.

### 1.3 APPROACH TO STRATEGY DEVELOPMENT

This strategy has been developed in close collaboration with G21 region stakeholders and the G21 region community. Figure 2 summarises the strategy development process.



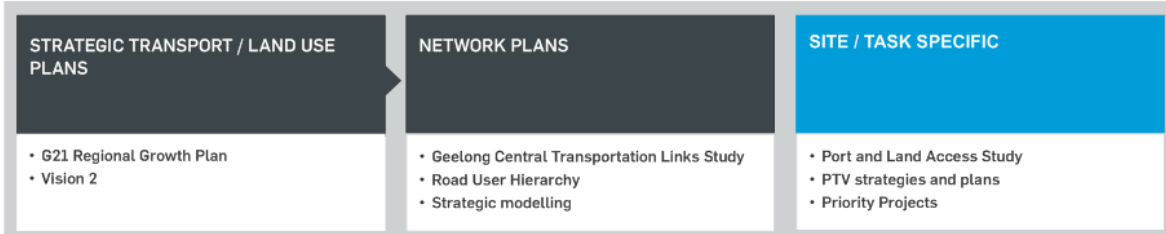
Stakeholders and the community have been consulted on different ways to develop public transport in the G21 region. From this consultation, strategic objectives have been developed that reflect the different needs of communities across the G21 region. A series of actions that can be delivered within the next four years to progress the strategic objectives are detailed in the action plan.

As part of this process, other important studies and plans affecting the G21 region, have been reviewed to consider how they best incorporate them into this strategy. These are summarised in Figure 3. The major regional strategies are discussed in greater detail in Chapter 2.0.

<sup>1</sup>G21 INTEGRATED PUBLIC TRANSPORT STRATEGY, AVAILABLE ONLINE AT [HTTP://WWW.G21.COM.AU/SITES/DEFAULT/FILES/RESOURCES/G21\\_INTEGRATED\\_PUBLIC\\_TRANSPORT\\_STRATEGY\\_2008.PDF](http://www.g21.com.au/sites/default/files/resources/G21_INTEGRATED_PUBLIC_TRANSPORT_STRATEGY_2008.PDF), ACCESSED 3 APRIL 2013

<sup>2</sup>G21 REGIONAL GROWTH PLAN APRIL 2013, AVAILABLE ONLINE AT [HTTP://WWW.DPCD.VIC.GOV.AU/\\_DATA/ASSETS/PDF\\_FILE/0010/145639/G21\\_REGIONAL\\_GROWTH\\_PLAN\\_-\\_APRIL\\_2013\\_-\\_LOW\\_RES.PDF](http://www.dpcd.vic.gov.au/_data/assets/pdf_file/0010/145639/G21_REGIONAL_GROWTH_PLAN_-_APRIL_2013_-_LOW_RES.PDF), ACCESSED 31 JULY 2013

FIGURE 3 - SUMMARY OF KEY INTERFACE STRATEGIES



The fundamental question explored in the engagement process was essentially ‘What type of public transport network is needed in the G21 region?’ Public transport networks can be categorised as:

- metro / grid / frequent networks, where the various lines that make up the network are frequent, and passengers often have to make transfers between the lines to reach destinations
- hub and spoke / pulse networks, where less frequent services meet at central interchange locations to allow for convenient connections
- social transit designs - loops and coverage services that are low frequency but run close to residents and key destinations
- hybrid networks combining elements of the above.

Each of these approaches has advantages and disadvantages and result in different outcomes for customers and communities.

Finding a balance between these network options was the key purpose of community consultation. The process enabled the community to explore the trade-offs involved in public transport planning and to identify their priorities.

The consultation was based on a ‘world café’ approach, with participants managing their discussions and documentation in a facilitated process. The audience was selected and invited from the community.

Approximately one-third of participants were local stakeholders; one-third were specifically invited on the basis that they were part of social groups who usually did not attend forums (for example, students); and one-third responded to advertising and information about the forums.

The forums were complemented by a stakeholder workshop, a Summit meeting at the end of the process, and an online component. The consultation was delivered by the local government areas with support from AECOM and G21.

## WHAT IS PUBLIC TRANSPORT?

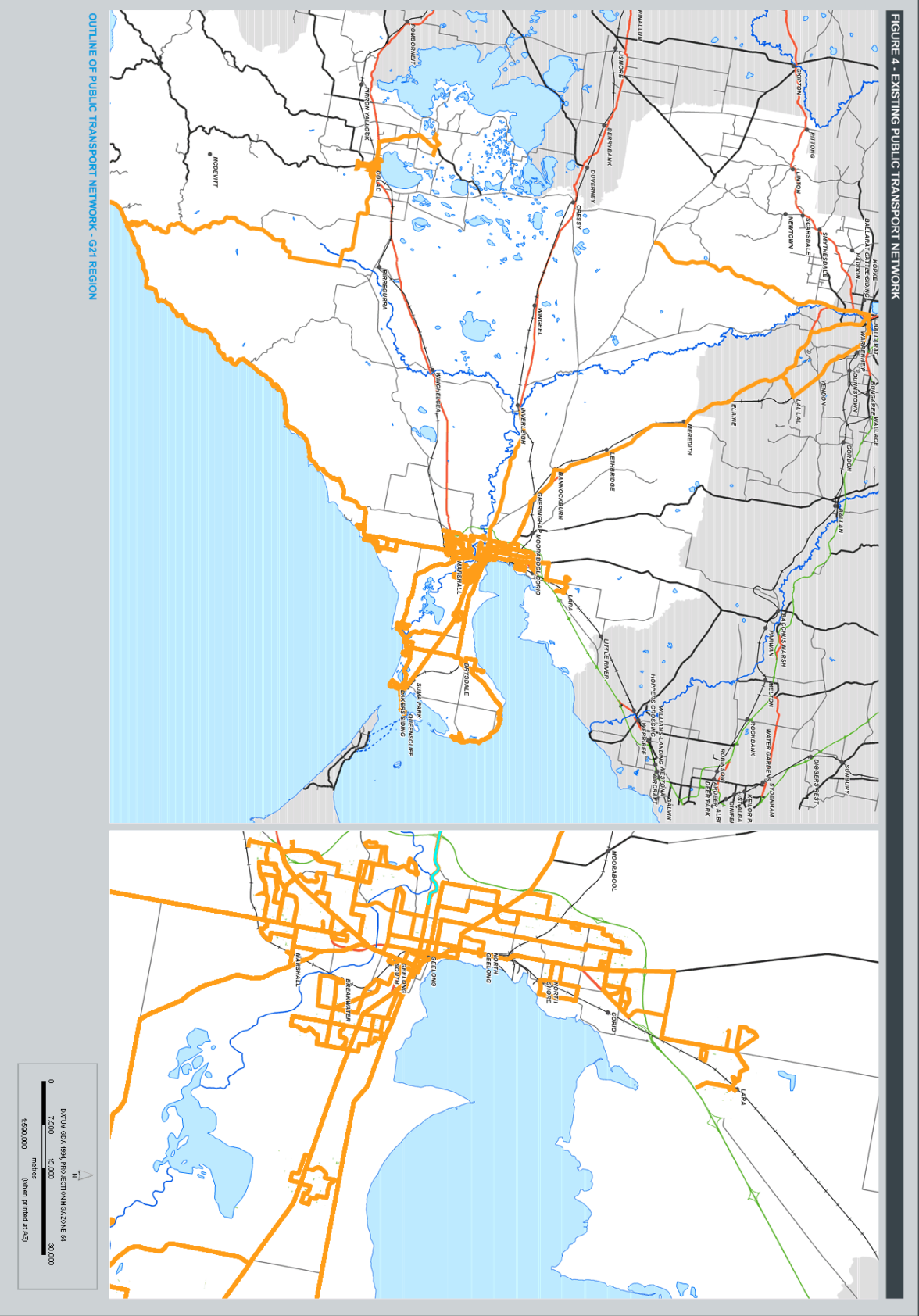
In the G21 Region Public Transport Strategy, ‘public transport’ refers to the network of rail, coach, bus and ferry services in the Region. The strategy does not directly address ‘community transport’ services which are tailored to the needs of particular groups or individuals in the Region, but the important relationship between ‘public’ and ‘community’ transport is recognised and addressed.

## 1.0 INTRODUCTION

### 1.4 SNAPSHOT OF EXISTING PUBLIC TRANSPORT

The existing public transport network is shown on the following page and summarised below. Full service details are available on PTV's website (go to [www.ptv.vic.gov.au](http://www.ptv.vic.gov.au))

| LINES / NETWORKS                   | DESCRIPTION                                                                | WEEKDAY SERVICES                                                        | WEEKEND SERVICES                                                    |
|------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Rail</b>                        |                                                                            |                                                                         |                                                                     |
| Geelong commuter rail              | Regular rail services between Melbourne and Marshall (Grovedale from 2014) | Up to five services in peak hour<br>Hourly 5am to midnight              | Mostly hourly                                                       |
| Warrnambool rail corridor          | Rail service Melbourne – Warrnambool                                       | Three services per day                                                  | Three services per day, some by coach                               |
| <b>Town and commuter bus</b>       |                                                                            |                                                                         |                                                                     |
| Geelong Town                       | 20 route network, plus Leopold service shared with Bellarine Peninsula     | Range from three services per hour to hourly                            |                                                                     |
| Bellarine Peninsula and Surf Coast | 12 route network, seven of which run to Geelong                            | Variable in service levels                                              | Four services per day on most routes                                |
| Colac Town                         | Three route network                                                        |                                                                         |                                                                     |
| <b>Coach and long-distance bus</b> |                                                                            |                                                                         |                                                                     |
| Geelong – Ballarat via Bannockburn | V/Line coach on Midland Highway route                                      | Three trips each way                                                    | Three trips on Saturdays; two on Sundays                            |
| Geelong – Bannockburn              | Intertown bus service                                                      | One trip only, to Bannockburn in mid-afternoon                          | None.                                                               |
| Colac – Apollo Bay - Marengo       | Serves small Otway towns such as Forrest                                   | Wednesdays only except in summer when three services operate on Fridays | Three daily services each way on Saturday and Sunday in Summer only |
| Colac – Lorne                      | Seasonal service                                                           | Runs in summer only                                                     |                                                                     |
| Colac – Alvie                      | Route service operating at school times                                    | Scheduled around school times                                           | No services                                                         |
| Ballarat – Rokewood                | Local bus service                                                          | Tuesdays and Thursdays, Fridays during school holidays                  | No services                                                         |
| <b>Other services</b>              |                                                                            |                                                                         |                                                                     |
| Queenscliffe – Sorrento            | Ferry service                                                              | Hourly                                                                  | Hourly                                                              |
| Geelong – Avalon Airport           | Airport shuttle bus                                                        | Timed to meet flights                                                   | Timed to meet flights                                               |
| Geelong – Tullamarine              | Airport shuttle bus                                                        | Every 75 minutes                                                        | Variable headway from 75 to 105 minutes                             |



## 2.0 STRATEGIC CONTEXT



## 2.0 STRATEGIC CONTEXT

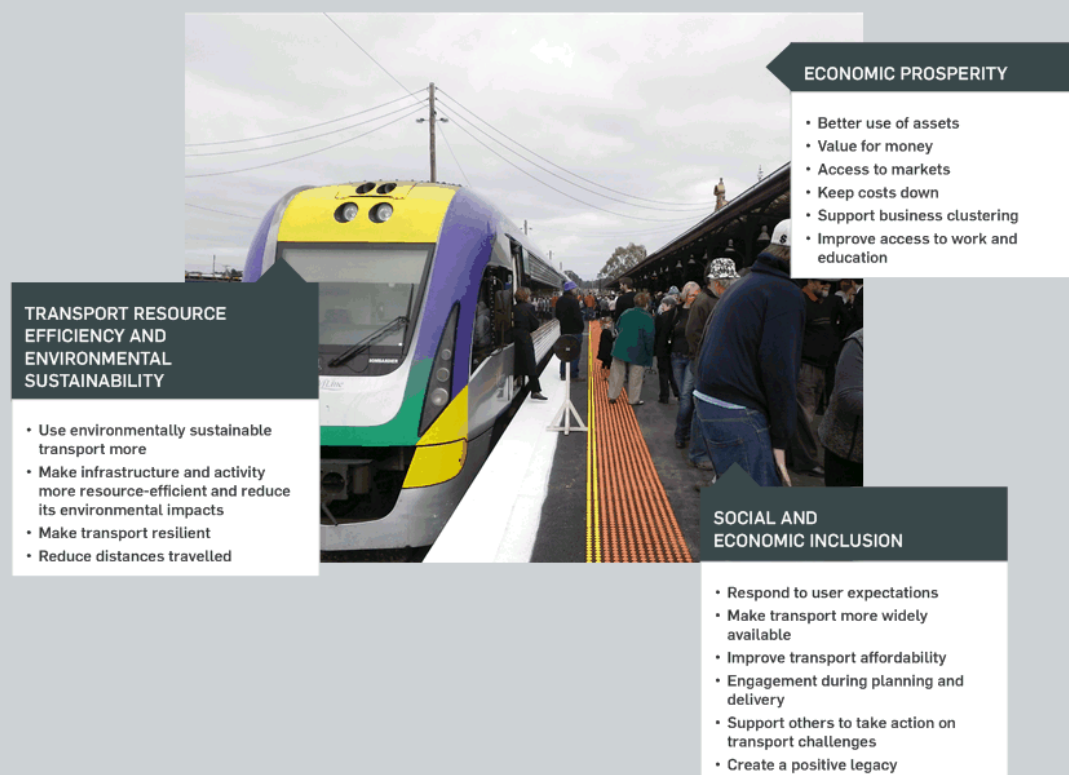
Existing strategies and policies affecting the G21 region have been reviewed to consider how they shape the G21 Region Public Transport Strategy.

### 2.1 THE TRANSPORT INTEGRATION ACT

All transport projects in Victoria, including the development of strategies like this one, need to consider the Transport Integration Act.

The Transport Integration Act sets principles for the transport network; these are shown in Figure 5.<sup>3</sup> Identifying which principles are most relevant to understanding a community's public transport needs is an important part of developing a strategy. In the development of the G21 Region Public Transport Strategy, this has been a key focus of community and stakeholder engagement.

FIGURE 5 - THE TRANSPORT INTEGRATION ACT IN SUMMARY



<sup>3</sup> DEPARTMENT OF TRANSPORT, "APPLYING THE TRANSPORT INTEGRATION ACT", AVAILABLE ONLINE AT [HTTP://WWW.TRANSPORT.VIC.GOV.AU/LEGISLATION/TRANSPORT-INTEGRATION-ACT/APPLYING-THE-TRANSPORT-INTEGRATION-ACT](http://www.transport.vic.gov.au/legislation/transport-integration-act/applying-the-transport-integration-act), LAST ACCESSED 4 APRIL 2013.

## 2.0 STRATEGIC CONTEXT

### 2.2 THE G21 REGIONAL GROWTH PLAN

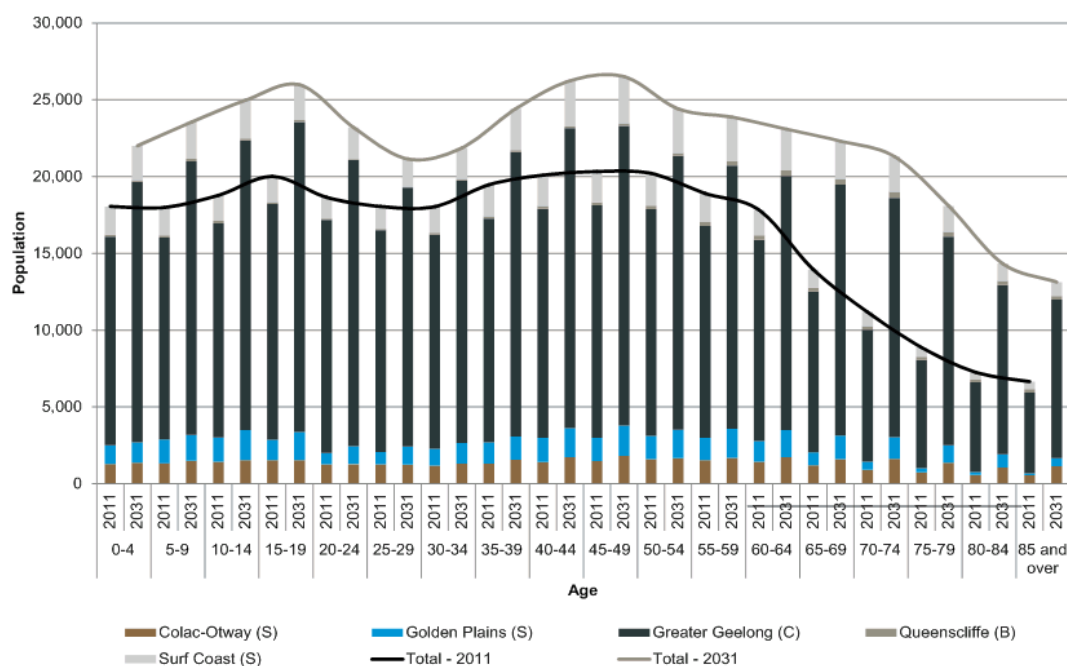
The G21 Regional Growth Plan manages growth and land use pressures to 2050. It pulls together the strategic land use and growth planning already done across the region and builds on this to identify where future residential and employment growth will occur.

The population trend underpinning the G21 Regional Growth Plan is for population growth across all age groups, with a substantial ageing of the population across the region. This trend is shown in Figure 6.

#### THE PLAN IDENTIFIES SIX STRATEGIC DRIVERS OF GROWTH:

- ▶ TRANSPORT
- ▶ STRONG ECONOMY AND JOB DIVERSITY
- ▶ LAND SUPPLY
- ▶ A VIBRANT AND HEALTHY CENTRAL GEELONG
- ▶ INFRASTRUCTURE
- ▶ ENVIRONMENTAL ASSETS AND CHARACTER

FIGURE 6 - DEMOGRAPHIC PROFILE FOR G21 REGION (SOURCE: VICTORIA IN FUTURE<sup>4</sup>)



<sup>4</sup>VICTORIA IN FUTURE, DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT, AVAILABLE ONLINE AT [HTTP://WWW.DPCD.VIC.GOV.AU/](http://www.dpcd.vic.gov.au/home/publications-and-research/urban-and-regional-research/census-2011/victoria-in-future-2012) HOME/PUBLICATIONS-AND-RESEARCH/URBAN-AND-REGIONAL-RESEARCH/CENSUS-2011/VICTORIA-IN-FUTURE-2012

The identified residential growth areas are:

- urban Geelong including Central Geelong
- Lara
- Armstrong Creek
- Torquay/Jan Juc
- Leopold
- Bannockburn
- Ocean Grove
- Colac
- Drysdale/Clifton Springs
- Winchelsea.

Employment centres are identified at:

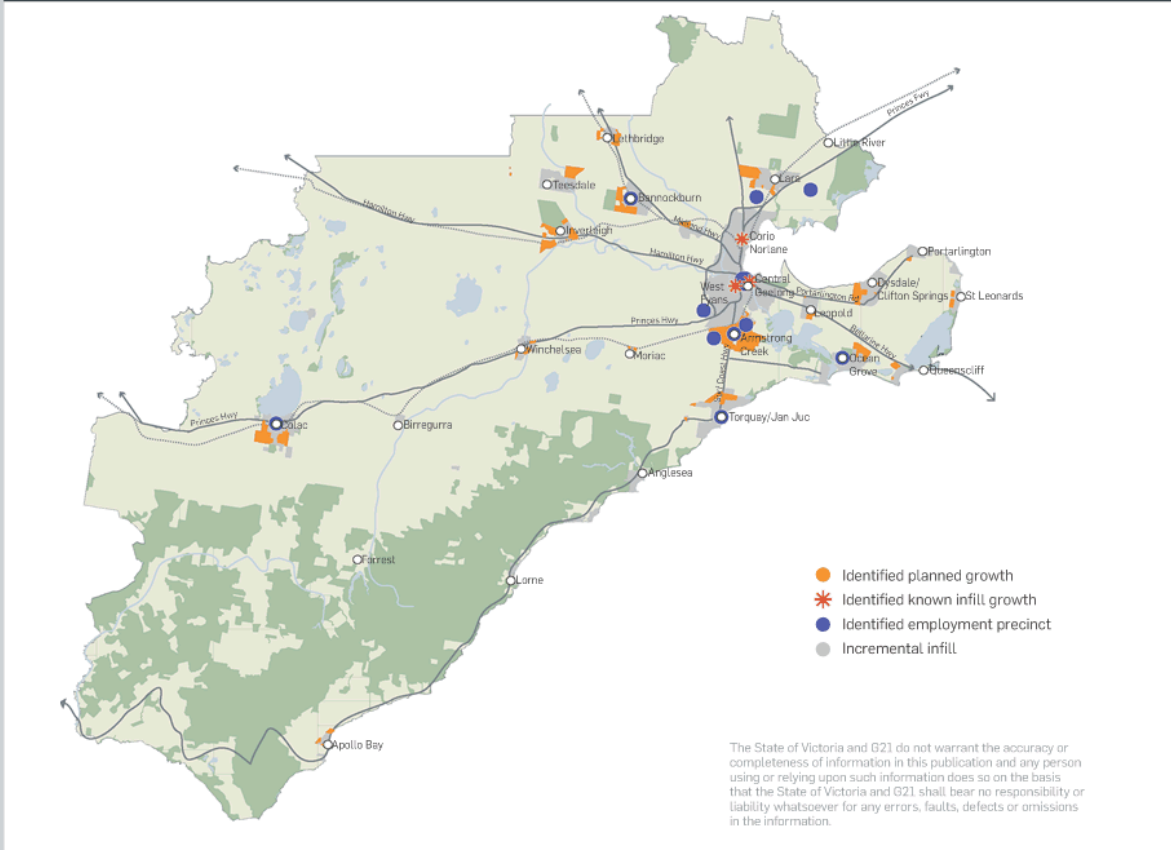
- Deakin/Marcus Oldham Education, Health and Research Hub

- Freight and logistics hub comprising Avalon Airport, Geelong Port and Geelong Ring Road Employment Precinct (GREP)
- Central Geelong
- Waurn Ponds South (long-term potential)
- Armstrong Creek employment areas and Major Activity Centre
- Other towns and centres such as Torquay, Ocean Grove, Bannockburn and Colac.

In the long-term there are options for further growth at Winchelsea and Colac, and possible medium-longer term growth areas adjacent to urban Geelong north and west of the Geelong Ring Road.

Figure 7 shows these areas.

FIGURE 7 - LOCATIONS OF POPULATION AND EMPLOYMENT GROWTH (SOURCE: G21 REGIONAL GROWTH PLAN<sup>5</sup>)



<sup>5</sup>G21 REGIONAL GROWTH PLAN APRIL 2013, AVAILABLE ONLINE AT [HTTP://WWW.DPCD.VIC.GOV.AU/\\_DATA/ASSETS/PDF\\_FILE/0010/145639/G21\\_REGIONAL\\_GROWTH\\_PLAN\\_-\\_APRIL\\_2013\\_-\\_LOW\\_RES.PDF](http://www.dpcd.vic.gov.au/_data/assets/pdf_file/0010/145639/G21_REGIONAL_GROWTH_PLAN_-_APRIL_2013_-_LOW_RES.PDF), ACCESSED 31 JULY 2013

## 2.0 STRATEGIC CONTEXT

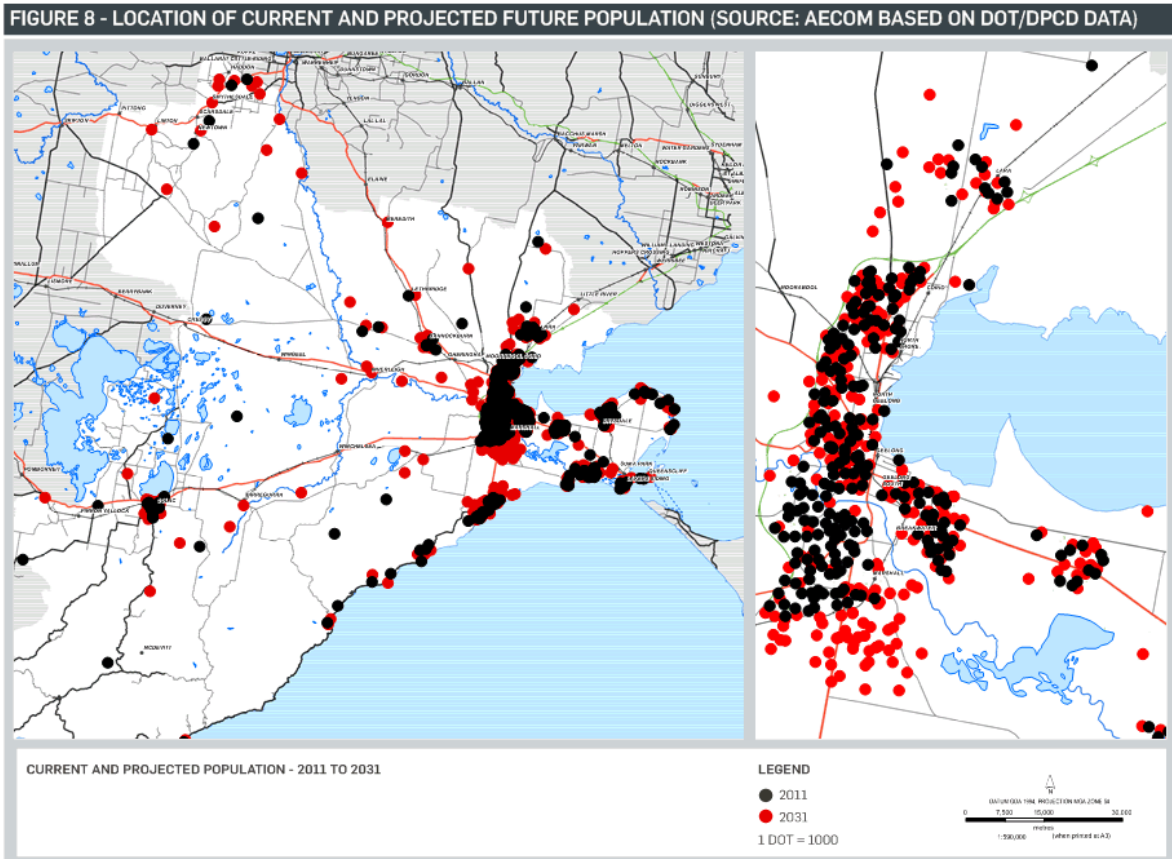


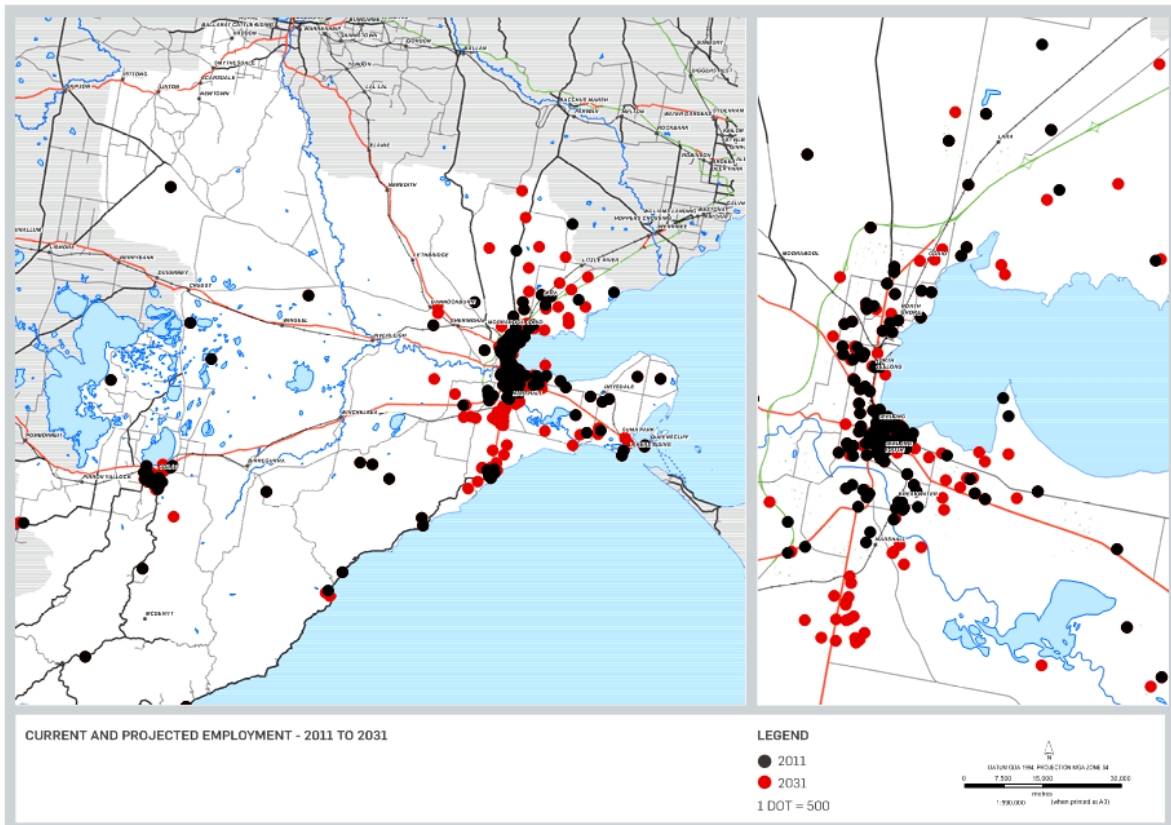
Figure 8 has been prepared based on data supplied by the Department of Transport, which in turn is based on Department of Planning and Community Development data.<sup>6</sup> This map shows population in 2011 (black dots) and 2031 (red dots). Each dot represents 1000 people. Urban infill in Geelong and the growth of Armstrong Creek, Torquay and Lara are clearly shown.

It is important to note that it doesn't fully reflect the longer-term possibilities foreshadowed in the G21 Regional Growth Plan e.g. the growth of Winchelsea.

Figure 9 shows employment in 2011 (black dots) and 2031 (red dots). Each dot represents 500 jobs. The forecast suggests that employment will be generally widely dispersed across urban Geelong and concentrated in townships elsewhere in the Region. Like the population data, it doesn't fully reflect the longer term possibilities, and may need to be updated to reflect areas like the Armstrong Creek employment areas and Avalon Airport.

<sup>6</sup>THE DEPARTMENT OF TRANSPORT AND DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT WERE MERGED IN EARLY 2013 AND ARE NOW PART OF THE DEPARTMENT OF TRANSPORT, PLANNING AND LOCAL INFRASTRUCTURE.

FIGURE 9 - LOCATION OF CURRENT AND PROJECTED FUTURE EMPLOYMENT (SOURCE: AECOM BASED ON DOT/DPCD DATA)



The G21 Regional Growth Plan is based on ten principles, of which the four shown in Table 1 are considered most applicable to public transport.

TABLE 1: PRINCIPLES IN THE REGIONAL GROWTH PLAN APPLICABLE TO PUBLIC TRANSPORT

|                                                        |                                                                                                                                                                                            |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>OPTIMISE<br/>INFRASTRUCTURE AND<br/>CONSOLIDATE</b> | » Maximise capacity and leverage off existing infrastructure and services, particularly near central retail and transport nodes.                                                           |
|                                                        | » Minimise additional land used for residential, commercial and industrial purposes by harnessing under utilised land and buildings in our settlements.                                    |
|                                                        | » Develop new infrastructure and services to facilitate consolidation and growth.                                                                                                          |
| <b>LIVE, WORK AND<br/>PARTICIPATE LOCALLY</b>          | » Create jobs to utilise our skills within the region.                                                                                                                                     |
|                                                        | » Promote learning of new skills to support increasing employment diversity.                                                                                                               |
|                                                        | » Encourage our communities to invest and be involved in the region                                                                                                                        |
| <b>UNIQUE AND<br/>CONNECTED<br/>COMMUNITIES</b>        | » People feel part of their communities and celebrate their sense of place.                                                                                                                |
|                                                        | » Ensure growth enhances choice, health and wellbeing, liveability, amenity and diversity                                                                                                  |
|                                                        | » Communities can easily participate in arts, culture, sport and recreation, encouraging healthy lifestyles.                                                                               |
|                                                        | » Provide affordable access to housing, services and facilities consistent with settlement role and function.                                                                              |
| <b>ACCESSIBLE<br/>TRANSPORT CHOICES</b>                | » Provide a broad range of integrated and sustainable transport choices which are flexible, reliable and connect residents, workers and visitors to the services and facilities they need. |

## 2.0 STRATEGIC CONTEXT

### 2.3 VISION 2

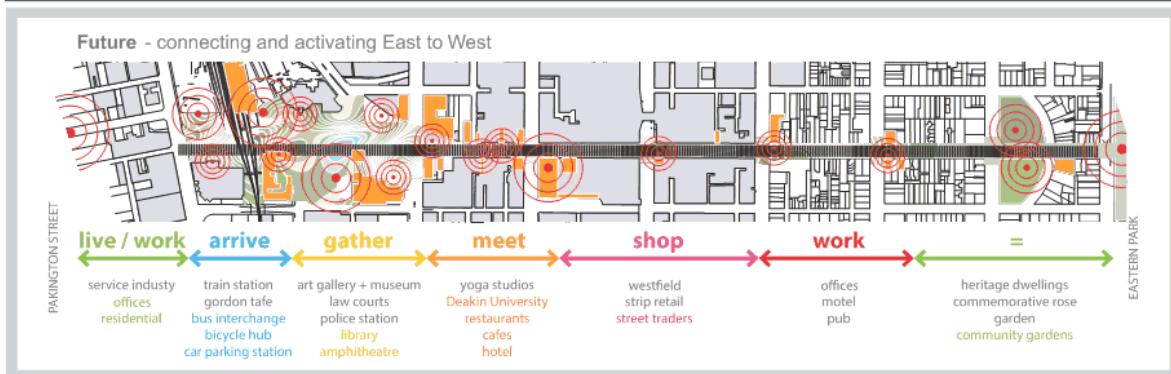
Vision 2 aims to achieve a shared vision and identify areas, strategies and opportunities that will provide momentum and investment for the next 20 years of growth in Central Geelong.

The Vision 2 process is ongoing. Most recently a draft Design Studio Report has been released.<sup>7</sup>

Key ideas in Vision 2 that relate to public transport include:

- a City Arrival Precinct at Geelong Station
- creation of 'The Spine' along Malop Street
- encourage more pedestrian activity in the city's laneways.

FIGURE 10 - POSSIBLE FUTURE ROLE OF MALOP STREET (SOURCE: VISION 2 DRAFT DESIGN STUDIO REPORT)



## THE TRANSPORT CONNECTIONS PROGRAM

Under the Victorian Government's Transport Connections Program, a range of innovative small scale projects were trialled in the G21 region. Case studies include:



The Colac-Lorne summer bus trial, which ran a frequent daily service to meet the needs of seasonal employees as well as recreational travellers. It carried on average 7.4 passengers per trip, with up to 205 passengers a day. This service has been made permanent.



The Moriac summer bus loop, connecting Moriac to destinations in Geelong and Torquay, averaged fewer than two passengers per trip. It was not continued.

Other services trialled but not continued in the region include:

- ▶ BANNOCKBURN LOOP
- ▶ LAVERS HILL TO COLAC
- ▶ QUEENSLIFF TO JAN JUC

<sup>7</sup>DESIGN STUDIO REPORT, 25 MARCH 2013

## 2.4 REVIEW OF THE 2008 PUBLIC TRANSPORT STRATEGY

The table below summarises the results of the G21 Integrated Public Transport Strategy (2008) Action Plan.

TABLE 2: SUMMARY OF THE 2008 PUBLIC TRANSPORT STRATEGY

| Short-term initiatives                                       | Implementation |                           |      |
|--------------------------------------------------------------|----------------|---------------------------|------|
|                                                              | Full           | Part                      | None |
| Deakin direct service upgrade                                |                | ✓                         |      |
| Colac town service                                           | ✓              |                           |      |
| Bannockburn regional service                                 |                | Trialled                  |      |
| Torquay / Jan Juc – Geelong upgrade                          |                | ✓                         |      |
| Queenscliffe – Ocean Grove upgrade                           |                | ✓                         |      |
| Lara service upgrade                                         |                | ✓                         |      |
| Deakin via Waurin Ponds service upgrade                      | ✓              |                           |      |
| Geelong cross network service                                |                |                           | x    |
| Hourly rail service to Melbourne                             | ✓              |                           |      |
| Colac & Bannockburn 'activities buses'                       |                | Alternative solutions     |      |
| Colac – Apollo Bay service upgrade                           |                | Reinstated as once weekly |      |
| Night services / zonal mini bus                              |                | 9pm services; night bus   |      |
| Long-term initiatives                                        | Full           | Part                      | None |
| Colac service coordination                                   |                | Alternative solution      |      |
| Lara town service                                            |                |                           | x    |
| Bellarine Peninsula express services                         |                |                           | x    |
| Commuter services into Lorne, Torquay, Bannockburn and Colac |                |                           | x    |
| Direct Torquay – Deakin services                             |                |                           | x    |
| Corio industrial services                                    |                |                           | x    |
| Weekend services                                             |                | ✓                         |      |

A number of interesting details about these schemes and directions are important to note.

- Deakin University now provides bus and park and ride services. These are not part of the public transport network. They were introduced to overcome issues with the established services between Deakin's central Geelong and Waurin Ponds campuses.
- Regional services around Bannockburn were trialled but most were withdrawn due to low patronage. However, a trip between Geelong and Bannockburn, departing 4:30pm on weekdays, was made permanent. This has helped deal with overcrowding on the V/Line coach service.
- The Colac – Apollo Bay service is particularly complex. It was a once-weekly service that provided access to Colac. The previous strategy called for additional service, but a detailed review found the service carried only a few hundred customers a year,

and a community transport service was offering a similar service at a much lower fare. The service was withdrawn in 2007. The Transport Connections Project (see box, left) then reinstated a trial service, extended it to Marengo and added additional summer services. The trial was successful and the service was re-established.

- The City of Greater Geelong is now running Central Geelong NightBus on Saturday nights. This network is operated independently of the daytime public transport network.
- A number of other improvements that were not in the strategy were made. These included more summer services on the Great Ocean Road coach service, and various enhancements to the V/Line rail timetable increasing services to Marshall Station, such as the introduction of a commuter connection between Torquay and Marshall.

## 2.0 STRATEGIC CONTEXT

### 2.5 PUBLIC TRANSPORT NETWORK PLANS

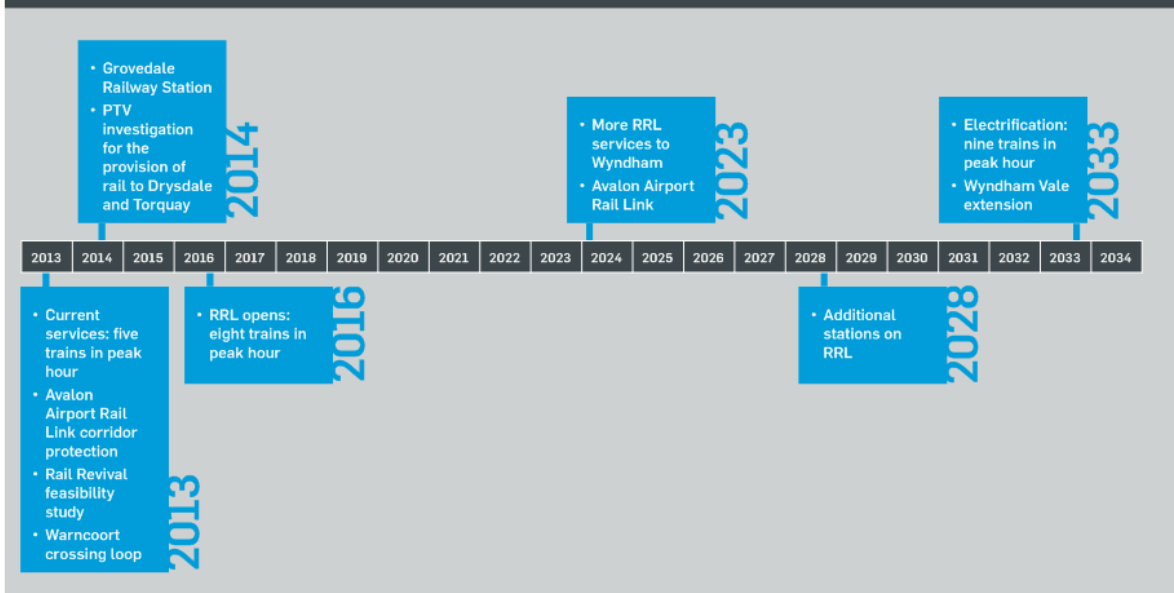
In March 2013 Public Transport Victoria (PTV) published the Network Development Plan - Metropolitan Rail.<sup>8</sup> This plan outlines a long-term vision for the Melbourne metropolitan rail network. The Geelong line is considered in the plan because of its use of the Regional Rail Link. In the long-term, the Network Development Plan proposes that the Geelong rail service should become part of the metropolitan rail network and operate as a Grovedale - South Yarra electrified rail line.

PTV has recently completed a feasibility study into 'Rail Revival', the proposed restoration of passenger rail services between Geelong, Ballarat and Bendigo. The feasibility study found that passenger rail may be feasible in the future but an improved bus service made more economic sense in the short-term.

PTV is also continuing a study into reserving a transport corridor between Geelong and Torquay and commencing an investigation into the restoration of rail services to Drysdale.

Key milestones for these plans are summarised in Figure 11. Note that the milestones are strictly indicative, and funding is not committed for many of these initiatives.

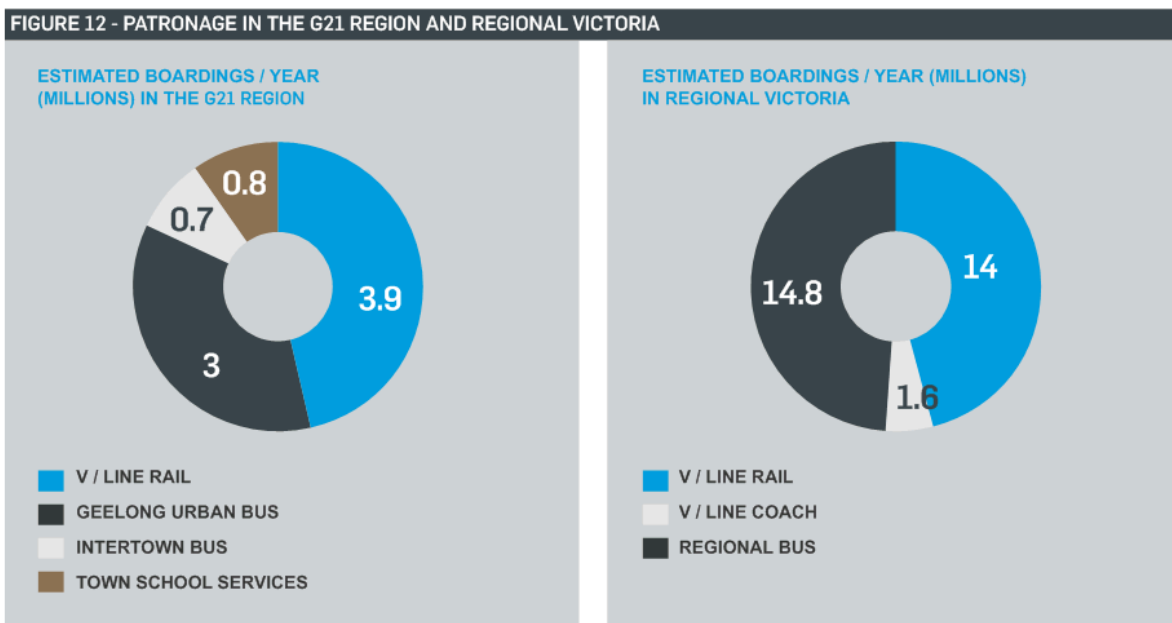
FIGURE 11 - PTV NETWORK DEVELOPMENT INITIATIVES FOR RAIL IN THE G21 REGION – INDICATIVE TIMELINE



<sup>8</sup>PUBLIC TRANSPORT VICTORIA, "NETWORK DEVELOPMENT PLAN - METROPOLITAN RAIL", AVAILABLE ONLINE AT [HTTP://PTV.VIC.GOV.AU/NEWS/NEWS-PROMOTIONS/NETWORK-DEVELOPMENT-PLAN-METROPOLITAN-RAIL](http://ptv.vic.gov.au/news/news-promotions/network-development-plan-metropolitan-rail) LAST ACCESSED 4 APRIL 2013

## 2.6 THE CURRENT ROLE OF PUBLIC TRANSPORT

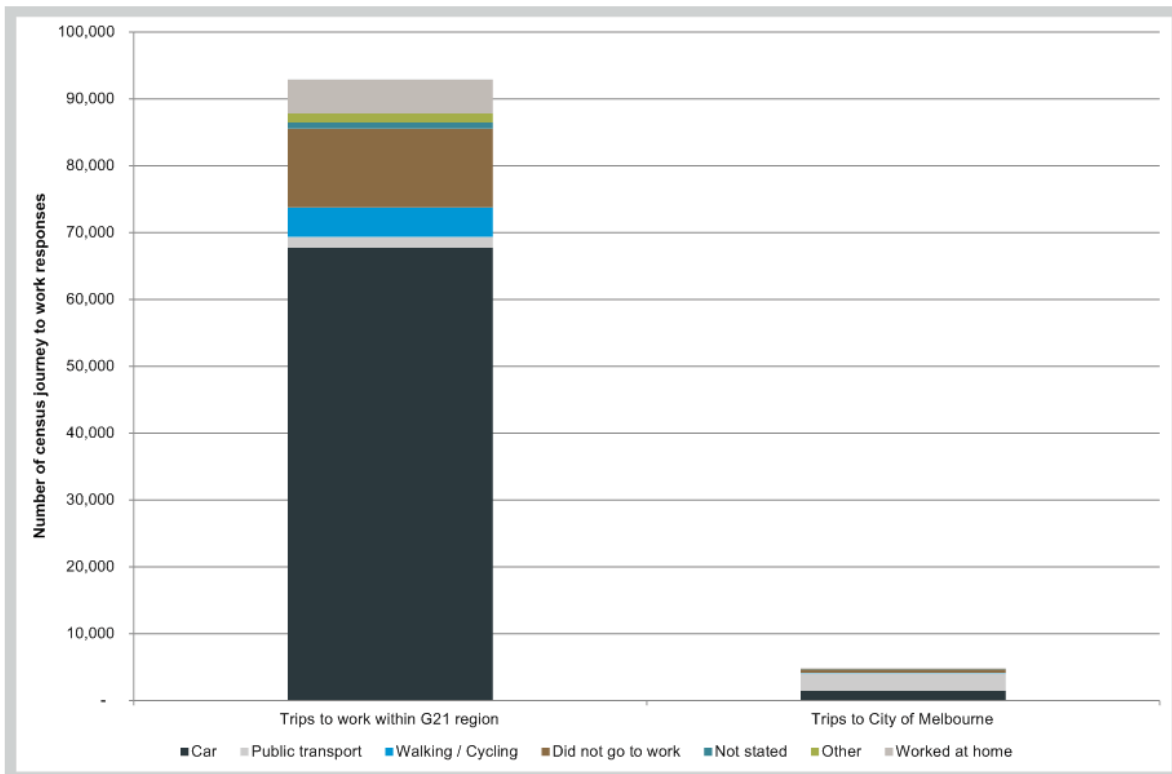
Figure 12 shows the estimated number of boardings for key public transport services in the G21 region and a comparison with overall patronage in regional Victoria. The annual patronage of public transport in the G21 region is about 8.4 million boardings. The G21 region has about 30 percent of regional Victoria's public transport patronage, and has a similar pattern of use in that patronage is fairly evenly split between rail and road-based services.



## 2.0 STRATEGIC CONTEXT

Figure 13 shows journey to work data at the local government area level from the 2011 census. Trips with a public transport component are shown as 'public transport'.

FIGURE 13 - JOURNEY TO WORK - 2011 CENSUS DATA IN SUMMARY



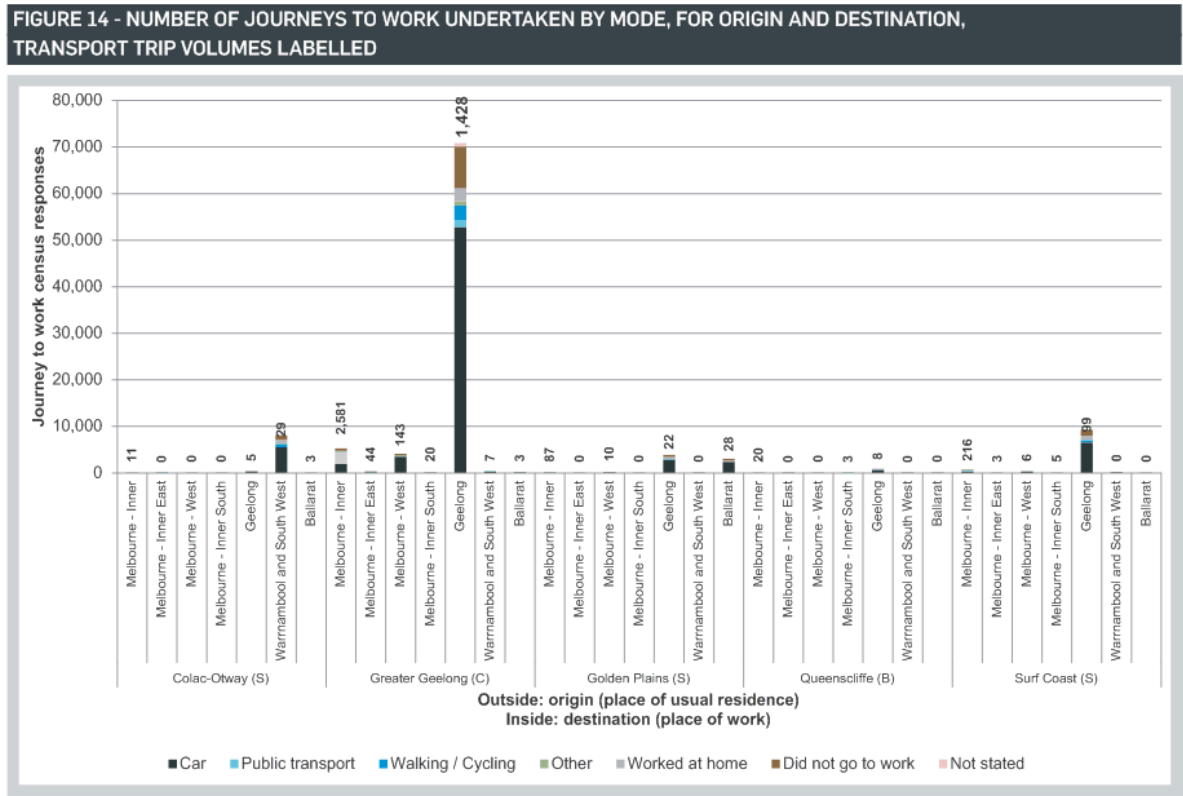
Three key observations from this chart are:

- Public transport has a high share of journeys from the G21 region to central Melbourne, but a very small share of trips within the region. Travel by public transport could be considered attractive due to congestion on the West Gate Freeway and the high cost of parking and petrol. The Regional Rail Link should further increase the attractiveness of this service, but because public transport already has a large share of the market, the opportunity to grow public transport's role for commuting to central Melbourne is relatively limited, as it depends largely on the number of G21 region residents working in central Melbourne.

However, there is great scope to explore ways to increase the share of trips taken within the G21 region on public transport.

- A powerful contextualising idea is that public transport in the region is used less for travelling to work than walking and cycling.
- A small increase in the share of journeys to work within the G21 region would result in a major increase in public transport commuter patronage. This is because public transport currently has a small share of a large potential market. For trips to the central Melbourne, public transport currently has a large share of a relatively small market. The result of these differences is that there are only 1,000 fewer public transport journeys to work within the G21 region than to Melbourne.

Figure 14 shows the size of the travel market in 2011 for journeys to work as reported in the Census. In this figure, ‘Melbourne - Inner’ refers to the general central business district of Melbourne.



## SUMMARY OF STRATEGIC CONTEXT

The G21 region is steadily growing. There will be more people living, working and visiting the region over the next 40 years. The region has significant assets on which to build a robust and resilient economy and to accommodate this growth without negative impacts on its identity. The challenge is to evolve as a self-sustaining region that uses existing infrastructure and land more efficiently.

Key strategic drivers in the region are:

- planning for employment growth along with population growth, including strengthening existing employment nodes and identifying new areas for employment

- acknowledging the key role that Geelong and the G21 region play in relation to Melbourne while preserving Geelong's identity as a separate settlement to Melbourne.

Public transport has an important role in providing access to education, particularly for secondary school students, and has a high share of commuter traffic between the region and central Melbourne. There is a strategic opportunity to focus on attracting a higher share of trips within the G21 region onto public transport.

### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

#### COMMUNITY COMMENT

"IN THIS STRATEGY, COMMENTS FROM THE COMMUNITY  
ENGAGEMENT ARE HIGHLIGHTED LIKE THIS."

3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

3.1 GOALS OF THE G21 REGION

The overall goal of the G21 Region Public Transport Strategy is to increase utilisation of public transport. In turn, this contributes to reducing traffic congestion, improving the environment, and overcoming social isolation.

The strategy development process explored the community’s understanding and acceptance of these objectives, showed how they relate to the Transport Integration Act and the G21 Regional Growth Plan, and assessed how different network development strategies could contribute to meeting the objectives.

3.2 PROCESS FOR DEVELOPING THE STRATEGY’S OBJECTIVES

The strategy’s objectives were developed in close collaboration with the G21 region community and stakeholders. Through four related programs of engagement, the community was consulted on different possible ways to develop public transport in the G21 region. From this consultation, strategic objectives were developed that reflect the different needs of communities across the G21 region.

A **stakeholder engagement** workshop was held with identified stakeholders from across the region who had a direct interest in the strategy. It was also used as a pilot program for the community forums.

- » **Community forums** were held in each local government area with an audience selected and invited from the community. Approximately one-third of participants were local stakeholders; one-third were specially invited on the basis that they were part of social groups who usually did not attend forums (for example, students); and one-third responded to advertising and information about the forums.
- » The **website** provided a discussion forum, survey and background information on the strategy, and provided another forum to explore the key strategic questions asked at the stakeholder engagement workshop and community forums.
- » The **Summit** brought together participants from the stakeholder engagement workshop, community forums and website as well as other members of the G21 region. It tested the strategic objectives and Action Plan presented in this strategy through interactive voting technology.

FIGURE 15: FOUR PROGRAMS OF ENGAGEMENT SHAPED THE STRATEGIC OBJECTIVES OF THE STRATEGY



### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

The engagement explored three questions. Each question contributed to identifying aspects of the strategic role of public transport in the region.

TABLE 3. ENGAGEMENT QUESTIONS TARGETED THE PRINCIPAL STRATEGIC ASPECTS OF PUBLIC TRANSPORT IN THE G21 REGION

| Question                                                                                            | Purpose                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What should public transport be for?                                                                | <ul style="list-style-type: none"> <li>» Identify objectives</li> <li>» Consider relevance of Transport Integration Act and G21 Regional Growth Plan principles</li> <li>» Stimulate debate about competing objectives</li> </ul> |
| Of the seven attributes of public transport, which are most important? Which most need action?      | <ul style="list-style-type: none"> <li>» Identify and prioritise attributes</li> <li>» Consider trade-offs in transit network design</li> </ul>                                                                                   |
| What changes to other transport systems, or land use, would best support public transport outcomes? | <ul style="list-style-type: none"> <li>» Examine integration issues</li> <li>» Examine tradeoffs with private vehicle use</li> <li>» Consider appetite for transport / land use integration</li> </ul>                            |

#### 3.2.1 EXAMINING POTENTIAL OBJECTIVES

A summary of the decision-making principles in the Transport Integration Act and the four G21 Regional Growth Plan objectives most closely associated with public transport (outlined above in section 2.0) were used to seek community input into which potential objectives were most relevant. This important strategic discussion helped to identify which objectives should be prioritised for the limited resources available to invest in public transport networks and services.

FIGURE 16 - SLIDE FROM COMMUNITY ENGAGEMENT FORUM USED TO BEGIN DISCUSSION ABOUT OBJECTIVES

### Objectives for the region's public transport

#### What should public transport be for?

| Theme                                                                 | Possible objectives                                                                                                                                                                                         |                                                                                                                                                                                                  |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Economic prosperity</b>                                            | <ul style="list-style-type: none"> <li>• Better use of assets</li> <li>• Value for money</li> <li>• Access to markets</li> </ul>                                                                            | <ul style="list-style-type: none"> <li>• Keep costs down</li> <li>• Support business clustering</li> <li>• Improve access to work and education</li> </ul>                                       |
| <b>Social and economic inclusion</b>                                  | <ul style="list-style-type: none"> <li>• Respond to user expectations</li> <li>• Make transport more widely available</li> <li>• Improve transport affordability</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Engagement during planning and delivery</li> <li>• Support others to take action on transport challenges</li> <li>• Create a positive legacy</li> </ul> |
| <b>Transport resource efficiency and environmental sustainability</b> | <ul style="list-style-type: none"> <li>• Use environmentally sustainable transport more</li> <li>• Make infrastructure and activity more resource-efficient and reduce its environmental impacts</li> </ul> | <ul style="list-style-type: none"> <li>• Make transport resilient</li> <li>• Reduce distances travelled</li> </ul>                                                                               |
| <b>Regional Growth Plan objectives</b>                                | <ul style="list-style-type: none"> <li>• Optimise infrastructure and consolidate</li> <li>• Live, work and participate locally</li> </ul>                                                                   | <ul style="list-style-type: none"> <li>• Unique and connected communities</li> <li>• Accessible transport choices</li> </ul>                                                                     |

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### 3.2.2 EXAMINING POTENTIAL ATTRIBUTES

Participants were asked to identify which of seven ‘attributes’ of public transport were most important and most in need of action. The focus of the discussion was on identifying what is important and urgent, and considering the trade-offs between the attributes.

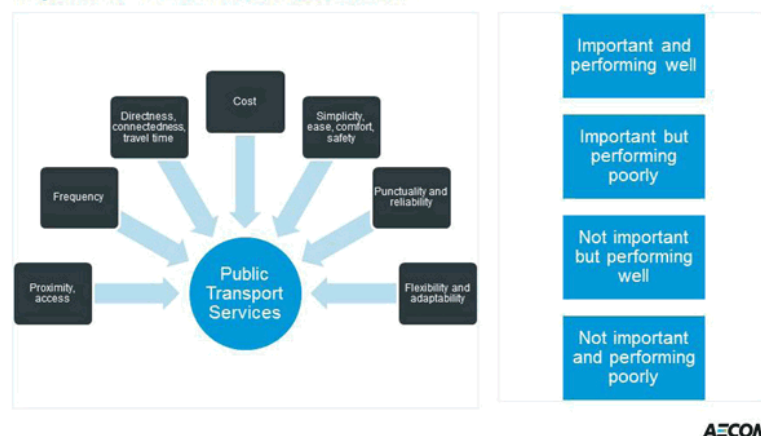
TABLE 4. THE SEVEN ATTRIBUTES OF PUBLIC TRANSPORT<sup>9</sup>

| Demand                                     | Concept                                                                                                                 | Attribute used in Strategy                |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 1. It takes me <i>where</i> I want to go.  | The extent of availability                                                                                              | Proximity and coverage                    |
| 2. It takes me <i>when</i> I want to go.   | Minimum waiting time and long service hours                                                                             | Frequency                                 |
| 3. It's a good use of my <i>time</i> .     | The relationship between straight routes, the need to interchange, and door-to-door service need                        | Directness, connectedness and travel time |
| 4. It's a good use of my <i>money</i> .    | Cost to the customer in fares and to the taxpayer in subsidies                                                          | Cost                                      |
| 5. It respects me.                         | The ease and enjoyability of using public transport                                                                     | Simplicity, ease, comfort, safety         |
| 6. I can trust it.                         | How well the promised service matches what is actually delivered.                                                       | Punctuality and reliability               |
| 7. It gives me freedom to change my plans. | Public transport's capability to meet a range of changing travel needs when change occurs in the short and longer-term. | Flexibility and adaptability              |

FIGURE 17 - SLIDE FROM COMMUNITY ENGAGEMENT FORUM USED TO BEGIN DISCUSSION ABOUT ATTRIBUTES<sup>9</sup>

### Planning the region's public transport: making tradeoffs

Of these seven attributes of public transport, which are most important? Which most need action?



<sup>9</sup>JARRETT WALKER, HUMAN TRANSIT, ISLAND PRESS, 2011

### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

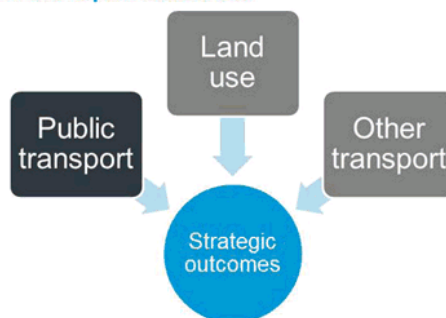
#### 3.2.3 EXAMINING PUBLIC TRANSPORT'S RELATIONSHIP TO THE WIDER TRANSPORT AND LAND USE SYSTEM

This question explored community needs with respect to access modes to public transport, opportunities to change the way cars are used, and the land use patterns of the region.

FIGURE 18 - SLIDE FROM COMMUNITY ENGAGEMENT FORUM USED TO BEGIN DISCUSSION ABOUT THE WIDER TRANSPORT AND LAND USE SYSTEM

#### Planning the region's public transport: Integrating outcomes

**'What changes to other transport systems, or land use, would best support public transport outcomes?'**



AECOM

## CASE STUDY

The Borough of Queenscliffe forum discussed how weekend public transport service gaps have direct economic and social impacts. The tourist economy means weekends are a busy time for local businesses. However, some business owners have to trade-off running the business and taking children into Geelong to access recreation and entertainment because of limited public transport options.



### 3.3 KEY THEMES AND PRIORITIES IDENTIFIED THROUGH CONSULTATION

Following the engagement process, consistent key messages were identified by analysing the verbatim comments from the community engagement process. The figures below are ‘word clouds’. They summarise the key themes from the discussion on each question.

**FIGURE 19 - KEY IDEAS ASSOCIATED WITH PUBLIC TRANSPORT OBJECTIVES**



Key themes in the ‘objectives’ discussion included:

- widespread support for the idea of 'access' for all members of the G21 region community, with an emphasis on the needs of:
  - youth, to access sport and to socialise with peers
  - people with limited or no access to private cars
  - older people
  - people with limited personal mobility
- drawing out the relationship between economic and social outcomes in the G21 region.

**FIGURE 20 - KEY IDEAS ASSOCIATED WITH 'ATTRIBUTES'**



Key themes in the ‘attributes’ discussion included:

- widespread support for the need for 'efficient', 'direct' and simple public transport services and timetables
- widespread desire for more innovative services, in particular the use of smaller buses
- the need for timetables that reflect the needs of current and potential users
- transport services that support access to Geelong as the priority, with access to Melbourne a secondary concern
- more information and communication.

**FIGURE 21 - KEY IDEAS ASSOCIATED WITH 'BROADER CHANGE'**



In the discussion on 'broader change', key themes were:

- integration of services with access modes
  - bicycles, in terms of access routes, facilities at stops, and storage on vehicles, particularly buses
  - town 'hubs' for various transport services
  - Park and Ride for both bus and rail services
- physical layout aspects of transport and land use planning
  - corridor planning
  - streets and roads
  - paths.

3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

FIGURE 22 - RESPONSES TO THE QUESTION 'THE MOST IMPORTANT OBJECTIVES FOR PUBLIC TRANSPORT ARE...'

Stakeholders were also asked to prioritise the most important objectives and attributes of public transport in the G21 region. Figure 22 is an indication of community responses, with the size of the dot indicating relative importance, and shows that social and economic inclusion is considered to be the most important overarching objective for public transport.

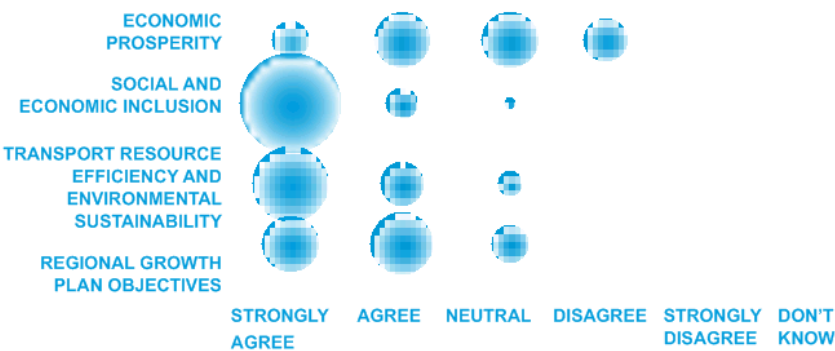
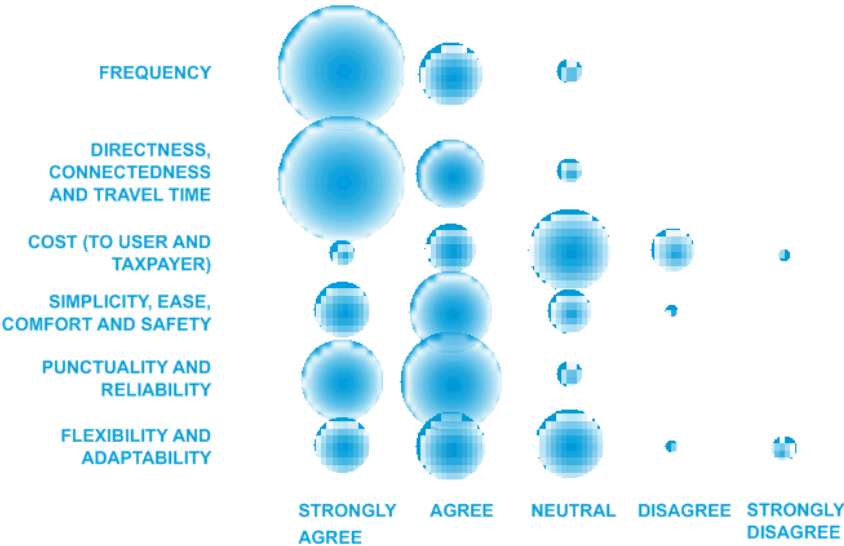


FIGURE 23 - RESPONSES TO THE QUESTION 'THE MOST IMPORTANT OBJECTIVES FOR PUBLIC TRANSPORT ARE...'

A similar question was also asked regarding 'attributes'. The results in Figure 23 show the challenge of making trade-offs, with respondents treating all the attributes as important. Ultimately, frequency and directness were highest priorities.



### 3.4 G21 REGION PUBLIC TRANSPORT STRATEGIC OBJECTIVES

Four strategic objectives that reflect the principal themes of the community consultation and technical public transport planning considerations have been developed. Draft versions of the objectives were tested at the strategy summit and generally received widespread support as accurately reflecting the key objectives of the region.<sup>10</sup>

| Summary of Objective                                    | Over the 20 year life of the Strategy...                                                                                                                                             | Fit with Transport Integration Act                                                                                                                                                         | Fit with G21 regional Growth Plan                                                                                                                                                                                             | Level of support for draft version at Summit |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <b>"ACCESS FOR ALL"</b>                                 | ...public transport should be extended to all townships in the G21 region, and be accessible to all users                                                                            | <ul style="list-style-type: none"> <li>» Economic prosperity</li> <li>✓ Social and economic inclusion</li> <li>» Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>» Optimise infrastructure and consolidate</li> <li>» Live, work and participate locally</li> <li>✓ Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> | <b>87%</b><br>agreed or strongly agreed.     |
| <b>"A WELL CONNECTED REGION"</b>                        | ...all major centres should be connected, directly or via other centres. The Melbourne – Geelong railway should develop into a regular and reliable intercity commuter rail service. | <ul style="list-style-type: none"> <li>✓ Economic prosperity</li> <li>✓ Social and economic inclusion</li> <li>✓ Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>✓ Optimise infrastructure and consolidate</li> <li>✓ Live, work and participate locally</li> <li>✓ Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> | <b>93%</b><br>agreed or strongly agreed.     |
| <b>"URBAN PUBLIC TRANSPORT FOR AN URBAN CENTRE"</b>     | ...Geelong's urban public transport should become a direct, frequent and simple urban network.                                                                                       | <ul style="list-style-type: none"> <li>✓ Economic prosperity</li> <li>» Social and economic inclusion</li> <li>✓ Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>✓ Optimise infrastructure and consolidate</li> <li>» Live, work and participate locally</li> <li>» Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> | <b>83%</b><br>agreed or strongly agreed.     |
| <b>"IMPROVE INFORMATION, PLANNING AND PARTNERSHIPS"</b> | ...the region's partners should deliver better public transport sooner, and know more about its users and market.                                                                    | <ul style="list-style-type: none"> <li>✓ Economic prosperity</li> <li>» Social and economic inclusion</li> <li>✓ Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>✓ Optimise infrastructure and consolidate</li> <li>» Live, work and participate locally</li> <li>» Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> | <b>80%</b><br>agreed or strongly agreed.     |

<sup>10</sup>OBJECTIVE 4 WAS REVISED FROM ITS ORIGINAL FORM OF "COLLABORATIVE ADVOCACY AND INFORMATION SHARING" AFTER THE SUMMIT FEEDBACK INDICATED THAT OBJECTIVE DID NOT REFLECT THE G21 REGION'S OBJECTIVES WELL.

### **3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY**

#### **3.5 G21 REGION PUBLIC TRANSPORT FOUR YEAR ACTION PLAN**

The following pages detail the G21 region's four-year plan for action to begin implementing the strategy.

The actions were identified from the engagement process and from analysis of public transport data. A draft action plan was evaluated using real-time stakeholder feedback technology at the summit. The actions included in this plan were selected based on their support, effectiveness and strategic importance.

The Action Plan reflects the most pressing issues for delivery over four years. New actions that will contribute to achieving the strategic objectives can be identified by the G21 region and included in ongoing implementation of the strategy.



### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

## ACCESS FOR ALL

'Access for All' reflects the principle, widely held in communities across the G21 region, that a base level of public transport service should be available to all communities across the G21 region, and that all services should be accessible to potential users.

Internationally and elsewhere in Australia, setting minimum levels of service is a common policy approach to identifying a base level of service. Victoria introduced a minimum service level for Melbourne bus services in 2006, but there is not a minimum level of service for G21 region communities.

In the United Kingdom, a combined minimum service level and minimum value for money measurement is often used.<sup>11</sup> For example:

*'Settlements of 150 or more: employment & training service (Mon-Fri), evening service (Mon-Fri), shopping service on two days a week, health care service on two days a week'*

should be associated with a measure such as

*Not to exceed £2.50 subsidy per passenger or Do not support services carrying <5 passengers per trip.*

By pairing the service level with the required level of use, the community will have a clear idea about what 'use it or lose it' actually means.

In Australia, the Disability Standards for Accessible Public Transport set requirements and a timeline for making public transport accessible to people with restricted personal mobility.

In the G21 region there are a number of high-profile accessibility issues such as poor access to bus stops and difficulties using bus vehicles, and this strategic objective reflects the priority the region places on addressing these matters.



30 G21 REGION PUBLIC TRANSPORT STRATEGY

## ACTION PLAN

### ACTION 1

**Advocate to PTV to develop a policy on regional public transport service levels for smaller communities. The policy would outline the minimum levels of public transport service and use that can be expected in G21 region communities.**

The G21 region supports the establishment of a Regional Minimum Service and Use Guideline. Setting a clear guideline will make it easier for communities to understand what public transport will be provided, and what expectations are for its ongoing use if it is to be supported long term.

The features that the G21 region seeks in the guideline are:

- Defining the minimum size of communities that will be included in the public transport network
- Setting a minimum frequency of service
- Guidance on which days of the week services should operate, including weekends
- Balancing travel to local centres, major regional centres like Geelong, and Melbourne
- Community engagement processes
- Policy regarding connections to other services
- Setting of acceptable subsidy levels

<sup>11</sup>SEE A REVIEW OF UK PRACTICE IN 'PROGRESSING RURAL PUBLIC TRANSPORT IN IRELAND', AVAILABLE ONLINE AT [HTTP://WWW.TRANSPORT.IE/UPLOAD/GENERAL/7903-0.PDF](http://www.transport.ie/upload/general/7903-0.pdf)

The following standards are suggested for inclusion in the policy to meet the specific needs of the G21 Region, recognising that the PTV policy must address statewide issues:

- **Services should operate to all 'Urban Centre / Localities' (UCLs) in the region.** The 'Urban Centre / Locality' is a useful definition from the Australian Bureau of Statistics that represents a 'township'. A UCL has:
  - a population of at least 200 'Usual Residents'
  - a clear aggregation of residential population.<sup>12</sup>

Using 'Urban Centre / Localities' to identify communities recognises that public transport is limited in its ability to serve communities where the population is very dispersed. Community transport can be a more suitable model for these areas.
- **There should be a minimum of three services a week.** This minimum service level would support the G21 Regional Growth Plan's principle of providing transport 'choices' by providing a choice of days of travel.
- **At least one service should operate on a weekend.** A policy focus on weekend travel needs will help to ensure that people's needs to access recreation and social opportunities are not overlooked.
- **Balanced against the need for a simple service, there should be an option each week to make day return travel to the nearest local centre, Geelong and Melbourne through connections as required.**
- **People have a range of travel needs that may need to be addressed, for local travel, access to Geelong and to Melbourne.** Careful timetabling and co-ordination of services should aim to provide this range of travel outcomes, but the timetable should be kept as simple as possible.

- **Services planned in conjunction with the community that is served.** Experience from the Transport Connections Program shows that these 'access services' must be planned in consultation with the community, to a service plan that best meets community need.

For example, if a community identifies that an employment access service is the most critical need, this will inform defining many of the other characteristics of a service.

Community engagement may also allow identification of partners who could contribute to funding a service better than the normal minimum level of service if it specifically addresses their needs (see Information, Planning and Partnerships: Action 2).

- **Consider opportunities to create more strategic connections.** Where possible, these 'access services' should connect with other established services, and consideration should be given to connecting small communities using longer routes between major centres.
- **Level of use or subsidy support better than the Victorian regional average:** As a growing, leading region, public transport should perform above average in the G21 region, and a suitable minimum level of use should be established accordingly that ambitiously but fairly benchmarks expectations.
- **Trials should run for a minimum 12 months:** trial periods need to allow for seasonal factors, customer awareness of the service to build, and to adjust the service based on customer needs if appropriate.

<sup>12</sup>1270.0.55.004 - AUSTRALIAN STATISTICAL GEOGRAPHY STANDARD (ASGS): VOLUME 4 - SIGNIFICANT URBAN AREAS, AVAILABLE ONLINE AT [HTTP://WWW.ABS.GOV.AU/AUSSTATS/ABS@NSF/LATESTPRODUCTS/05773C1D8C9F2022CA257A98001399F77?OPENDOCUMENT](http://www.abs.gov.au/AUSSTATS/ABS@NSF/LATESTPRODUCTS/05773C1D8C9F2022CA257A98001399F77?OPENDOCUMENT)

### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

#### ACTION 2

**The G21 region will advocate prioritising new services to settlements with high numbers of younger or older persons or high socio-economic disadvantage.**

The G21 region community strongly supports a continued focus on providing access services for younger, older and disadvantaged groups in the community.

Priority G21 region settlements for minimum service provision, based on their status as 'Urban Centres/ Localities' with high numbers of younger, older and persons or high socio-economic disadvantage include:

- Beeac (weekend service)
- Forrest (improved weekday and weekend service)
- Enfield (weekend service)
- Moriac (introduction of service).

#### ACTION 3

**The G21 region councils and PTV collaborate to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.**

The majority of regional public transport users access the public transport network at a bus stop.

People predominately get to bus stops on foot or by mobility aid, but better provision for other modes of access like bicycles and kiss and ride needs to be explored in planning bus stop improvements.

A program of bus stop accessibility upgrades that considers the stop location, access footpaths, and supporting infrastructure such as shelters, kiss and ride bays and bicycle storage is needed.

The myki ticketing system means that detailed information about stop use is becoming available. This could be a good evidence base on which to prioritise stop upgrades.

#### COMMUNITY COMMENT

"ACCESSIBLE TO EVERYONE!!"

#### ACTION 4

**The G21 region will encourage PTV and coach operators to research and trial new vehicles for longer distance bus and coach services in the region, to provide better accessibility and more luggage storage.**

The quality of bus and coach vehicles used in the G21 region is in line with the standard across Victoria, but there are opportunities to improve the vehicles to better meet the needs of G21 region communities.

Coach and bus designs that combine low-floor sections for better accessibility with high-floor areas that allow more storage for bicycles and other luggage would be a good strategic fit for the G21 region. They would help address the needs of mobility aid users as well as providing for the needs of tourists.

New vehicle designs that have these features are now operating in Asia and Europe. They could be trialled in the G21 region, with the trial measuring both their suitability to meet customer needs and their operational effectiveness.

FIGURE 24 - MORE INNOVATIVE VEHICLE DESIGNS CAN PROVIDE LOW FLOOR ACCESS AND LUGGAGE CAPACITY



## ACTION 5

The G21 region supports trialling a flexible service that uses a smaller vehicle.

This trial could be undertaken as part of simplifying the intertown bus network.

There was a very high level of interest in the use of smaller buses in the G21 region. They are perceived to be more flexible and better suited to the users of the service.

Although smaller buses usually cost a similar amount to run as large buses (because the main cost is the driver's wage), some of the townships in the G21 region could support a stand-alone service using a smaller vehicle.

There could also be opportunities to connect with intertown services and simplify them.

Smaller vehicles may also be able to access established areas where the roads are not bus friendly and public transport access is not currently possible.

This way of connecting up the bus network would allow for trialling a more flexible local service. The flexibility provided could include on-demand route diversions to provide to-home service, using taxis at low demand times, or demand-responsive service at nights and weekends for passengers connecting from an intertown service.

Any smaller vehicles would meet relevant standards for accessibility by disabled users and people with mobility aids.

### COMMUNITY COMMENT

"LOCAL TOWN BUS IS NOT PUBLICISED ENOUGH"

"USING SMALLER BUSES SO SERVICES LOOK BETTER USED – PUBLIC PERCEPTION"

### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY



#### THE ROLE OF SCHOOL BUSES

Recently a pilot program to allow wider community access to school buses was introduced in the G21 region. Spare seats on the Deans Marsh to Colac school bus are now available to student and senior concession card holders. This initiative complements a trial on the Winchelsea to Colac school bus.

The school bus network operates to many small communities and the more remote parts of the G21 region. School buses can play a useful role in making more transport available to communities at little or no extra cost to the government.

As service levels improve on the main public transport network, school buses will also be able to connect to more services without compromising their main role of taking students to and from school at the times they need to be there. However, routes regularly change to meet student needs. Although this is an efficient way to provide the core service, it does mean more information needs to be provided to irregular users to keep them informed of changes.

## PUBLIC TRANSPORT AND LAND USE PLANNING

In consultation and submissions on the Strategy, one of the recurring themes was concern about areas in the region that have not planned for good public transport access in the future.

Some of the issues identified include:

- Roads that are narrow, unsealed or have traffic control measures that prevent bus access
- Shops, businesses, schools and community centres being placed in locations with no efficient public transport access; the case study of the 'Potato Shed' multi arts centre in Drysdale and its neighbouring schools was raised in community workshops. Its location well outside the main township of Drysdale on a no through road makes it difficult to access by public transport
- Street networks that are poorly connected with residents' houses at the end of long cul-de-sacs or indirect curving streets in places like Wallington, Rosewall and parts of Lara.

It is difficult to overcome the consequences of these decisions in the short term, and these locations will be difficult to serve with public transport for years to come.

There is guidance on good practice applicable to Victoria and the G21 region supports its widespread adoption by regional Councils when planning new subdivisions and siting community infrastructure like libraries, recreation centres, hospitals and schools. The Public Transport Guidelines for Land Use and Development are published by the Department of Transport, Planning and Local Infrastructure on its website. The guidelines provide clear and easily interpreted guidance on good practice. The G21 region supports future land use planning making provision for direct, rapid and efficient public transport services that take people to where they need to go, and placing key facilities on good current and future public transport routes.



### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

#### A WELL CONNECTED REGION

Throughout the strategy development process, the G21 region community emphasised the importance of public transport serving the need for access to and between the region's centres – not just travel to and from Melbourne.

In line with this principle, a network of intercity and intertown services that link major centres and radiate from Geelong is proposed.

The G21 region proposes a two-tier network of major trunk services, with connection opportunities at hubs, shown in the diagram right:

- Intercity services link Geelong with the major centres in and just outside the G21 region. These services could run five times per day in the short-term, meeting social and targeted employment needs. Ultimately, nine services per day could provide a service every two hours with additional services for commuting in the peak.
- Intertown services could run nine times per day in the short-term, building up to an hourly service with additional peak services.
- Dashed lines indicate areas where 'seasonal' services are a particular need. Peak times are the summer holiday period, shortly before Christmas to after Australia Day, and the Easter long weekend.

The rail link between Melbourne, Geelong and Warrnambool will continue to be strategically important even as the region becomes better connected internally. Many of the challenges of the region's public transport network, such as co-ordination of services, will not be satisfactorily addressed until rail services are simplified and improved.

The G21 region's vision for the rail service is to continue developing it as an intercity railway with services that run at regular intervals. This is an alternative to integrating the Geelong line into the Melbourne suburban rail network.

The G21 region's connected network also needs to provide services to support special events such as the numerous festivals in the region.

#### ACTION PLAN

#### ACTION 1

**The G21 region advocates an urgent boost to weekend services to at least five services per day.**

Consistently across the G21 region, gaps in weekend services between towns were a major concern.

Limited weekend public transport services have direct economic and social impacts in the G21 region. They restrict visitor access to tourism attractions, opportunities to work, and affect business operations when families need to assist with transport.

Key needs identified included transport to participatory and social sporting events, and access to entertainment such as cinemas in central Geelong.

#### ACTION 2

**The G21 region will encourage the building of transport hubs, particularly in major towns, to better support access to the main public transport network from surrounding areas.**

In some of the more rural parts of the G21 region that do not have large townships, like parts of the Golden Plains Shire that are away from main highways, community transport can be more effective than public transport.

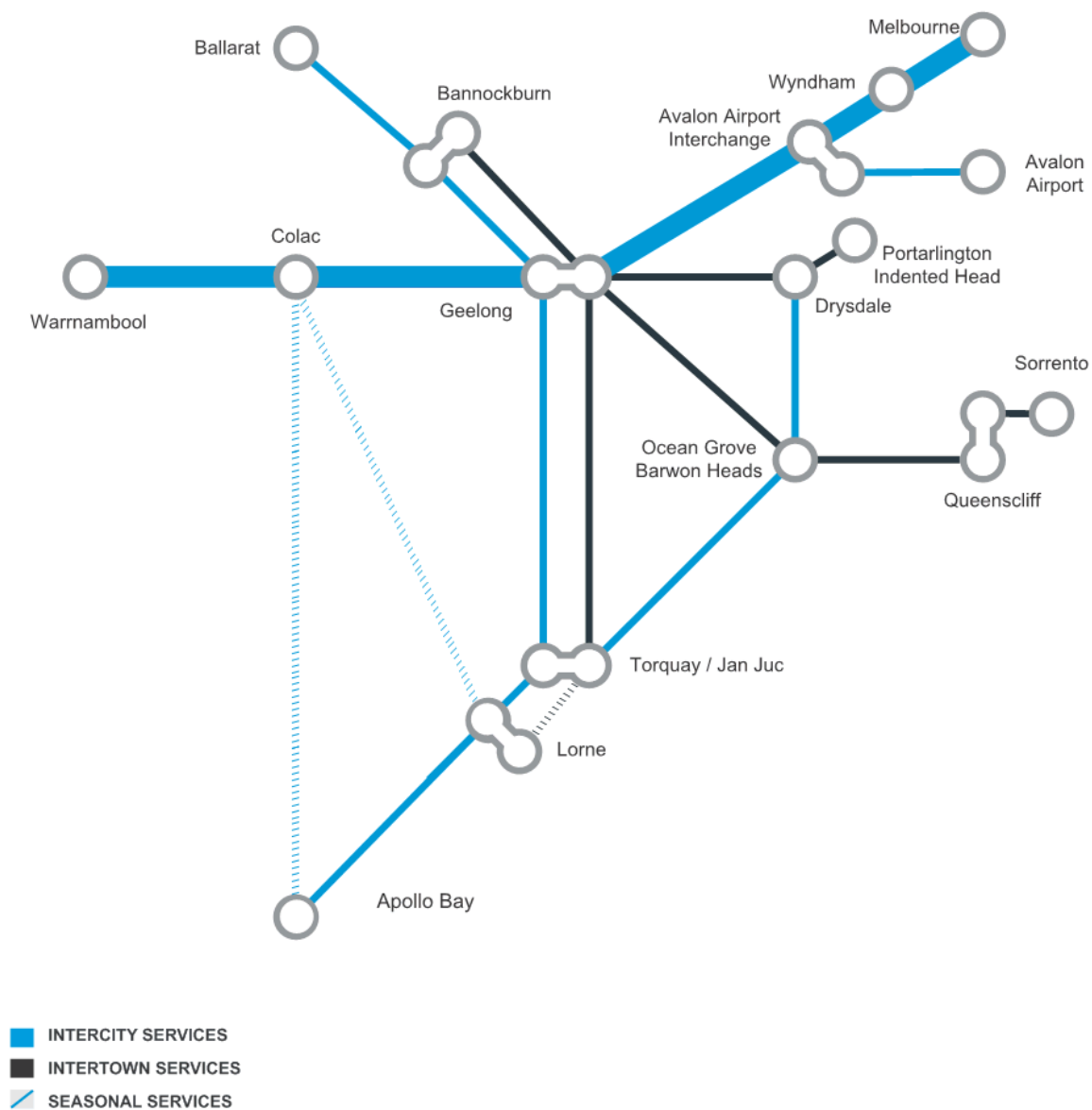
Some towns are also growing to the size where distance and access to public transport is becoming an issue.

Community transport is successfully operating in much of the region. Bicycle infrastructure is being developed in many towns and cars are widely available, so these modes could be used to access public transport services if good facilities are provided to make connections. There is an opportunity to develop 'transport hubs' in towns on the public transport network so that these other modes can be more effectively used to access public transport.

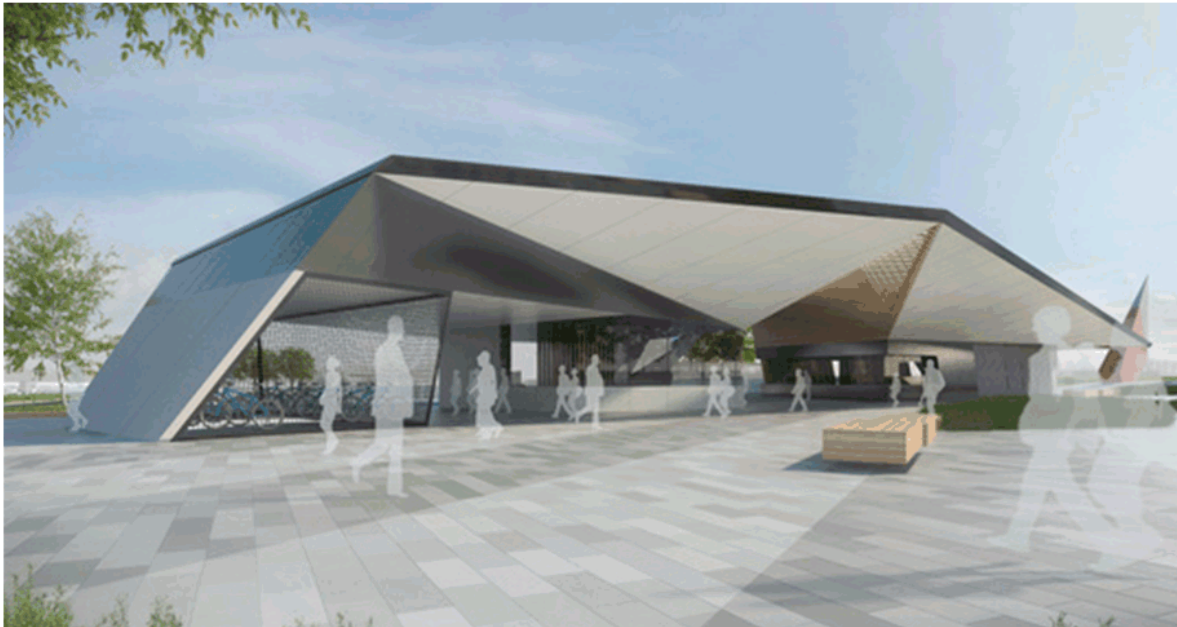
The vision for the transport hubs is that they would provide a good level of amenity, be clearly and prominently part of the public transport network, and provide interchange facilities between public and community transport. Secure long-stay carparking would address a critical need of rural customers, and secure bicycle parking would also be available. They would be well-located for walking in the town centre, because the hubs will also be important to people whose destination is the town itself. They would be delivered with good urban planning and design, considering established land uses nearby. They could also be strategically located for future rail services in the case of towns like Bannockburn, Drysdale or Torquay.

As part of the revised urban public transport network for Geelong (see Urban Public Transport for an Urban Centre), a hub could also be developed at North Shore station. Secure parking at other stations would also contribute.

FIGURE 25 - NETWORK OF INTERCITY AND INTERTOWN SERVICES LINKING MAJOR CENTRES



### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY



#### NETWORK PLANNING INITIATIVES IN THE G21 REGION

Studies and network development initiatives underway or recently completed in the G21 region include:

- **Avalon Airport Rail Link:** this study, led by the Department of Transport, Planning and Local Infrastructure, has identified three preliminary route alignment options for a future rail link to Avalon Airport. The rail link would support the future development of Avalon as Victoria's second international airport and increase airport access for people in Melbourne's western suburbs and Geelong. The preferred route alignment will be "future-proofed" to maintain flexibility and enable a range of transport modes to be accommodated to meet short to medium term transport needs as air travel demand at Avalon grows.
- **Rail Revival:** this study, led by PTV, investigated what would be required to return passenger services on the 250 km of lines between Geelong, Ballarat and Bendigo. It recommends a staged approach to the improvement of public transport services, with a first stage proposing a restructure of coach services between regional centres. For the G21 region, an increase in frequency and re-timetabling of services between Geelong and Ballarat is recommended, to encourage commuter usage, as well as providing a social and tourist connection. This investment would substantially enhance public transport in Golden Plains Shire and was supported in community consultation in Bannockburn.
- **Investigating the provision of rail services to Drysdale and Torquay:** PTV is determining the feasibility of providing a passenger rail connection between Geelong and Torquay, and reinstating passenger rail services between Geelong and Drysdale along the former Queenscliff railway alignment. The feasibility study aims to identify what would be required to provide these services, outline proposed solutions to address any identified issues, and determine the investment required. The study will undertake high level site investigations, prepare concept designs, service plans and patronage estimates, determine delivery cost estimates and project benefits, and provide an economic appraisal. A final report is expected to be completed in mid-2014.

The G21 region supports these initiatives, and welcomes the evaluation of enhanced rail services as part of long-term planning for the region.



## LIGHT RAIL IN THE G21 REGION

There is often interest in the choice of modal technology, such as developing a light rail. Well-integrated transport and land use planning, and frequent well-connected prioritised services are the starting point of successful public transport systems; light rail can be desirable because it seems to inherently have these attributes. In practice, implementing a network first requires a clear commitment to give it priority in the use of road space and at traffic lights. This is a decision based on policy and cost-benefits and can be made in favour of any frequent service, bus or rail. Based on this, the G21 Region Public Transport Strategy is 'technology agnostic'. The best technology should be selected based on current and future demand in a corridor, land use opportunities and costs; the current program of corridor studies such as Rail Revival, Torquay and Drysdale is providing insight into this issue.

### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

#### ACTION 3

**The G21 region seeks a simpler regular interval rail and bus timetable and encourage progress towards this as part of the Regional Rail Link 2016 timetable.**

The previous G21 Public Transport Strategy identified co-ordination of modes as an issue, and although bus timetables are reviewed and adjusted where possible each time the rail timetable is changed, this is a continuing issue. The community consultation for this Strategy confirmed again that this is one of the most requested improvements to public transport in the region.

The underlying causes of poor co-ordination of public transport in the G21 region are complex. Various types of trains, congestion on the train network, and bottlenecks like the Geelong tunnel make planning a regular interval train timetable extremely difficult. Even when connections are planned, a wide range of other issues make service delivery difficult and connections are often disrupted.

A regular interval timetable, where the main services arrive and depart at the same times past the hour all day, every day, is considered good practice for rail services like the Geelong line. This sort of timetable is easy to remember and use.

Connecting buses can then meet the regular interval trains, which will mean they also have a simple, regular interval timetable and connections every day.

Other services, such as additional peak trains and the Warrnambool intercity trains are added to this basic pattern.

The Regional Rail Link project addresses some of the issues that have prevented a simple and regular train timetable in the past, although there will continue to be constraints. Nevertheless, as far as practical, the new timetable when this project is opened should set in place the regular and simple services and improved connections across the whole week that will be the foundation for a connected network.

Future rail improvement projects should also contribute to achieving this long term goal where possible.

#### COMMUNITY COMMENT

**"TOO MANY PROVIDERS WITH CONFLICTING TIMETABLES"**

#### ACTION 4

**The G21 region will advocate to PTV to provide a high quality connection between central Werribee, East Werribee Employment Precinct and the G21 region when Regional Rail Link opens.**

The relationship between the Wyndham growth area and the G21 region is highly important to both. Wyndham and the G21 region support each other with housing, education and jobs. There is established demand for public transport between Geelong and Werribee but this will be disrupted when the Regional Rail Link opens and trains are diverted from Werribee station. This could make access between the region and this important area more difficult.

Potential solutions to this issue include:

- maintaining a Werribee - Geelong rail shuttle connection as a local service when the Regional Rail Link opens
- introducing high frequency connections from Wyndham Vale and Tarneit stations to major Wyndham area destinations.

#### FERRY SERVICES

The Queenscliff – Sorrento ferry service is an important part of the G21 region's integrated transport network. Its regular 'every hour, on the hour' timetable is a good example of the simple and easy to understand services advocated in this strategy. This strategy includes the ferry service as an 'intertown' connection in the region's public transport network, as shown in Figure 25.

The ferry service is not subsidised by the Victorian government and does not form part of the network administered by PTV. Nevertheless, a collaborative partnership could help to integrate the ferry within the public transport network in terms of information and service planning. Links to timetables and fare details could be provided on PTV's website, similar to the information already provided about other 'non-public transport' services like the Westgate Bicycle Punt. Along with the primary connection to rail services in Geelong, the ferry's timetable could also be considered in planning bus timetables on the Bellarine Peninsula, along with any other ferries that may be introduced in the Region in the future.

## SETTING SERVICE LEVELS

The intercity and intertown services across the region mainly address social access needs from smaller towns to main centres and between main centres.

Five services a day allows for a choice of travel times to access Melbourne, Geelong and other major centres. The choice of times makes it possible to undertake full-day activities such as work and study, and half-day activities like medical appointments. The service level is aimed at providing a basic level of access on the strategic public transport corridors across the region, and each service added meets new needs. The justification for establishing

these services is mainly based on social equity.

However, at higher levels of service, where attracting passengers who might otherwise drive is a main objective, it becomes more critical to have good patronage and loading on each service in order to allocate investment most efficiently. A regional transport model is being developed that will help to understand future public demand 'hotspots'.



### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

#### ACTION 5

The G21 region advocates for an increase in service levels from Geelong to Colac, Warrnambool, Ballarat (serving Bannockburn) and Apollo Bay to five services daily in the short-term using coaches, or trains when feasible.

The Geelong – Warrnambool corridor, with three daily services, is relatively underserved by public transport services compared to other corridors.

Although five daily train services cannot be delivered in the short-term because of a lack of intercity trains, shuttle services or coaches could provide an immediate improvement in accessibility.

The Rail Revival study recently concluded that restoration of passenger rail services between Geelong and Ballarat may be feasible in the future but up to seven daily coach services would be appropriate in the short-term. This level of service could offer an attractive alternative to car for travel between Geelong and Ballarat.

#### G21 REGION EVENTS

Events make a substantial contribution to the economy of the G21 region. The region is known for its music festivals such as Falls Festival at Lorne, Queenscliff, Apollo Bay, and Meredith. These and other similar events such as the Portarlington Mussel Festival and sporting events like the Rip Curl Pro, attract crowds of 30,000 people or more. These are major events and make substantial contributions to the tourism economy.

Additional public transport is already provided to some, but not all of these events. The additional public transport services help to increase visitation, reduce the impacts and risks of people driving to events, and can help to raise the profile of the events.

Event organisers and PTV can collaboratively partner to deliver better public transport for special events. Early planning, secure funding, and measurement of the benefits that the extra public transport brings, will help to ensure that public transport supports events in the most effective way. The G21 region supports events organisers and PTV delivering improved public transport for special events.

#### ACTION 6

The G21 region requests PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.

The PTV Network Development Plan includes the Geelong Rail Line as part of the metropolitan network.

Feedback from the G21 region community suggests an alternative model that is better suited to the G21 region's vision is a best-practice intercity rail corridor, with regular interval services and high quality infrastructure future-proofed for higher speed and capacity. This might be an electrified train service, but the focus would be on providing an 'intercity' rather than suburban service. The recent funding of on-board wifi on new trains is a step towards the sorts of onboard amenity that is in line with an intercity rail service.

This would better reflect the G21 Regional Growth Plan vision, which is for the region to be identified as a distinct region and not an outer suburb of Melbourne.

Features of a Rail Corridor Development Plan could include:

- confirming the role of each station and reserving future station sites. Key issues to be resolved are access to Avalon Airport, whether to relocate or redevelop Corio Station to improve access for residents and employment and by car and bus, and strategic locations to provide secure parking
- identifying preferred plans for removing level crossings for safety, reduced disruptions and to allow for future speed improvements
- setting long term service level goals that respond to different market segments, such as commuters to Melbourne, commuters within Geelong, and visitors to the region.
- addressing capacity constraints in the region such as the single track sections in Geelong
- confirming the planning outcomes of current studies into the extension of rail to Torquay and to Drysdale.
- identifying the right mix of onboard services for Geelong line customers, such as refreshments, entertainment and luggage needs.

COMMUNITY COMMENT

FOLLOWING CONSULTATION ON THE DRAFT STRATEGY, STAKEHOLDERS IDENTIFIED THAT IT WOULD BE HELPFUL TO RAIL USERS IF ALL TRAINS FROM MELBOURNE CLEARLY SHOWED 'VIA GEELONG' IN THEIR DESTINATION INFORMATION.

AT THE MOMENT, TRAIN DESTINATIONS ARE ADVERTISED AT SOUTHERN CROSS AS 'GEELONG', 'SOUTH GEELONG', OR 'MARSHALL' AS APPROPRIATE, AND SOON 'GROVEDALE' WILL BE ADDED TO THE LIST. FOR UNFAMILIAR USERS IT IS NOT CLEAR THAT ALL THESE SERVICES SERVE GEELONG.

CHANGING THIS INFORMATION SYSTEM SO THAT ALL TRAINS ARE SHOWN AS 'MARSHALL VIA GEELONG' WOULD MAKE THE RAIL SERVICE SIMPLER AND EASIER TO USE.



## SHOULD THE RAILWAY RUN AS "GEELONG METRO" WITHIN THE REGION?

During strategy development there was interest in running a 'Geelong Metro' service on the railway in Geelong between Lara and Grovedale.

A 'metro' would have high-frequency services, typically every ten minutes, and would be the 'backbone' for Geelong bus services. However, there are a number of issues about running the line as a 'Geelong Metro', including the location of the stations and the current track limitations.

Some of the stations are poorly located for a 'metro'. For example, Corio Station has outlived its initial purpose as an industrial station and now suffers from poor amenity and access. It could be relocated to a location where it can serve new employment areas, Park and Ride, and northern Geelong bus routes more effectively, but this will be costly. Marshall Station is a good strategic location for Park and Ride and bus feeder services from the Bellarine Peninsula, but does not have a town centre near it. Disused Breakwater Station could also serve a Park and Ride role but the land uses around it limit its potential. North Shore Station is situated with port uses on one side, minimising its potential patronage capture, but it could be upgraded to become a local bus hub and interchange for The Overland long-distance train service. South Geelong is one block east of the major north-south public transport corridor on Moorabool Street.

There are also significant sections of single track, reducing the capacity available for high frequency metro services. One of these is through the tunnel south of Geelong Station; another is over the Barwon River. These sections would be particularly costly to duplicate.

All these issues could eventually be overcome, but significant shifts in land use planning over long periods of time will be needed, as well as substantial capital investment, to achieve outcomes that could be delivered sooner with high quality services on other routes.

In the meantime, the G21 region prefers an intercity rail service that offers regular inter-town services, enables travel opportunities such as Lara to Geelong commuting trips, and connects through to Melbourne.

### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

## URBAN PUBLIC TRANSPORT FOR AN URBAN CENTRE

Most of the G21 region's growth is expected to be in Geelong, with major growth areas at Armstrong Creek and around Lara.

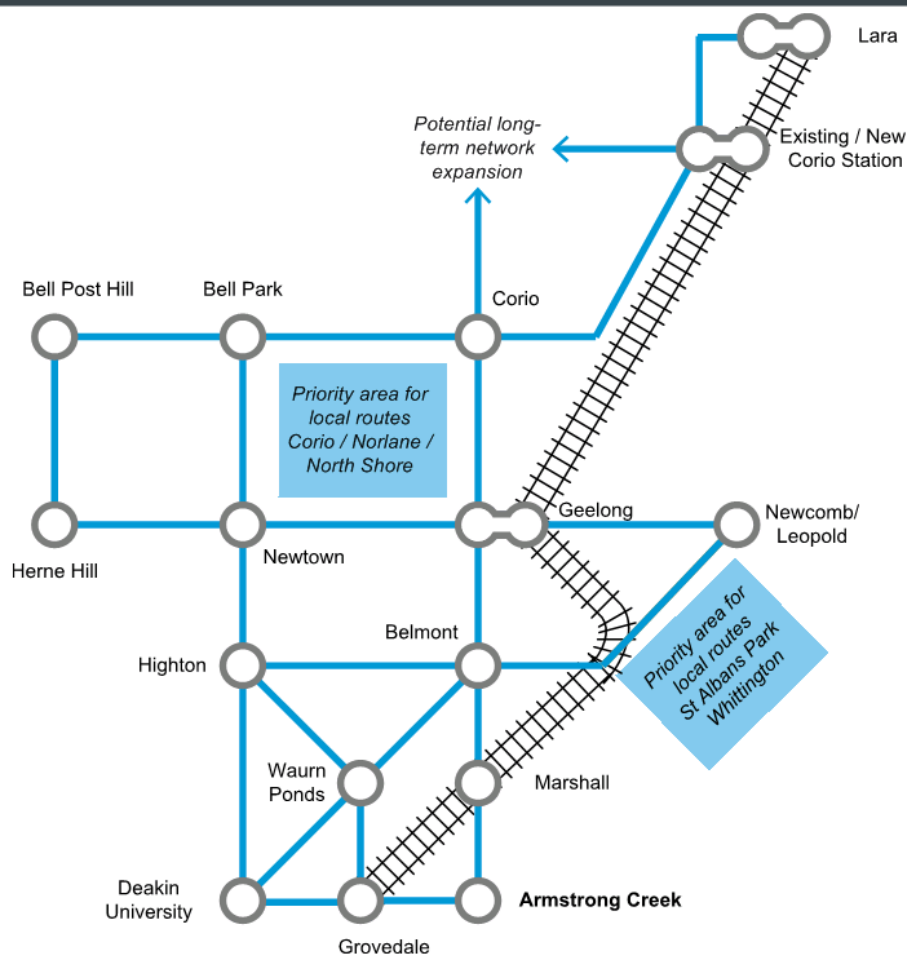
As it grows, the way Geelong works as a city is changing. It is gaining the 'critical mass' needed to change from a regional city to an urban centre.

Public transport will also need to change to support this vision. This strategic objective is to develop a 'go anywhere' public transport network for urban Geelong by reshaping and simplifying the current network.

Key to this is how the central city works, and the Vision 2 process is articulating a vision for change in central Geelong.

The current public transport network in Geelong is a mixture of different sorts of services, which makes it complex and confusing in places. Ultimately, a 'go anywhere' network of services will be needed, a network of high frequency, simple transit lines that have priority in streets; the sort of network that can shape the city around it. This vision received strong support from stakeholders during the strategy development process.

FIGURE 26 - 'GO ANYWHERE' PUBLIC TRANSPORT NETWORK FOR URBAN GEELONG



## ACTION PLAN

## ACTION 1

The G21 region will support a network of principal grid bus services for urban Geelong.

A grid network of transit services for most of urban Geelong could be defined based on the major arterial roads.

Nevertheless, there are a number of areas of detail that require further resolution by City of Greater Geelong and PTV to confirm the long-term direction of network development.

These include:

- Confirming that high quality interchanges can be provided at places where the main lines of the network cross. Encouraging and helping passengers to transfer between services is crucial to the success of this kind of network. Places where people interchange must be high quality for passengers and operationally feasible. Most locations would be intersections which would need to have good pedestrian connections. Where a specially-built interchange is appropriate it should be of high quality and design.
- Access to the waterfront area of central Geelong, especially provision of direct services between Deakin University's campuses and subsequent connection to the railway station.

- Optimising access from the Bellarine Peninsula by identifying how to integrate the intercity bus network and the Geelong town network.
- Transit corridor planning for Armstrong Creek and Torquay, and potential reintroduction of rail services to Drysdale.
- Revising the VicRoads Road User Hierarchy to support the network.

## ACTION 2

The G21 region supports a simplification of the bus network, beginning in Grovedale and eastern Geelong.

The Geelong bus network is a compelling place to begin the change to a simpler, more effective bus network.

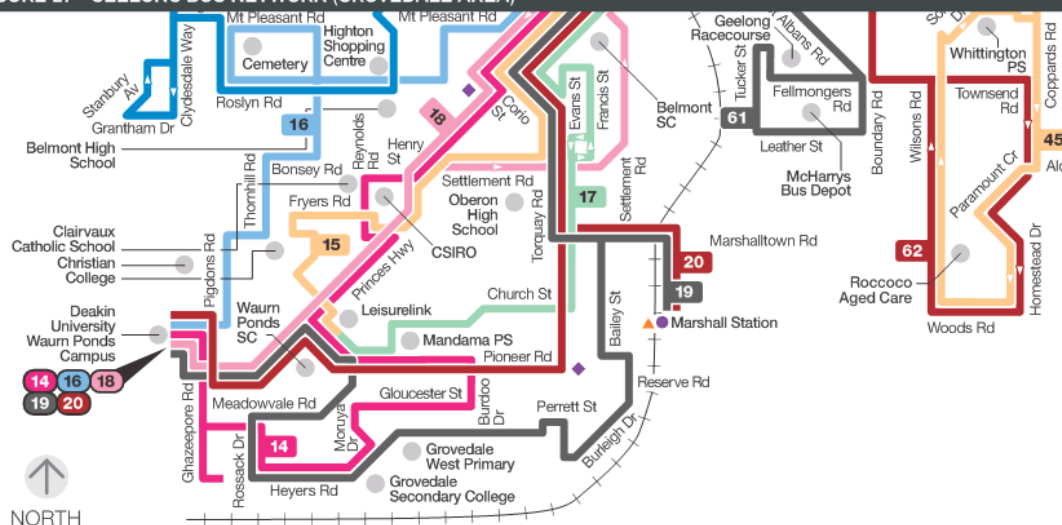
The current network is particularly complex, as shown in the figure below.

The opening of Grovedale Station in 2014 is a potential opportunity to revamp this network in the short-term. Resources saved by simplifying the bus network could be reused to provide increased services.

In eastern Geelong, a key issue is the extent of duplication of services with intertown, Leopold, East Geelong and Whittington services all operating in this area. A more efficient network would allow for reinvestment in more frequent services.

Further major service improvements and simplification could be introduced to coincide with the Regional Rail Link services in 2016.

FIGURE 27 - GEELONG BUS NETWORK (GROVEDALE AREA)



### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

#### ACTION 3

**The G21 region will support initiatives to improve the operation of the Moorabool Street interchange.**

Moorabool Street is currently experiencing high demand, which has contributed to some negative passenger and operator experiences. These have been caused by delays and confusion about stop locations.

Simplifying the bus network could help change the way Moorabool Street interchange is used, making it easier for current customers. Fewer routes running more frequently could mean less waiting and simpler bus operations.

In the short-term a modest level of investment and expansion may be appropriate whilst the revised network structure is resolved.

In the longer term, the Central Geelong taskforce may identify new strategies and locations for interchanging between Geelong's bus lines. Future interchange arrangements should build on the strengths of the current interchange, in providing simple connections between lines in a compact layout that minimises walking between services.

#### COMMUNITY COMMENT

"PUNCTUALITY IS NOT AS IMPORTANT IF FREQUENCY IS HIGH"

#### ACTION 4

**The G21 region supports an increase in urban bus frequencies to run every 20 minutes where not already operating at this level or better.**

Much of the Geelong bus network in northern and western Geelong is direct and efficient, and boosting service levels in the short-term to services every 20 minutes would provide immediate benefits in co-ordination and wait time reduction, especially with special attention paid to co-ordinating services at strategic interchanges to reduce wait times further.

In the long-term, services every 10 minutes will make the grid network perform at its best. This would be a long-term outcome.

#### ACTION 5

**Encourage PTV to pilot a Corridor Planning Study, in consultation with the Department of Transport, Planning and Local Infrastructure, Council and VicRoads, to consider long-term transport and land use integration opportunities along a major public transport route.**

A grid network will be a foundation for future transport and land use integration opportunities. A corridor plan examining how public transport can be given priority, streetscape improvement and potential for land use changes could set the groundwork for future development around the public transport network.

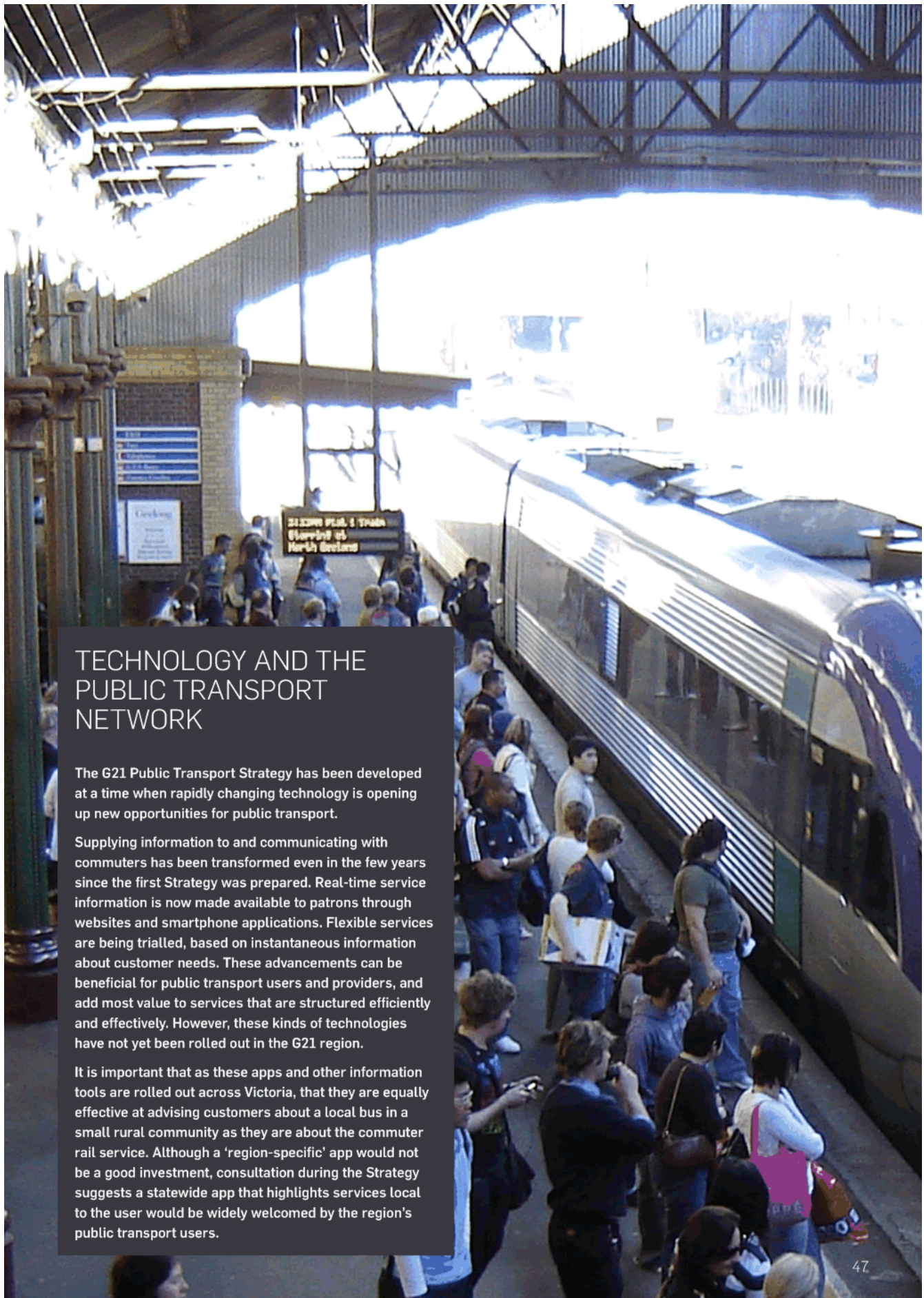
Some land use infill developments in line with the G21 Regional Growth Plan could be considered.

The corridor between central Geelong and Waurin Ponds would be a good corridor to investigate. It would allow investigation of a number of key issues:

- How to provide bus priority over the Barwon River i.e. the roles of Moorabool Street bridge and James Harrison bridge.
- How to maximise the benefits to Belmont of establishing it as a key public transport interchange in Geelong, including the role of the Barwon Valley Activity Centre Park and Ride established by Deakin University.
- The way the street and road space is used on High Street and Latrobe Terrace in the future.
- Improving connections between and access to Deakin University's campuses.
- Integration of public transport services to Armstrong Creek Growth Area.

#### COMMUNITY COMMENT

"LEGIBLE/EASY TO READ TIMETABLES ARE A MUST"



## TECHNOLOGY AND THE PUBLIC TRANSPORT NETWORK

The G21 Public Transport Strategy has been developed at a time when rapidly changing technology is opening up new opportunities for public transport.

Supplying information to and communicating with commuters has been transformed even in the few years since the first Strategy was prepared. Real-time service information is now made available to patrons through websites and smartphone applications. Flexible services are being trialled, based on instantaneous information about customer needs. These advancements can be beneficial for public transport users and providers, and add most value to services that are structured efficiently and effectively. However, these kinds of technologies have not yet been rolled out in the G21 region.

It is important that as these apps and other information tools are rolled out across Victoria, that they are equally effective at advising customers about a local bus in a small rural community as they are about the commuter rail service. Although a 'region-specific' app would not be a good investment, consultation during the Strategy suggests a statewide app that highlights services local to the user would be widely welcomed by the region's public transport users.

## IMPROVE INFORMATION, PLANNING AND PARTNERSHIPS

This Public Transport Strategy is the G21 region's strategy, and the G21 region can take a leadership role in finding new ways to implement better public transport, sooner, than would otherwise be the case.

By forming new and stronger partnerships across the region, there are many opportunities to make the most of existing services and create new and innovative ways of meeting public transport needs.

Key stakeholders in the region have already demonstrated leadership in this area, stepping in to fill gaps in the public transport network.

Across the region, these gaps are often understood locally but there is a lack of data to support detailed planning, and gaps in evidence to support the business cases that could secure funding to address the G21 region's specific needs.

Nevertheless, despite these issues, there are many good aspects to the G21 region's public transport network. Low cost improvements to information and communication about public transport could maximise the benefits of existing services.



48 G21 REGION PUBLIC TRANSPORT STRATEGY

### ACTION PLAN

## ACTION 1

**The G21 region advocates for PTV to prioritise the development of 'real time' information capabilities for G21 region bus services.**

The need for better information, especially electronic displays that provide bus service information in 'real time', was a consistent theme across the region in the strategy development process.

The use of bus tracking technology provides a way to improve the operation of the bus network and is an important step in providing real time information. It would provide a range of benefits, including:

- reduced waiting times for customers
- new opportunities to improve accessibility of information, such as supporting audio announcements on-board buses of route details and next stop information
- more reliable connections, by enabling buses to wait longer for delayed trains because reliable information can be distributed to waiting passengers about delays
- a technological platform for future bus priority initiatives
- efficient fleet management by operators.

Collecting public transport data in real time is an area where technology is rapidly changing. New approaches are still emerging, such as 'crowd-sourcing' of data from mobile phones to track buses. It has also become much more cost-effective to send information to mobile devices, which means costly information displays at stops are less important. Nevertheless real time information, including audio, should be provided at key interchanges.

## ACTION 2

**The G21 region will collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.**

A key strategic need identified in this study is for improved ways to have public transport services running when they are needed. Public transport services require significant ongoing subsidies if they are to be affordable to customers. In a climate where there is less funding available, it is more important than ever to explore innovative ways of funding public transport services.

Recently, the old method of lobbying for services was found to be less effective than in the past when Deakin University required improved transport connections. Funding limitations and restructuring of agencies meant the Victorian Government could not respond in a timely way, and the University introduced its own service and supporting infrastructure.

In a similar way, some stakeholders such as employers may be willing to make a financial contribution to subsidise targeted public transport service. For example, the summer buses to the Great Ocean Road provide access to jobs, and avoid the high cost to employers and employees of finding seasonal accommodation in tourist towns. Better public transport provides a direct benefit to employers who can run a more successful and productive business.

However there is not a clear way of starting or sustaining these arrangements in Victoria.

A simple and easily administered policy that outlines responsibilities and processes for partnership recurrent funding of services would be a valuable framework to address this gap. As the specialised public transport agency, Public Transport Victoria is best placed to manage public transport services. The policy framework could focus on how to manage changing service need over time when multiple funding sources have been pooled.

## **ACTION 3**

**The G21 region support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.**

There is limited data about public transport customers and potential customers in the G21 region, such as the factors that make them choose to use (or not use) particular services. Travel surveys are used as part of strategic transport planning; they provide information on the choices made but often not the reasons.

Community members commented that this has been a gap in formulating this Strategy, and it is important to begin addressing it to better inform future public transport initiatives.

Increasing the amount of 'tactical' data available, such as the level of customer satisfaction about information, comfort, safety and so on could allow for a more responsive program of service improvement and targeting of areas of unsatisfactory performance.

It could also provide insight to better market and promote services to current and potential regular users, and identify the needs of significant market segments of occasional users like visitors and tourists.

## **ACTION 4**

**The G21 region will collaborate with the Victorian Government to share more data about public transport.**

Many stakeholders are involved in public transport in the region – transport planners, land use planners, operators at state and local levels, and current and potential users.

To make good decisions in implementing key aspects of the strategy, there is a need to share data currently held by a range of agencies. For example bus stops are generally managed by councils but information on their use is held by PTV.

Establishing a regional data clearing house where all stakeholders can access up-to-date information about public transport supply and demand would raise awareness of public transport's needs and improve transport and land use decision making.

## **ACTION 5**

**The G21 region will encourage PTV to research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.**

During the strategy development process, powerful insights were shared by the G21 community into the relationship between economic and social outcomes in the region.

A targeted program of economic research, for example by business survey, would help to quantify the economic benefit to the region that could flow from improved public transport services, for example by measuring visitor related behaviour associated with public transport. This would help shift the case for investment from a principles-based business case to a strong economic one.

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## TOWARDS A 'BOTANIC COLAC'

AN INTEGRATED WATER CYCLE MANAGEMENT PLAN FOR COLAC



## ACKNOWLEDGEMENTS

© This project is an initiative of the Barwon Region Integrated Water Cycle Management (IWCM) Network and was supported by the Victorian Governments' Living Victoria Fund.

The Project was led by a Project Steering Committee comprising the following representatives of the partner organisations:

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The Steering Committee acknowledges the extensive support and interest in the project from the following people and organisations.

| Name            | Organisation       |
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### Document Control

| Version           | Author       | Distribution                | Date          |
|-------------------|--------------|-----------------------------|---------------|
| Preliminary DRAFT | Tony Overman | Steering Group              | 2 April 2014  |
| DRAFT V5          | Tony Overman | Steering group, OLV, SPiire | 24 April 2014 |
| DRAFT V6          | Tony Overman | Steering Group              | 12 May, 2014  |
| DRAFT V9          | Tony Overman | Stewart Anderson            | 30 May 2014   |
| DRAFT V11         | Tony Overman | Stewart Anderson            | 2 June 2014   |
| DRAFT FINAL       | Tony Overman | Steering Group, OLV, SPiire | 6 June 2014   |
| FINAL             | Tony Overman | Stakeholders                | 7 July 2014   |

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## EXECUTIVE SUMMARY

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The city of Colac in south-west Victoria has a population of approximately 12,000 and is a key service centre for the surrounding dairy and grazing industry. The community has aspirations for Colac to become a healthier, greener, 'botanic' city and the Colac Otway Shire is commencing Colac 2050, a planning blueprint to help the city become more liveable, sustainable and productive.

Colac has always had a very strong connection to the water cycle through its location on the shores of Lake Colac, close urban waterways, extensive areas of green open space and wide tree-lined streets, many of which retain traditional grassed swale drains for stormwater. The urban water cycle will continue to have an important role in shaping the characteristics of the city as it transforms.

The Colac Integrated Water Cycle Management (IWCM) Plan is a strategic blueprint for how the urban water cycle can make a positive contribution to Colac's liveability. The Plan was developed by the four key water cycle agencies namely; Colac Otway Shire, Barwon Water, Southern Rural Water and the Corangamite Catchment Management Authority and was supported through the Living Victoria Fund. It is part of a broader IWCM agenda for the G21 region, led by the Barwon Region IWCM Network.

The plan applies a whole of water cycle system approach to identify and develop opportunities to enhance aspects of the urban water cycle so as to make a positive contribution to broader liveability aspirations for the city. Its primary objectives were to:

- Raise awareness of the role of the water cycle in achieving Colac's future aspirations for liveability, sustainability and productivity; and
- Identify opportunities for IWCM solutions to enhance Colac's ability to become a healthier, greener, 'botanic' city.

The specific outputs of the project included:

- A plan that clearly articulates opportunities for enhancing aspects of the water cycle system so they can make a positive and lasting contribution to the city
- A list of actions underway, planned or proposed to realise these opportunities
- A suite of project concept designs to inform council, the community and stakeholders on possibilities for enhancing the water cycle for consideration in key planning processes, including Review of the Colac Open Space Review, Colac 2050 Vision and the Colac Structure Plan Review.

The most significant issues for Colac's water cycle system included

- Degraded and un-connected urban waterways;
- Extensive land subject to inundation that impedes development to the west of the city;
- Opportunity to utilise natural water cycle assets to improve open space connectivity and recreation;
- Opportunity to utilise wide streetscapes for WSUD features and enhance amenity;
- Need for drinking water supply augmentation and demand management;
- Need for sewerage treatment capability upgrade; and
- Opportunities for localised stormwater reuse.

The Colac IWCM Plan captures the range of existing, planned and proposed actions and initiative necessary to ensure the water cycle plays a key role in a healthier, greener, botanic Colac. The plan is aligned with the State Government's policy directions for IWCM and this should encourage continued support for its implementation. The Colac IWCM Plan reflects the strategic elements of the statewide directions for IWCM as outlined in Melbourne's Water Future. The Focus Areas for local activity reflect the excellent work that already takes place as well as some exciting new initiatives.

Implementing IWCM in practice requires a shared understanding the complexity and connectedness of the system as well as communication and collaboration between the stakeholders with responsibility for action. The Colac IWCM Plan provides a unique opportunity for the stakeholders to work together implementing targeted actions and initiatives. These priority actions and initiatives, shown in Table 1, overleaf, will enhance the water cycle system and in turn contribute to broader liveability aspirations for the Colac.

TABLE 1 SUMMARY OF IWCM PRIORITY ACTIONS AND INITIATIVES FOR COLAC

| IWCM Outcome                                                     | Focus Area                                                        | Priority Actions and Initiatives                                  |
|------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>1. A community engaged in whole of water cycle management</b> |                                                                   |                                                                   |
|                                                                  | 1.1 Improve urban amenity through natural water assets            |                                                                   |
|                                                                  |                                                                   | 1.1 Create the Botanic Link Pathway                               |
|                                                                  |                                                                   | 1.2 Review the Lake Colac Master Plan                             |
|                                                                  | 1.2 Enhance community understanding of water cycle issues         |                                                                   |
|                                                                  |                                                                   | 1.2.1 Integrate IWCM into Wayfinding Strategy                     |
|                                                                  | 1.3 Support community activities and projects                     |                                                                   |
|                                                                  |                                                                   | 1.3.1 Continue to support local community water cycle initiatives |
| <b>2. Suburbs new and old designed with water in mind</b>        |                                                                   |                                                                   |
|                                                                  | 2.1 Plan to use local water locally                               |                                                                   |
|                                                                  |                                                                   | 2.1.1 Irrewillipe Road Retarding Basin upgrade and harvesting     |
|                                                                  |                                                                   | 2.1.2 Colac Botanic Gardens Stormwater Reuse                      |
|                                                                  | 2.2 Incorporate IWCM into new growth areas                        |                                                                   |
|                                                                  |                                                                   | 2.2.1 Western Growth WSUD Precinct                                |
|                                                                  | 2.3 Greening our suburbs                                          |                                                                   |
|                                                                  |                                                                   | 2.3.1 Central Colac Green Spine                                   |
|                                                                  |                                                                   | 2.3.2 Upgrade Central Taxi Rank incorporating WSUD features       |
|                                                                  | 2.4 Reduce urban flooding                                         |                                                                   |
|                                                                  |                                                                   | 2.4.1 Undertake Colac Drainage study                              |
| <b>3. Sensible use of water in our homes and businesses</b>      |                                                                   |                                                                   |
|                                                                  | 3.1 Encourage households to reduce drinking water use             |                                                                   |
|                                                                  |                                                                   | 3.1.1 Colac residential demand management program                 |
|                                                                  | 3.2 Work with manufacturing business to reduce drinking water use |                                                                   |
|                                                                  |                                                                   | 3.2.2 Colac manufacturing demand management program               |
|                                                                  | 3.3 Increase peri-urban farms use of drinking water               |                                                                   |
|                                                                  |                                                                   | 3.3.1 Colac agricultural demand management program                |
|                                                                  | 3.4 Work with business to reduce drinking water use               |                                                                   |
|                                                                  |                                                                   | 3.4.1 Colac commercial/other demand management program            |
| <b>4. Create resilient water systems</b>                         |                                                                   |                                                                   |
|                                                                  | 4.1 Improve water supply system resilience                        |                                                                   |
|                                                                  |                                                                   | 4.1.1 Diversify Colac's drinking water sources                    |
|                                                                  | 4.2 Address knowledge gaps to water system resilience             |                                                                   |
|                                                                  |                                                                   | 4.2.1 Barwon Downs groundwater monitoring program                 |
| <b>5. Improved waterways</b>                                     |                                                                   |                                                                   |
|                                                                  | 5.1 Reduce the adverse impacts of stormwater on waterways         |                                                                   |
|                                                                  |                                                                   | 5.1.1 Barongarook Creek enhancement                               |
|                                                                  |                                                                   | 5.1.2 Lake Colac lake-front WSUD                                  |
|                                                                  | 5.2 Ensure beneficial use of treated wastewater                   |                                                                   |
|                                                                  |                                                                   | 5.2.1 Contribute recycled water to Lake Colac                     |
|                                                                  | 5.3 Protect our catchments and waterways                          |                                                                   |
|                                                                  |                                                                   | 5.3.1 Support catchment management activities                     |
| <b>6. Reduced inefficiency and waste</b>                         |                                                                   |                                                                   |
|                                                                  | 6.1 Better allocate water sector investment                       |                                                                   |
|                                                                  |                                                                   | 6.1.1 Upgrade Colac Water Reclamation Plant                       |
|                                                                  |                                                                   | 6.1.2 Sewerage network upgrades                                   |
|                                                                  |                                                                   | 6.1.3 Manufacturing sector source control improvements            |
|                                                                  | 6.2 Improve leak detection                                        |                                                                   |
|                                                                  |                                                                   | 6.2.1 Irrewarra farmers leak detection trail                      |
|                                                                  |                                                                   | 6.2.2 Larpent farmers leak detection trial                        |
| <b>7. Accelerated Innovation</b>                                 |                                                                   |                                                                   |
|                                                                  | 7.1 Establish the region as a leader in IWCM                      |                                                                   |
|                                                                  |                                                                   | 7.1.1 Coordinate implementation through Barwon IWCM Network       |
|                                                                  | 7.2 Build skills and capacity in IWCM                             |                                                                   |
|                                                                  |                                                                   | 7.2.1 Support stakeholders to build IWCM capacity internally      |
|                                                                  |                                                                   | 7.2.2 Support communicating the IWCM agenda more broadly          |

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## 1. BACKGROUND AND CONTEXT

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### INTRODUCTION

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**The city of Colac in south-west Victoria has a population of approximately 12,000. The community has aspirations for Colac to become a healthier, greener, 'botanic' city. The Colac Otway Shire is commencing 'Colac 2050', a planning blueprint to help the city become more liveable, sustainable and productive. The water cycle can play an important role in this transition. Colac is ideally placed to become a leader in applying integrated water cycle management (IWCM) to help it achieve its community aspirations.**

The Colac IWCM Plan is an initiative of the four key agencies involved in managing Colac's water cycle system, Colac Otway Shire, Barwon Water, Corangamite Catchment Management Authority and Southern Rural Water, with the support of the Living Victoria Fund.

The Plan provides a vehicle for these stakeholders to consider how their decisions affect Colac's urban water cycle and in turn, the city as a whole. It provides a unique opportunity for the partners to work together at a strategic level to ensure that enhancements to Colac's water cycle system can make a positive and lasting contribution to the community, the environment and regional growth.

The Plan has drawn heavily on the following two background reports:

- Colac Systems Description Report (prepared by Tony Overman, Barwon Water, August 2013)
- Colac IWCM Project Opportunities Report (prepared by Nic Green & Alex Lee, Spiire Consultants).

By implementing the actions and initiatives specified in this plan, the stakeholders aim to enhance Colac's water cycle system in a way which helps the city achieve its broader community vision. The Colac IWCM plan recognizes and builds on the work already undertaken and acknowledges existing activities by stakeholders. It has been prepared in accordance with the state government's strategic directions for IWCM as outlined in Melbourne's Water Future.

IWCM by nature is complex and is still relatively new in its application. The stakeholders recognise this and present this plan as a dynamic work in progress to guide actions in the short to medium term and raise awareness of opportunities for the future. It will be incumbent on the stakeholders to work together to implement and review progress on a regular basis.

The plan includes:

1. Background – explains IWCM and the case for its application in Colac
2. Vision, Outcomes and Objectives – strategic directions for IWCM and objectives for Colac
3. System Analysis - description of the Colac urban water cycle system and key issues
4. Actions and Initiatives – outline of recommended priority actions and initiatives
5. Priorities for Implementation – high level implementation plan including timelines and roles
6. References
7. Appendices – includes 9 concept images describing actions and initiatives in more detail.

## WHAT IS IWCM?

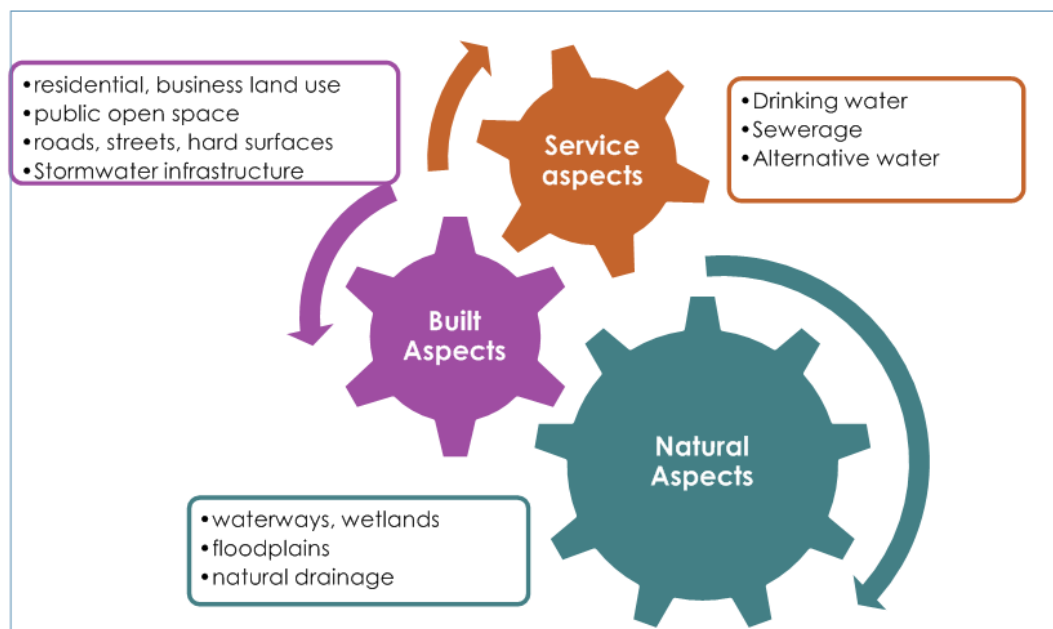
**Water is essential for all life. The way the natural water cycle interacts with the urban form is called the urban water cycle system. Integrated Water Cycle Management (IWCM) means managing all aspects of the water cycle in a holistic, connected way.**

The water cycle system comprises three sub-systems, natural, built and services. Within each sub-systems are several aspects, as shown in Figure 1. From a management perspective, we have tended to manage these aspects in a fragmented, isolated way, but IWCM seeks to change this. The water cycle plays a significant role in determining the characteristics of a city and providing benefits for liveability, sustainability and productivity including:

- providing water in natural waterways and lake environments for the community and biodiversity
- providing urban drainage and stormwater infrastructure to prevent damage from flooding and inundation
- providing a natural layout for people friendly suburbs which enhances the value of open for community connectivity with the environment
- providing water sensitive designed suburbs and streetscapes to enhance community well being and liveability
- providing safe and reliable drinking water
- providing wastewater services to protect public health, public amenity and minimise adverse impacts on the environment
- providing alternative sources of water to ease pressure on drinking water supplies.

IWCM requires all stakeholders to work collaboratively towards a common goal of a more resilient urban water cycle system. This type of system will be able to recover from shocks and respond to changes, while maintaining benefits for the community, the environment and the economy. The key goal of IWCM in practice is to implement enhancements to the system to provide multiple benefits.

FIGURE 1 SCHEMATIC OF THE URBAN WATER CYCLE



## WHO DOES WHAT IN IWCM?

Each of the agencies involved in developing the Colac IWCM play a significant role in managing one or more aspects of the water cycle system. For many years these agencies have been implementing a range of initiatives to enhance the system.

The roles they play and the decisions they make can have direct and indirect impacts on various aspects of the water cycle system ( Table 2). The Colac IWCM Plan brings these normally fragmented initiatives together in a systematic way.

**Colac Otway Shire** has a direct controlling role in the planning and operation of urban water cycle assets and services including:

- strategic, statutory and municipal planning for areas of new and infill urban development
- a strategic and operational planning role for open space, roads and streetscapes
- managing stormwater, localised flooding and driving water sensitive urban design
- regulatory role to ensure appropriate management of private septic tanks.

The council also can have an influence on the urban water cycle including:

- as a major user of drinking water and potential user of alternative water
- as a driver for best practice in urban development design and construction
- to represent and engage with its local community on community aspirations

**Barwon Water** has direct responsibility for delivering effective, safe and efficient drinking water, sewerage and recycled water services to the Colac community. It also has several other broader roles in driving IWCM

- develop and encourage the integrated water cycle management approach
- Provide educational material about integrated water cycle management
- Develop an Integrated Water Cycle Strategy, in consultation with stakeholders

The **Corangamite Catchment Management Authority** coordinates, facilitates and leads an integrated approach to the protection and enhancement of land, water and biodiversity of the Corangamite region by engaging and supporting the community and regional partners.

**Southern Rural Water** manages rural water for southern Victoria. This includes delivering water to irrigators in irrigation districts, harvesting bulk water for rural and urban use, licensing and monitoring extractions from most surface and groundwater systems south of the Great Divide and the licensing of the construction of farm dams and groundwater bores in the region.

TABLE 2 EXISTING RESPONSIBILITIES FOR IWCM WITHIN THE G21 REGION

| Water Cycle Aspect                                 | COS | BW | CCMA | SRW |
|----------------------------------------------------|-----|----|------|-----|
| Surface water in Waterways wetlands, & floodplains | ✓   |    | ✓    |     |
| Groundwater & Surface Water Allocation             |     |    |      | ✓   |
| Land use, planning roads & streets                 | ✓   |    |      |     |
| Public Open Space                                  | ✓   |    |      |     |
| Urban Stormwater Management                        | ✓   |    |      |     |
| Drinking Water Service                             |     | ✓  |      |     |
| Sewerage Service                                   |     | ✓  |      |     |
| Septic Tanks                                       | ✓   |    |      |     |
| Reticulated recycled water                         |     | ✓  |      |     |
| Localised stormwater re-use                        | ✓   |    |      |     |

## WHY AN IWCM PLAN FOR COLAC?

Colac has always had a very strong connection to water through its location on the shores of Lake Colac, urban waterways, extensive areas of green open space, wide tree-lined streets, many of which retain traditional grassed swale drains for stormwater.

The application of IWCM in practice across Australia is still relatively new. Fragmented management of the interconnected aspects of the water cycle system has led to a silo approach. It takes considerable goodwill and effort to change this paradigm and requires a shared commitment from the agencies involved to the IWCM approach as well as effective communication between them.

Colac is ideally placed to be a pioneer in IWCM at a whole-of-city scale because of the following characteristics:

- Manageable geographical scale with respect to its urban water cycle systems
- Strong existing links to all aspects of the urban water cycle including, Lake Colac, waterways, wide streets and interested community
- A partnerships of collaborative stakeholders with common goals for the city's water cycle.

The stakeholders have worked together to understand the key issues for the city's water cycle and the opportunities for collaborative action. The IWCM Plan will be a vital strategic planning tool to identify opportunities for the water cycle to contribute to the community's aspirations for the city. The stakeholders mapped out key outcomes they sought from the preparation of a IWCM Plan for the city:

- Develop a shared understanding of what integrated water cycle management means
- Identify the key issues that confront Colac with respect to its urban water cycle as a system
- Identify the various needs and objectives for Colac as they relate to aspects of the urban water cycle
- Identify the range of opportunities that may exist for addressing these needs and the actions already being implemented
- Identify areas for greater involvement and collaboration to achieve progress.

FIGURE 2 THIS IWCM PLAN COULD ENHANCE COLAC'S LIVEABILITY



## DEVELOPING THE COLAC IWCM PLAN

The Colac IWCM Plan will help support Colac's transition to become a healthier, greener, 'botanic' city. It provides a common understanding of the town's water cycle system to ensure future decisions for that system will contribute to achieving Colac's broader community aspirations.

The broad aims of the Plan are to:

- Raise awareness of the role of the water cycle in achieving Colac's future aspirations for liveability, sustainability and productivity
- Identify opportunities for IWCM solutions to enhance Colac's ability to become a healthier, greener, 'botanic' city.

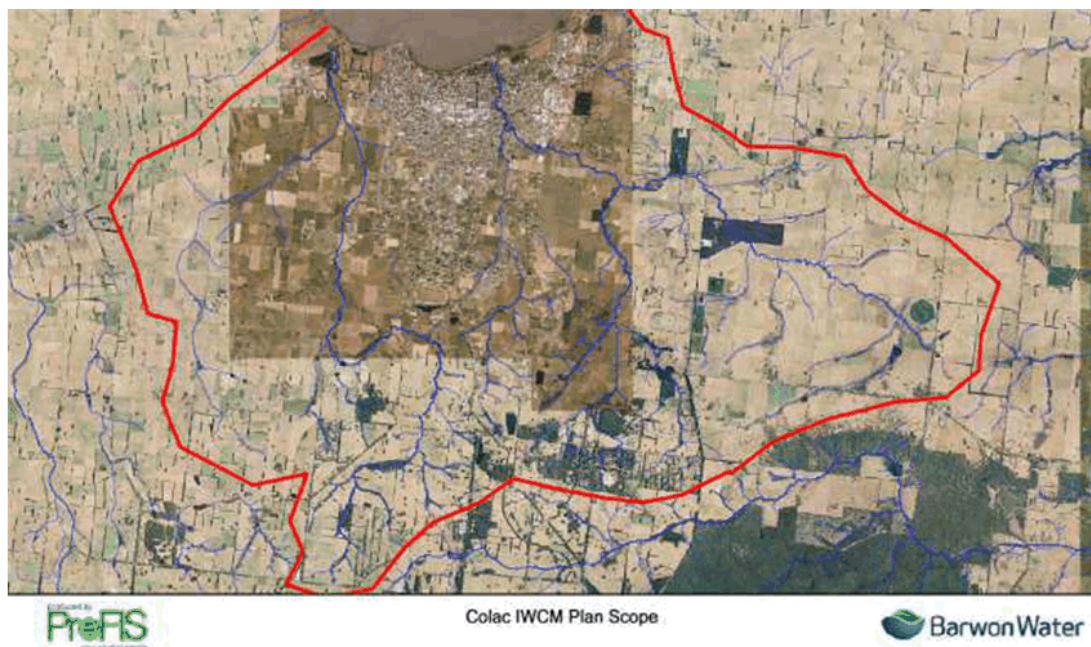
The specific outputs of the project included:

- A plan that clearly articulates opportunities for enhancing aspects of the water cycle system so they can make a positive and lasting contribution to the city
- A list of actions underway, planned or proposed to realise these opportunities
- A suite of project concept designs to inform council, the community and stakeholders on possibilities for enhancing the water cycle for consideration in key planning processes, including Review of the Colac Open Space Review, Colac 2050 Vision and the Colac Structure Plan Review.

## SCOPE

The scope of the Colac IWCM plan includes the area within the catchments of the Barongarook Creek and Deans Creek as illustrated in Figure 3

FIGURE 3 SCOPE OF COLAC IWCM PLAN



The Plan considers the following aspects of the water cycle system within this area as illustrated in Figure 4.

FIGURE 4 ASPECTS OF THE WATER CYCLE COVERED IN THIS PLAN

Natural Aspects



Built Aspects



Service Aspects



Waterways



Residential Areas



Stormwater management



Wetlands



Business Areas



Drinking water



Floodplains



Public Open Space



Sewerage



Major Drainage

Roads & Streetscapes

Alternative water

## METHOD

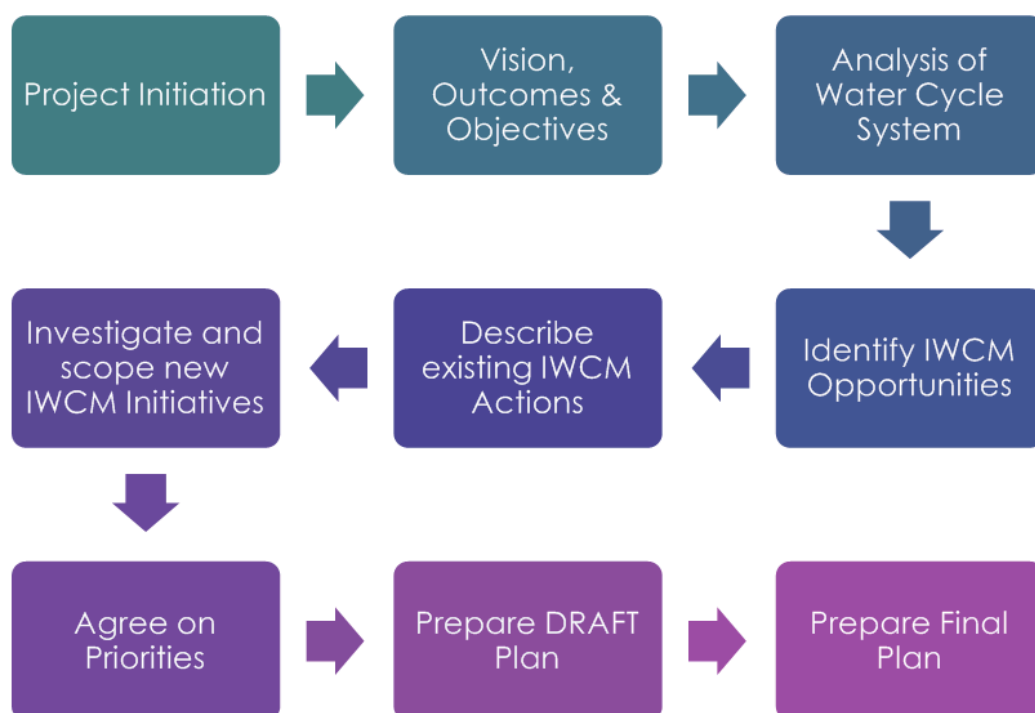
Developing the plan comprised nine steps (Figure 5). These steps are closely aligned to the Guidelines for Preparing Integrated Water Cycle Management Plans drafted by the office of Living Victoria (OLV, 2013).

The analysis of all seven aspects of Colac's urban water cycle system was undertaken using the strengths, weaknesses, opportunities and threats (SWOT) technique. The aim of the SWOT analysis is to identify the origin of the cause of each issue as it affects the function and performance of that aspect of the system. The SWOT analysis differentiates between internal and external factors or drivers.

- Internal factors – issues which are driven by factors that are internal to the water cycle system.
- External factors – issues which are driven by external factors acting on the system.

Issues driven by internal factors are viewed as strengths or weaknesses depending upon their impact on the water cycle system aspect whereas issues driven by external factors are viewed as either an opportunity or a threat. The SWOT analysis allowed the steering group to confirm existing actions that were underway or planned to address particular issue and to identify potential new actions, or 'initiatives' that could address issues that were not actively being managed. The steering group identified 27 potential IWCM project opportunities and from this list, shortlisted six of these for further investigation due to their strong alignment with the broad community goals for Colac.

FIGURE 5 METHOD FOR DEVELOPING THE COLAC IWCM PLAN



## 2. VISION, OUTCOMES AND OBJECTIVES

### COMMUNITY VISION FOR COLAC

No one can predict exactly how Colac will change over the next few decades. External and internal forces including population growth, regional economic development, community attitudes and climate changes will be major factors in shaping its future. The community of Colac is seeking to ensure it is a resilient city now and into the future. Colac's water cycle system can play a significant role in helping to achieve these broader community objectives.

The community has expressed its aspirations for Colac to become a healthier, greener, 'botanic' city. The Council will be embarking on the 'Colac 2050' project as the blueprint to transition towards a more liveable, sustainable and productive Colac. The current Colac Structure Plan presents an overarching vision for the city of Colac: *Colac will be a thriving town with a vibrant town centre that takes pride in its lakeside location, is responsive to the housing needs of its residents and offers a variety of opportunities for employment and economic development.*

The Council identifies a suite of objectives under four broad sustainability goals to achieve this vision. As shown in Table 3, there are many opportunities where enhancements to aspects of the urban water cycle may assist in achieving these broader community aspirations.

TABLE 3 LINKS BETWEEN COMMUNITY OBJECTIVES AND IWCM ASPECTS

| Colac Otway Shire Sustainability Goal | Community objectives for Colac                                                                                      | Water cycle aspect     |                |                         |             |                |          |                   |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------|----------------|-------------------------|-------------|----------------|----------|-------------------|
|                                       |                                                                                                                     | Waterways, floodplain, | Major drainage | Land use and open space | Storm water | Drinking water | Sewerage | Alternative water |
| Managing Growth                       | Provide increased opportunities for higher density housing in areas that are close to existing services, facilities |                        |                | ✓                       |             |                |          |                   |
|                                       | Increase the availability of affordable housing                                                                     |                        |                |                         |             |                |          |                   |
|                                       | Ensuring sufficient land is available to meet the needs of industries                                               | ✓                      |                |                         |             |                |          |                   |
|                                       | Provide appropriate buffer distances between industrial and residential development                                 | ✓                      | ✓              | ✓                       |             |                |          |                   |
| Enhancing the Environment             | Protect Lake Colac from inappropriate development on surrounding land                                               | ✓                      |                |                         | ✓           |                |          |                   |
|                                       | Ensure new development incorporates water sensitive urban design principles                                         | ✓                      | ✓              |                         | ✓           |                |          | ✓                 |
|                                       | Protect significant landscapes and view-sheds from inappropriate development                                        | ✓                      |                |                         |             |                |          |                   |
| Balancing Service Provision           | Ensure new development occurs within the boundaries of the BW sewerage district                                     |                        |                |                         |             |                | ✓        |                   |
|                                       | Ensure social & physical infrastructure, is delivered in a timely manner                                            | ✓                      | ✓              | ✓                       | ✓           | ✓              | ✓        | ✓                 |
|                                       | Encourage walking & cycling as alternative methods of transport                                                     | ✓                      | ✓              | ✓                       |             |                |          |                   |
| Integrating Social Change             | Ensure a variety of residential densities & lifestyle opportunities to meet community needs                         |                        |                |                         | ✓           |                |          |                   |
|                                       | Enhance links between residential areas, employment, education and community nodes                                  | ✓                      |                |                         | ✓           |                |          |                   |

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## STATEWIDE IWCM OUTCOMES

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**The IWCM approach will lead to enhancements to Colac's water cycle system over time to build system resilience. This will in turn help Colac to achieve its broader community aspirations. The way in which Colac's urban water cycle can help to achieve the community's aspirations will be a function of what exists now and the choices made for the system by government, community and business over the short to medium term.**

The Victorian Government is encouraging all urban and water managers to adopt integrated water cycle management. In 2012, the Government established a new body, the Office of Living Victoria (OLV) to drive reforms across the water industry, associated sectors and the community. This reform agenda is outlined in *Melbourne's Water Future* (MWF, OLV, November 2013) which presents a future vision for our urban water cycle systems:

*"An integrated and resilient water (cycle) system, which is planned and managed to support liveable and sustainable communities, protect the environmental health of urban waterways and bays, provide secure water supplies efficiently, protect public health and deliver affordable essential water services."* (OLV, 2013, p. 1).

The approach to IWCM outlined in MWF will also be applied across Victoria's major urban centres. It marks a significant shift in how we manage the water cycle in urban centres. For the agencies responsible for aspects of water cycle management, it is critical they work together to achieve better outcomes for the urban water cycle so that it can enhance the liveability of our cities and towns.

These decisions will be strongly influenced by the seven outcome areas for IWCM as set out in *Melbourne's Water Future* (OLVa, 2013):

1. A community engaged in whole of water cycle management
2. Suburbs new and old designed with water in mind
3. Sensible use of water in our homes and businesses
4. Resilient water systems
5. Improved waterways
6. Reduced inefficiency and waste
7. Accelerated innovation and world recognition of expertise.

## IWCM OBJECTIVES FOR COLAC

After considering the broader community aspirations for the City, the key stakeholders developed a suite of objectives for each aspect of the water cycle to guide future actions and initiatives.

These objectives clearly articulate the desired future state for each of the aspects such that enhancements will make a positive and lasting contribution to the city. Collectively, these actions to achieve these objectives will contribute to the IWCM Outcomes identified in Melbourne's Water Future (Table 4)

TABLE 4 IWCM OBJECTIVES FOR COLAC

| Water Cycle Aspect        | IWCM Objective                                                                                                     | IWCM Outcomes     |                         |                       |                         |                    |                                |
|---------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------|-----------------------|-------------------------|--------------------|--------------------------------|
|                           |                                                                                                                    | Engaged community | Water sensitive suburbs | Sensible use of water | Resilient water systems | Improved waterways | Reduced inefficiency and waste |
| Waterways and floodplains | Provide conveyance of catchment scale floodwaters                                                                  |                   | ✓                       |                       |                         | ✓                  |                                |
|                           | Provide ecological corridors and ensuring water quality and quantity is maintained to Lake Colac                   |                   | ✓                       |                       |                         | ✓                  |                                |
|                           | Waterways are utilised to provide connectivity and sense of identity for the Town                                  | ✓                 |                         |                       |                         | ✓                  |                                |
| Major Drainage            | Conveyance of local stormwater to waterways.                                                                       |                   |                         |                       |                         | ✓                  |                                |
|                           | Interception of pollutants within the catchment and management of pollutants ultimately discharging to Lake Colac. |                   |                         |                       |                         | ✓                  |                                |
| Land Use and Open Space   | Enhanced and connective path network around the Town including integration into future growth opportunities        | ✓                 |                         |                       |                         | ✓                  |                                |
|                           | Way finding strategy including a township water story to enhance liveability                                       | ✓                 |                         |                       |                         |                    |                                |
| Stormwater & WSUD         | Ensure all future development achieves Best Practice Environmental Management Guidelines" (BPEMG)                  |                   | ✓                       |                       |                         | ✓                  |                                |
| Drinking Water            | Ensure a resilient potable water supply for Colac through diversifying supply                                      |                   |                         |                       | ✓                       |                    | ✓                              |
|                           | Ensure a resilient potable water supply for Colac through water demand management                                  |                   |                         |                       |                         |                    |                                |
| Sewerage                  | Efficient collection, treatment and disposal of wastewater                                                         |                   |                         |                       |                         | ✓                  | ✓                              |
| Alternative water sources | Increase the use of alternative sources of water for non-drinking water uses                                       |                   |                         |                       | ✓                       |                    |                                |

### 3. SYSTEM ANALYSIS

The basis of any system- based plan is a thorough assessment of the function and performance of the system in its current state. For the Colac IWCM Plan, the seven aspects of the Colac water cycle system were analysed for strengths, weaknesses, opportunities and threats (SWOT).

#### NATURAL ASPECTS

##### WATERWAYS, WETLANDS AND FLOODPLAINS

Lake Colac is the defining geographic feature of the town and provides a strong sense of place within the community. It is one of more than 1,000 shallow lakes across the Victorian Volcanic plain. The lake is fed by Barongarook Creek to the east and Deans Creek to the west, but is also highly reliant on direct rainfall. Evaporation is high.

Barongarook Creek is the larger of the two tributaries and is a typically degraded waterway through the urban landscape, but retains some remnant vegetation and natural habitat in its upper reaches. Winding along the eastern edge of the city, this creek discharges into Lake Colac immediately adjacent to the Colac Botanic Gardens. This area is one of the most frequented passive recreational areas in the city. Barongarook Creek includes a smaller tributary, the Talbot Creek, which is effectively a drain traversing privately owned, low-lying land.

Deans Creek is a highly modified agricultural drain which runs from south to north along the western edge of Colac, discharging into the south western corner of the lake next to the Rifle range. The Creek has an extensive floodplain which occupies most of the land immediately west of the town. This extensive land subject to inundation potentially poses a major barrier to additional urban development adjacent to the western edge of the City.

TABLE 5 WATERWAYS, WETLANDS & FLOODPLAINS SWOT ANALYSIS

| STRENGTHS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | WEAKNESSES                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>In recent years, the community has become concerned about many issues of the lake including the low levels, water quality, the treated wastewater discharge, walking paths and carp.</li> <li>Council and the CCMA have undertaken extensive re-vegetation and rehabilitation along some lights of Barongarook Creek, but limited access due to freehold land is a major hindrance.</li> <li>Revegetation of extensive sections of Barongarook Creek</li> </ul> | <ul style="list-style-type: none"> <li>Highly degraded condition of Barongarook and Deans Creeks</li> <li>Barongarook Creek Feasibility study identified land tenure and steep terrain as key obstacles to a riparian corridor with recreational access</li> </ul>                                                                                             |
| OPPORTUNITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | THREATS                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>The Colac Structure Plan and the identification of future land use for industry and residential. Colac West will be an important part of the plan and how this will affect Deans Creek and the future development of the Lake Colac foreshore.</li> <li>Future industry growth both east and west, especially with the attraction of 'green industries' to the area. Lake Colac and the need for an update of the Lake Colac Master Plan.</li> </ul>            | <ul style="list-style-type: none"> <li>Several areas of peri-urban dwellings are not connected to the sewerage network and operate septic systems. These are close to floodplain areas and pose potential future problems, given they are often ageing private systems.</li> <li>Floodplain areas to the west of the city could be limiting growth.</li> </ul> |

## MAJOR DRAINAGE

The Colac stormwater network comprises an extensive network of pipes to convey large, fast flows from storm events as quickly as possible to receiving waters of Barongarook Creek, Deans Creek and drains directly entering Lake Colac.

TABLE 6 MAJOR DRAINAGE SWOT ANALYSIS

| STRENGTHS                                                                                                                                                                                                                                                                                                                 | WEAKNESSES                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>The stormwater network works effectively conveying rapid storm events to the lake via the pipe and drainage network</li> <li>In recent decades, work has been conducted across the town to restrain the velocity of the water and to improve the quality of this water.</li> </ul> | <ul style="list-style-type: none"> <li>Increased urbanization has reduced natural infiltration and increased the velocity of flows into Barongarook Creek and the Lake</li> <li>Lake Colac has a history of degradation and poor water quality due to previous direct discharges from industry to stormwater that severely affected upon water quality</li> </ul> |
| OPPORTUNITIES                                                                                                                                                                                                                                                                                                             | THREATS                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>Review and update Colac Stormwater Management Plan to include a review of stormwater reuse options and opportunities for water sensitive urban design</li> </ul>                                                                                                                   | <ul style="list-style-type: none"> <li>Climate change may increase the number, frequency and severity of storm events which could cause minor flooding</li> </ul>                                                                                                                                                                                                 |

FIGURE 6 INCREASED URBANISATION AND LOW AREAS HAS LED TO SIGNIFICANT DRAINAGE WORKS



## BUILT ASPECTS

### LAND USE & PUBLIC OPEN SPACE

Colac is endowed with some of the widest streets of any regional city, especially in the older part of the town between the princes Highway and the Lake. Many of these streets retain their heritage character with large shade trees and grassed drains and/or swales. They lend themselves to streetscape scale water sensitive urban design solutions

Colac contains an extensive area of public open space, notably the lake foreshore, Colac Botanic Gardens, and along Barongarook Creek. The creeks also form natural low lying floodplains which restrict lateral growth, yet provides extensive areas of largely privately owned open space. The potential exists for the lake to play a much greater role for residents and tourists alike. Similarly, the Botanic Gardens could be more connected to the CBD. The Lake Colac pathway has recently been constructed along the lake foreshore between the Botanic Gardens and yacht club. This has greatly improved access along and use of the lake foreshore. Work to extend the pathway is ongoing.

TABLE 7 LAND USE SWOT ANALYSIS

| STRENGTHS                                                                                                                                                                                                                                                                                                                     | WEAKNESSES                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Extensive area of public open space</li> <li>yet provides extensive areas of largely privately owned open space.</li> <li>Lake Colac is something of a hidden asset of the Town that has great potential to be enhanced.</li> </ul>                                                    | <ul style="list-style-type: none"> <li>Open Space – there are not good linear corridors</li> <li>Floodplain areas could be limiting residential growth</li> <li>The city is poorly serviced with respect to way-finding</li> <li>The lake is physically close to the town but visually remote from the CBD and poorly connected</li> </ul> |
| OPPORTUNITIES                                                                                                                                                                                                                                                                                                                 | THREATS                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li>A Way Finding Strategy to help people navigate through the town is proposed</li> <li>The Beechy Rail Trail could become a key rural link from the recreational centre of south of the CBD</li> <li>Colac as a 'Botanic City', with more street trees, improve Memorial Park</li> </ul> | <ul style="list-style-type: none"> <li>The creeks form natural low lying floodplains which restrict lateral growth</li> <li>Development in the Colac West area could close up accessible open space and reduce linkages</li> </ul>                                                                                                         |

FIGURE 7 EXISTING PATHWAYS ALONG WATERWAYS ARE FRAGMENTED



## SERVICES ASPECTS

### STORMWATER

Stormwater is surface water generated from within the urban landscape. Falling on roofs and hard surface as rainwater, it 'becomes' stormwater when it collects and is conveyed by man made and natural drainage systems into waterways. Stormwater drainage networks in cities have traditionally been designed to convey large, fast flows from storm events as quickly as possible to receiving waters such as creeks, rivers, lakes and the sea.

Water Sensitive Urban Design, or WSUD, is an approach to urban planning which seeks to retain stormwater in the landscape, reuse it where possible and provide a runoff pattern to waterways that better resembles more natural conditions. Another benefit of slowing the stormwater flow through the urban landscape is to increase infiltration and help provide greener open space. This can help to counter what is known as the urban heat island effect.

TABLE 8 STORMWATER MANAGEMENT SWOT ANALYSIS

| STRENGTHS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | WEAKNESSES                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>A stormwater management plan was prepared in 2002.</li> <li>Some stormwater gross pollutant traps were installed in the mid 2000's</li> </ul>                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>There has been limited application of water sensitive urban design across Colac</li> <li>Maintenance costs of existing Gross Pollutant Traps is very high which impedes maintenance</li> <li>Stormwater Management Plan is out of date</li> </ul> |
| OPPORTUNITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | THREATS                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>There are many older open roadside drains across the city, which could be enhanced through the application of water sensitive urban design principles.</li> <li>This would also help the city transform itself into a Botanic Colac, by using such open drains as water sensitive features in the streetscape.</li> <li>WSUD may provide an opportunity to establish greener major traversing roads across the city, linking key areas of interest.</li> </ul> | <ul style="list-style-type: none"> <li>Increased stormwater runoff due to increased frequency and or intensity of storm events could degrade waterways and lake Colac</li> </ul>                                                                                                         |

FIGURE 8 SOME STORMWATER DRAINS FLOW DIRECTLY TO WATERWAYS



## DRINKING WATER

Urban areas are supplied with drinking (potable) water through a centralised network. Surface water is harvested, conveyed, treated and distributed to customers via a reticulated network. A water supply/demand balance is the quantity of drinking water required to meet the consumptive needs of the urban population.

Colac is Barwon Water's second largest serviced area and on average the Colac Supply District consumes 3,000 ML per year. Colac receives its water supply from two storages in the Otway Ranges. The West Gellibrand Reservoir (1,850 million litres) is located on the Gellibrand River, and Olangolah Reservoir (150 million litres) on Olangolah Creek. Water from these reservoirs is transferred to two basins (190 million litres and 450 million litres respectively) on the southern outskirts of Colac via 25 kilometres of pipeline under gravity. The water is then treated to drinking water quality at the Colac Water Treatment Plant prior to distribution throughout the Colac area.

The two storages are located in the same catchment and connected to Colac via the same transfer pipeline. The reservoir catchments are relatively close and in similar well-forested country, providing high quality water, but putting them at risk of bushfire. The pipeline traverses rugged country which is subject to landslips and bushfire. The storages are relatively small and heavily dependant on annual rainfall, making them highly susceptible to changes to the seasonal fill pattern. Whilst Colac usually has ample rain, the system is susceptible to shortfall through repeated years of low inflows.

Colac Otway Shire has approved significant 'supply by agreement' pipelines that are connected to the drinking water network. There are concerns with the planning and maintenance of these private networks, which can extend across road reserves and private land.

TABLE 9 DRINKING WATER SWOT ANALYSIS

| STRENGTHS                                                                                                                                                                                                                                                     | WEAKNESSES                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Supply: Small catchments which are regularly filled</li> <li>Supply closed off catchments, high quality water</li> <li>Sufficient pressure and supply in the system to meet existing project demand to 2017</li> </ul> | <ul style="list-style-type: none"> <li>Supply: Relatively small catchments with low storage/demand ratio</li> <li>Supply: single source of water for Colac, subject to landslip, bushfire</li> <li>Supply by agreement connections</li> </ul>                                          |
| OPPORTUNITIES                                                                                                                                                                                                                                                 | THREATS                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>Supply: Colac Supply augmentation options</li> <li>Demand: Colac Demand Management Program</li> </ul>                                                                                                                  | <ul style="list-style-type: none"> <li>Potential climate change impacts reducing rainfall and inflows to surface water catchments</li> <li>Catchments subject to bushfire risk</li> <li>Inability to meet sudden demand increase</li> <li>Extensive private supply networks</li> </ul> |

## SEWERAGE

Sewage is 'blackwater' which has been used and disposed of into the sewer by residential, industrial and commercial users. The Colac Sewerage Network is a combined gravity and pumped system which conveys sewerage throughout the town to the Colac Water Reclamation Plant on the southern shore of Lake Colac (Figure 8). Commenced in the 1920's the sewerage infrastructure is ageing and subject to significant infiltration and inflow during wet weather (KBR, 2008). As a result, parts of the sewerage system already operate under surcharge conditions with no capacity existing in those areas to cater for future growth.

A Sewerage Strategy developed for the town in 2008 will progressively upgrade these parts of the system to meet the needs of the town into the future. The ageing sewerage infrastructure is subject to peak flow rates up to six times of the average dry weather flow during wet weather events. As a result, parts of the sewerage system already operate under surcharge conditions with no capacity existing in those areas to cater for future growth at present. This will require investment in sewerage upgrades in the future. The sewerage system does not extend to low density residential areas west of Colac which are located in low lying areas prone to flooding. The use of septic tanks in these areas can cause water quality and public health problems and should be managed by appropriate Domestic Wastewater Management Plans developed in consultation with all stakeholders.

The Colac Water Reclamation Plant produces on average, 1,625 ML of Class C recycled water per year, but only 1.5 per cent of this volume is reused (for process requirements on-site). Based on future growth projections for Colac, the availability of recycled water is predicted to remain relatively constant into the future. The treated wastewater is discharged into Lake Colac. There is no interest by other potential customers, with the water being too salty for plants at potential key sites such as the Colac Botanic Gardens.

The Water Reclamation Plant is nearing capacity. A key issue is high levels of BOD due to trade effluent (an abattoir, dairy and an ice-cream factory). The increased loading results in oxygen deficiency and high phosphorus levels which affects effluent quality. This means that the plant is currently limiting the ability of industry to expand. The plant is scheduled for upgrade in 2014. There is potential to reduce peak flow rates on the sewerage system through improved stormwater management.

TABLE 10 SEWERAGE NETWORK SWOT ANALYSIS

| STRENGTHS                                                                                                                                                                                                                                                                                                                                     | WEAKNESSES                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Potential for improved DWMP in un-sewered areas to improve water quality and public health issues</li> <li>Alignment of the sewerage district with zoned residential areas to facilitate future development</li> <li>Further re-use of recycled water if appropriate demand is established.</li> </ul> | <ul style="list-style-type: none"> <li>Limited capacity of plant to treat high BOD loads coming from dairy processing plants and abattoir</li> <li>Extension of sewerage area to accommodate growth</li> <li>Poor quality of recycled water</li> <li>Sewerage district not aligned to zones</li> </ul> |
| OPPORTUNITIES                                                                                                                                                                                                                                                                                                                                 | THREATS                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>Potential to reduce peak flow rates on the sewerage system through improved stormwater management</li> <li>New entrants to access sewer</li> <li>Potential for improved DWMP in un-sewered areas to improve water quality and public health issues</li> </ul>                                          | <ul style="list-style-type: none"> <li>Ageing infrastructure, spills and discharges</li> <li>The potential for increasing storm events could cause increasing frequency of sewer spills</li> </ul>                                                                                                     |

## ALTERNATIVE WATER SOURCES

Alternative water refers to water that can be used instead of drinking water for some purposes. The water needs to be suitable for a particular end use, i.e. it must be fit-for-purpose. Alternative sources of fit for purpose water can include:

- Rainwater – from roofs running into tanks or other storages
- Grey water – washing water from household dish and clothes washers
- Stormwater – harvested from the stormwater system in tanks, dams or underground
- Recycled water – water recovered from treated wastewater

The Colac WRP produces Class C recycled water, which is suitable for a range of fit-for-purpose uses including:

- irrigating golf courses, sporting grounds and public open spaces;
- irrigating some food and fodder crops;
- irrigating turf and flower farms; and
- dust suppression for road works and major construction works.

The plant produces on average, 1,625 ML of Class C recycled water per year, but only 1.5 per cent of this volume is reused (for process requirements on-site). Based on future growth projections for Colac, the availability of recycled water is predicted to remain relatively constant into the future. Over the past decade, Barwon Water has regularly advertised for Expressions of Interest for interested persons to use of recycled water from the wastewater treatment plant. However due to the high salinity and Class C quality of the water, as well as the infrastructure costs for delivery, no suitable users have come forward.

Barwon Water has conducted several investigations into localised stormwater reuse projects as part of the Water Supply Demand Strategy, but many were deemed not feasible because of limited space for storage of harvested stormwater and the fact that all stormwater reuse schemes will result in less water reaching Lake Colac. There is support for stormwater reuse at the Colac Botanic Gardens, Memorial Square and at the Lake Cricket Oval, as well as at the Golf Course.

The Colac Water Reclamation Plant produces Class C recycled water which is discharged under licence into Lake Colac. The volume is very small relative to the size of the lake, but is considered important to the local community.

TABLE 11 SEWERAGE NETWORK SWOT ANALYSIS

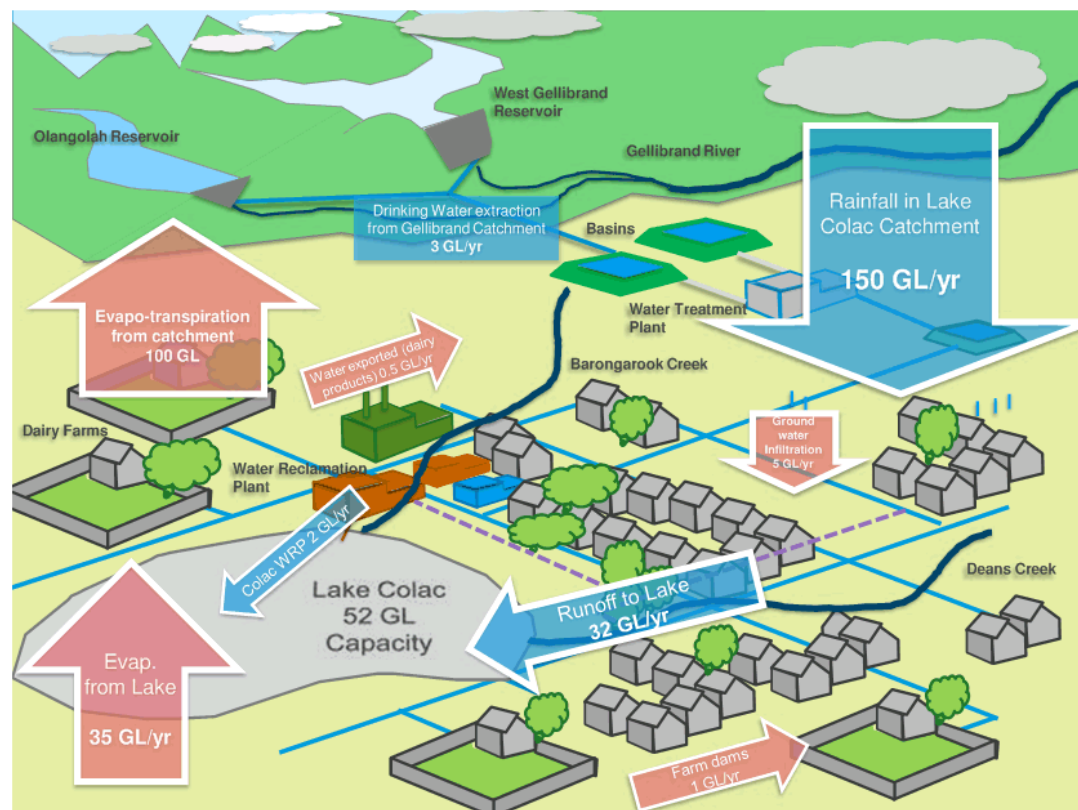
| STRENGTHS                                                                                                                                                                                                                                                | WEAKNESSES                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Colac Stormwater Management Plan</li> <li>• Investigations into stormwater reuse</li> </ul>                                                                                                                     | <ul style="list-style-type: none"> <li>• Limited space for storage of stormwater</li> <li>• All stormwater harvested is less water into lake Colac</li> <li>• Poor quality of Class C water</li> </ul> |
| OPPORTUNITIES                                                                                                                                                                                                                                            | THREATS                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Stormwater reuse at Central Reserve</li> <li>• Stormwater reuse at Colac Botanic gardens</li> <li>• Update Colac Stormwater Management Plan</li> <li>• Potential re-use options at Irrewillippe area</li> </ul> | <ul style="list-style-type: none"> <li>• Cost of reuse schemes</li> </ul>                                                                                                                              |

## WATER BALANCE FOR LAKE COLAC

Lake Colac is a defining natural feature for the city of Colac. It provides significant environmental, social recreational and amenity values for the community and is a major contributor to the liveability of the city, but is also subject to fluctuations in water levels.

Covering a surface area of 2668 hectares and with an average depth of about one metre, the lake is one of more than 1,000 shallow lakes in the Corangamite basin formed by volcanic activity thousands of years ago. When full, the volume of the lake is estimated to be approximately 52,000 ML or 52 GigaLitres (GL). The Lake is fed by surface flows from Barongarook Creek, Deans Creek and local rainfall and runoff, contributing approximately 32GL per year. The Colac Water Reclamation Plant also contributes a relatively small amount of recycled water (less than 2 GL) to the lake. However, in most years the lake loses approximately 35GL per year in evaporation, which is more water than is captured annually. The water balance in the lakes catchment is shown in Figure 9. Because of its size and relatively small catchment, water levels in the lake can fluctuate widely as rainfall patterns change annually with dry periods and floods.

FIGURE 9 WATER BALANCE FOR LAKE COLAC AND CATCHMENT



### Assumptions and Notes

- Figures are indicative only and have been rounded.
- Lake Colac catchment receives approximately 700 mm rainfall per year on average, whilst evaporation is approximately 1300 mm per year.
- Lake Colac surface area (average) is 2668 hectares and it has a catchment area of 217 square km
- Barwon Water supplies 3 GL per year of drinking water, but the Water Reclamation plant discharges 1.7 GL per year.
- Groundwater contribution is assumed to be small, based on geology.
- Dairy export based on dairy customer information and regional production figures.

## 4. ACTIONS & INITIATIVES

To achieve the objectives for Colac's urban water cycle, the Action Plan has seven interrelated Outcomes and Focus Areas for activity. These strategic elements reflect the structure outlined in Melbourne's Water Future.

The seven outcomes reflect the outcomes articulated in Melbourne's Water Future and are the themes for IWCM activity. Under each outcome is one or more Focus Areas which have been selected from the suite of initiatives expressed in Melbourne's Water Future (Figure 10). Each Focus Area includes actions and/or initiatives which are considered to be the highest priority in terms of their potential contribution to enhancing resilience of the water cycle system. Note that an 'action' is a project, program or activity already underway, whilst an initiative is a new project opportunity. Visual concept plans have been developed for some actions and initiatives and can be located in the relevant appendix.

FIGURE 10 STRATEGIC ELEMENTS OF THE COLAC IWCM PLAN

| IWCM Outcome (MWF)                                        | Focus Areas (MWF 'Initiatives')                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. A community engaged in whole of water cycle management | <ul style="list-style-type: none"> <li>1.1 Improve urban amenity through natural water assets</li> <li>1.2 Enhance community understanding of water cycle issues</li> <li>1.3 Support community activities and projects</li> </ul>                                                                           |
| 2. Suburbs new and old designed with water in mind        | <ul style="list-style-type: none"> <li>2.1 Plan to use local water locally</li> <li>2.2 Incorporate IWCM into new growth areas</li> <li>2.3 Greening our suburbs</li> </ul>                                                                                                                                  |
| 3. Sensible use of water in our homes and businesses      | <ul style="list-style-type: none"> <li>3.1 Encourage households to reduce drinking water use</li> <li>3.2 Work with manufacturing business to reduce drinking water use</li> <li>3.3 Increase peri-urban farms use of drinking water</li> <li>3.4 Work with business to reduce drinking water use</li> </ul> |
| 4. Resilient water systems                                | <ul style="list-style-type: none"> <li>4.1 Improve water supply system resilience</li> <li>4.2 Address knowledge gaps to water system resilience</li> </ul>                                                                                                                                                  |
| 5. Improved waterways                                     | <ul style="list-style-type: none"> <li>5.1 Engage the community on waterway health</li> <li>5.2 Reduce the adverse impacts of stormwater on waterways</li> <li>5.3 Make better use of treated wastewater</li> </ul>                                                                                          |
| 6. Reduced inefficiency and waste                         | <ul style="list-style-type: none"> <li>6.1 Better allocate water sector investment</li> <li>6.2 Improve leak detection</li> </ul>                                                                                                                                                                            |
| 7. Accelerated innovation                                 | <ul style="list-style-type: none"> <li>7.1 Establish the G21 Region as a leader in IWCM</li> <li>7.2 Build skills and capacity for IWCM</li> </ul>                                                                                                                                                           |

## 1. A COMMUNITY ENGAGED IN WHOLE OF WATER CYCLE MANAGEMENT

Colac Otway Shire is planning to begin a review of the Colac Structure Plan and actively engage the community in its Colac 2050 blueprint for a happier, healthier, Botanic Colac. The water cycle system could be an integral part of this transition, especially if supported by the community. Actions and initiatives that engage and involve the community in whole of water cycle management will encourage stronger ownership of the vision.

### FOCUS AREA 1.1 IMPROVE URBAN AMENITY THROUGH NATURAL WATER ASSETS

#### **1.1.1 Create the 'Botanic Link Pathway' (Appendix C Botanic Link Pathway)**

This initiative proposes the creation of a continuous recreational pathway connecting the town's key water cycle assets of Lake Colac, Barongarook Creek, Beechy Precinct and back via a western edge route. Nicknamed the Botanic Link Pathway, this route would make a major contribution to support Colac as a more connected, liveable regional city.

It provides connection of open space and utilises existing land use to incorporate the path into the natural and built environment. It will help increase the community's engagement and ownership of the water cycle system can become a vital part of the city's pathway network for visitors and residents. Some sections of the proposed alignment along Barongarook Creek present challenges with respect to land tenure, so planning mechanisms may be required to allow for future acquisition.

FIGURE 11 EXISTING PATHWAYS CAN FORM THE BACKBONE OF THE COLAC BOTANIC LINK PATHWAY



### 1.1.2 Review the Lake Colac Master Plan

Colac Otway Shire is due to begin a review of the Lake Colac Master Plan in 2014. In undertaking this review, the Council should consider the importance of the Lake Colac foreshore and pathway as the foundation for the proposed Botanic Link Pathway.

## FOCUS AREA 1.2 ENHANCE COMMUNITY UNDERSTANDING OR WATER CYCLE ISSUES

### 1.2.1 Integrate IWCM into the Colac Wayfinding Strategy (Appendix F Wayfinding and Education)

This project involves integrating the water cycle as a key message into proposed Colac Way-finding Strategy and educational aspects of new signage. This will help provide the community with insight and understanding on the many issues that involve the water cycle in Colac. This project should be considered with the Active Transport Strategy (2013) and the Colac CBD and Entrances Strategy (2012).

Existing signage within Colac relating to the water cycle is outdated and not in line with current thinking regarding stormwater and impacts on the environment. There is an opportunity as part of the project to provide education to the public; connecting them to the IWCM aspirations of the town. The Wayfinding Strategy for Colac should include a consistent component across the town to orientate, educate and connect people to the town's water cycle.

WSUD provides public amenity, a more liveable city and a means to reintroduce natural processes of infiltration and plant take-up of nutrients and pollutants back into the urban environment. The application of Alternative Sources for 'fit for purpose' water should be celebrated with the community as a sustainable means of providing water for suitable water demands.

FIGURE 12 THE WATER CYCLE CAN BE A UNIFYING THEME IN COMMUNITY EDUCATION



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### FOCUS AREA 1.3 SUPPORT COMMUNITY ACTIVITIES AND PROJECTS

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A variety of local groups have undertaken works on Barongarook Creek around Lake Colac and along Deans Creek. It will be important to continue to support these and other community led efforts to enhance waterway health and encourage greater ownership of water cycle assets in Colac.

#### **1.3.1 Continue to support local community water cycle initiatives and projects.**

A range of community groups undertake works along Barongarook Creek and Deans Creek. The Barongarook LandCare Group, Colac West Rotary Club and the Colac Lions Club are the major contributors to rehabilitating the Barongarook Creek, whilst the Friends of Deans Creek do likewise in the waterways to the west of the city. Colac Otway Shire undertakes revegetation and rehabilitation works in all open space areas and often is assisted by local schools, scout groups and other community organisations. The Rotary Group has also played an important role in helping to manage the vegetation along the Lake Colac foreshore.

FIGURE 13 COMMUNITY REHABILITATION WORKS ARE TRANSFORMING DEGRADED URBAN CREEKS



## 2. SUBURBS NEW AND OLD DESIGNED WITH WATER IN MIND

Colac has been identified in the G21 Regional Growth Plan as 'the key town in the region's west and must continue to grow in order to provide services to the surrounding regions'. There is growing recognition of the significant community value of retaining water and water cycle assets in the urban landscape and using local water locally. IWCM offers considerable potential for social and environmental benefits especially if considered in the upgrade of existing assets and suburbs and in the planning and design of new suburbs.

### FOCUS AREA 2.1 PLAN TO USE LOCAL WATER LOCALLY

#### 2.1.1 Irrewillipe Rd. Retarding Basin Upgrade and Harvesting (Appendix B Irrewillipe Rd basin upgrade and stormwater reuse)

This initiative proposes to upgrade an existing but under-performing retarding basin to be a showpiece of what can be achieved through waters sensitive urban design. The Irrewillipe Road Retarding Basin is a drainage asset reserve of approximately 7.7ha. The function and management of this basin is currently not well understood (COS, pers comm.). The basin retains stormwater from a catchment of 150ha, of which approximately 45ha is residential land. However the basin is not performing its hydraulic function effectively, has become weed infested and provides no public amenity value.

Under this initiative, the basin would be transformed into a fully functional, valued urban water asset which provides drainage retardation, recreation and amenity values, conservation values and treated stormwater to service the nearby Colac Golf Course. Proposed components of the upgrade include:

- Incorporate WSUD with a sedimentation pond and wetland
- Re-engineer the outlet to ensure peak flows are managed, including provision for growth and associated increased runoff
- Investigate utilising the storage as a stormwater harvesting and treatment system for reuse within the Golf Club precinct.
- Extensive upgrade of the surrounding landscape to enhance the recreation and amenity value of the asset
- Investigate utilising the water body as a 'put-and-take fishery.

FIGURE 14 THE IRREWILLIPE RD RETARDING BASIN COULD BE A MAJOR COMMUNITY ASSET



**2.1.2 Colac Botanic Gardens Stormwater Reuse (Appendix D Barongarook Creek Enhancement and Lakefront WSUD)**

The Colac Botanic Gardens have an irrigation demand of approximately 27ML/year. A multi-purpose stormwater treatment and storage pond on the lake frontage could reduce the impact of stormwater on Lake Colac, provide alternative water to the gardens and at the same time enabling the amenity of the gardens to link to the Lake.

FIGURE 15 STORMWATER COULD IRRGATE THE ICONIC COLAC BOTANIC GARDENS



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## FOCUS AREA 2.2 INCORPORATE IWCM INTO NEW GROWTH AREAS

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### 2.2.2 Western Growth WSUD Precinct (Appendix A Western Development Precinct)

This initiative proposes a water sensitive urban design transformation of flood-prone land on the western edge of Colac to facilitate new urban development and enhance waterways, wetlands and public open space.

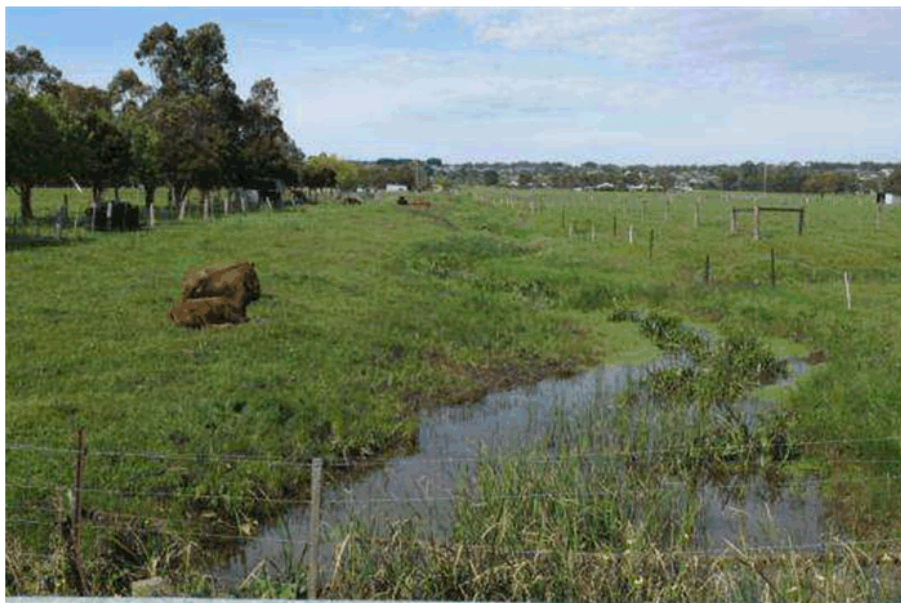
A key issue identified in the System Analysis (Barwon Water, 2013) identified that the growth to the west of the town was restricted due to extensive areas of flood-prone land. The Deans Creek and Tributary Land Subject to Inundation Overlay (LSIO) covers a large area along the western edge of the city.

Under this initiative, the extent of the LSIO would be significantly reduced through expansion of existing waterways, addition of new waterways to complement existing creeks and ephemeral zones that are engaged in larger flow events. These works would be conducted in conjunction with strategic filling of areas adjacent to the waterways (ideally using a cut and fill balance) to provide land for urban development.

The initiative proposes a staged approach based on agreed Landscape and Drainage Master Plan to ensure appropriate staging of development that is in harmony with the water cycle aspects of the design. The existing and new water cycle assets will be designed to provide new areas of connected open space in a natural environment. This 'green link' will allow for an integrated shared path network throughout the new growth and be the critical western section of the proposed Botanic Link Pathway.

The new area could also become a major user of alternative fit-for-purpose water from the increased runoff generated from the development and delivered to wetlands, where existing or proposed open spaces can utilise this water for irrigation. 'Food sensitive urban design' could be incorporated into the waterway and open space network to further enhance the values of liveability and sustainability.

FIGURE 16 A WSUD APPROACH TO FLOOD PRONE LAND COULD FACILITATE WESTERN GROWTH



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## FOCUS AREA 2.3 GREENING OUR SUBURBS

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### 2.3.1 Central Colac Green Spine (Appendix E Colac Green Spine)

This initiative proposes an iconic 'Green Spine' along Gellibrand Street and Dennis Street, reinvigorating the central business district with inspiring water sensitive urban design features. Gellibrand Street is a key opportunity as a north-south axis, a key link between the railway station and civic offices, through the town centre at Memorial Square and terminating at Lake Colac beside the Botanic Gardens. The east-west axis link of Denis Street connects the town centre (and Gellibrand Street) to Barongarook Creek.

The 'green spine' concept compliments the Colac CBD and Entrances Project (2012) that identifies Gellibrand Street in particular for the development of a shared pedestrian/vehicle road space. It would provide a visually inspiring avenue connecting Colac to its own story of water and serve to reconnect the city with the lake and creek. Innovative design will not only improve the amenity and connectivity of the streetscapes, but serve to retard and treat urban stormwater before entering the lake or creek. The initiative may also include local reuse of stormwater for public open space as well as enhancing the drainage capacity of the locality.

### 2.3.2 Upgrade Colac Taxi Rank incorporating WSUD features

In the middle of Gellibrand Street where it meets Memorial Square is an existing taxi rank and amenities block. COS have indicated that this area is to be upgraded. This presents an excellent opportunity to incorporate WSUD into the proposed works.

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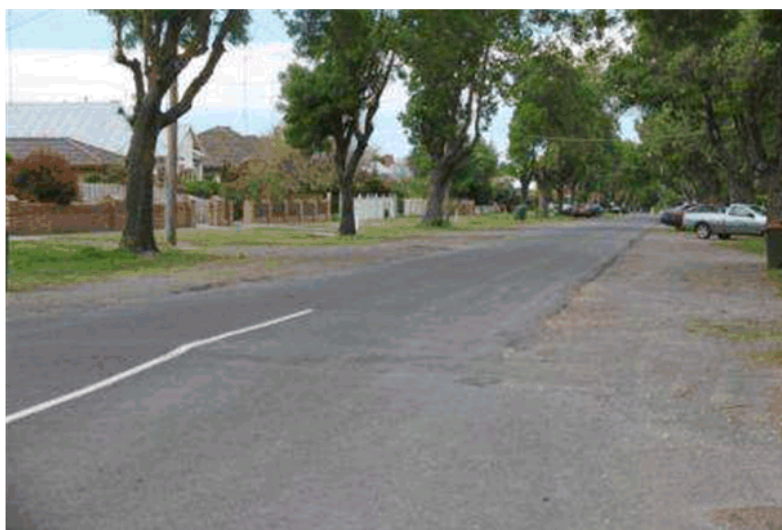
## FOCUS AREA 2.4 REDUCE URBAN FLOODING

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### 2.4.1 Review and update Colac Drainage Study

The Colac Otway Shire recognises that urban flooding can be a major issue for some parts of the city, with significant financial, economic and social costs. Managing localized flooding requires a sound understanding of areas at risk and an effective major drainage system to convey large flood flows. The Council will be reviewing and updating its existing Drainage study to ensure future flood risks can be managed effectively.

FIGURE 17 COLAC DRAINAGE STUDY WILL HELP ALLEVIATE LOCAL FLOODING



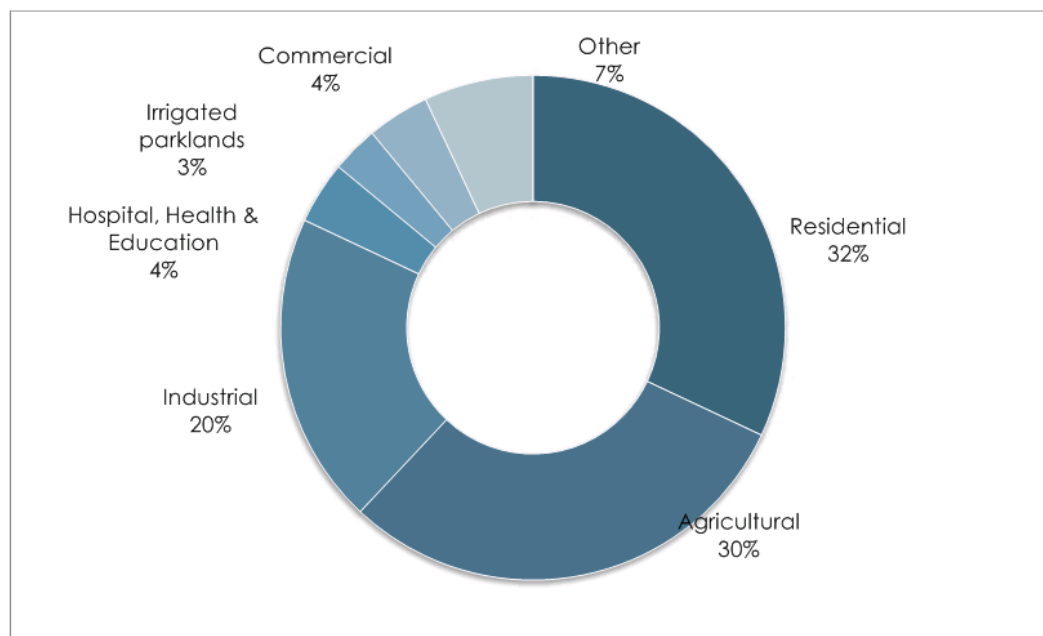
### 3. SENSIBLE USE OF WATER IN OUR HOMES AND BUSINESSES

Managing demand for drinking water by residents and businesses is an important part of Colac's water supply/demand equation. In response to the potential threat to water security posed by short-medium climate variability, Barwon Water is implementing an extensive program to better manage water demand in the Colac water supply network.

Barwon Water provides over 2,700ML of drinking water per year to over 7,000 installations throughout the Colac water supply district to a range of customers (Figure 18). Managing demand is a key part of dealing with potential water security threats. After undertaking a detailed analysis of the customer base in the Colac Water Supply district in 2012, Barwon Water identified a range of targeted demand management activities for the four main customer segments:

- Residential
- Manufacturing businesses
- Farms using the drinking water network
- Commercial and other users.

FIGURE 18 DRINKING WATER DEMAND BY USER GROUP 2010 (% TOTAL)



The objectives of the comprehensive Colac Demand Management Program include:

- Reduce the risk to water security in the medium term;
- Defer the implementation, and/or reduce the size, of the supply augmentation;
- Demonstrate Barwon Water's commitment to water efficiency as a core component of Integrated Water Cycle Management (IWCM);
- Improve financial, social and environmental outcomes (Triple Bottom Line) for the Colac community; and
- Meet community expectations for provision of demand management services.

Collectively, the Program is expected to save an estimated 300-360 ML/yr by 2017/18.

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### FOCUS AREA 3.1 ENCOURAGE HOUSEHOLDS TO REDUCE DRINKING WATER USE

---

Refer to Appendix H Actions to manage drinking water demand

#### **3.1.1 Implement the Colac Residential Demand Management Program**

Residential customers in Colac use approximately 32% of all drinking water (~960 ML/yr). Average residential water consumption in Colac's urban area was approximately 137kL/year in 2010/11, which compared favorably to an average 2010/11 consumption of 146-153kL/year for similar sized Geelong suburbs. A data analysis previously undertaken indicates that Colac residents are using drinking water efficiently and opportunities to achieve large drinking water savings in this sector are likely to be limited. However, it is important to continue to reinforce the need for sensible use of water in our homes and where possible, integrating alternative fit for purpose sources. The Residential Demand Management Program includes traditional education and awareness raising activities to promote water efficient behaviour, actively encouraging greater uptake of water efficient showerheads and promoting the government's 'Right water' campaign.

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### FOCUS AREA 3.2 WORK WITH MANUFACTURING BUSINESSES TO REDUCE DRINKING WATER USE

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#### **3.2.1 Implement the Colac Manufacturing Demand Management Program**

The manufacturing sector in Colac accounts for almost 20% of all drinking water consumed within the district. Three businesses, Australian Lamb, Bulla Dairy Foods (Regal Cream Products) and Australian Kiln Driers (AKD) account for 99% of this sector's water consumption. Two of these businesses, Australian Lamb and Bulla dairy Foods are major contributors of high organic content trade waste to the Colac sewerage system. This program will promote efficient and effective management of water and wastewater in each of these businesses, which are important aspects for business sustainability. Actions include process based assessments of water and wastewater resource use and funding for major efficiency measures.

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### FOCUS AREA 3.3 INCREASE FARMS' USE OF NON DRINKING WATER

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#### **3.3.1 Implement the Colac Agricultural Demand Management Program**

Agricultural customers connected to the drinking water supply network use approximately 31% of all drinking water consumed in Colac (930 ML/yr). There are over 600 agricultural customers connected to the potable network. Of these, half of the water is used by less than 100 high-water using farms, mainly dairy and beef cattle farms where potable water is used for stock watering. The Agriculture Demand Management program targets these farmers, where considerable opportunities for cost effective, on-farm projects to replace drinking water with alternative sources of water, such as rainwater, stormwater, recycled water and groundwater. A cost sharing arrangement for such works is delivering multiple benefits to help the farmer, reduce drinking water and enhance the sustainability of the local agricultural economy.

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### FOCUS AREA 3.4 WORK WITH OTHER BUSINESSES TO REDUCE DRINKING WATER USE

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#### **3.4.1 Implement the Colac Commercial/Other Demand Management Program**

Business (non manufacturing), institutions and municipal irrigation accounts for about 12% of total drinking water use. This program supports cost effective water demand actions including promoting the Living Victoria Small Business Rebates, free Pre-rinse spray guns and providing educational material that is relevant to business resource use.

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## 4. CREATE RESILIENT WATER SYSTEMS

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### FOCUS AREA 4.1 IMPROVE WATER SUPPLY SYSTEM RESILIENCE

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#### 4.1.1 Diversify Colac's drinking water sources (Appendix G Actions to maintain a safe and efficient water )

Barwon Water analysis of the Colac Water Supply system as s part of the 2012 Water Supply Demand Strategy (BW, 2012) identified a medium term threat to water security. This threat warranted a combined response of both increasing supply and managing demand. Any new water source offering independence and separate transfer infrastructure would help to enhance the resilience of the system by introducing greater diversity of sources. An extensive community consultation program helped to identify a preferred option to connect the system to the Geelong system via a pipeline to the Wurdee Boluc channel at Murroon. This augmentation is scheduled for 2018.

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### FOCUS AREA 4.2 ADDRESS KNOWLEDGE GAPS TO WATER SYSTEM RESILIENCE

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#### 4.2.2 Implement the Barwon Downs Borefield Monitoring Plan

The Barwon Downs Borefield is a crucial drinking water source for Greater Geelong when surface storages are low. At the height of the millennium drought, the borefield provided up to 70 per cent of the regions drinking water. Barwon Water operates the borefield under a license from southern rural water, granted in 2004. Barwon water has reviewed its monitoring program to better understand environmental impacts of groundwater extraction and provide better baseline data to manage the borefield into the future.

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## 5. IMPROVED WATERWAYS

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### FOCUS AREA 5.1 REDUCE THE ADVERSE IMPACTS OF STORMWATER ON OUR WATERWAYS

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#### 5.1.1 Barongarook Creek Enhancement Appendix D Barongarook Creek Enhancement and Lakefront WSUD

This initiative proposes enhancing the health of the lower reaches of the Barongarook Creek by the interception and treatment of stormwater flows prior to discharge to the creek. The Creek is a high value natural asset for Colac that provides an open space link on the eastern side of Colac and forms a vital part of the proposed Botanic Link pathway.

The lower section of the creek (downstream of Wilson Street) has approximately 13 main stormwater discharge points which pollute the creek in rainfall events. Whilst some gross pollutant traps are present on drainage lines on Queens Street, Bromfield Street and Rodger Drive, the remaining drainage outlets into Barongarook Creek have little to no stormwater treatment prior to discharge.

The initiative would include additional gross pollutant traps on drainage lines, construction of sedimentation ponds and rain gardens within creek reserve, combining existing drainage outfalls reducing the treatment assets required in the creek frontage as well as active rehabilitation of the bed, banks and riparian zones in sections where this has not yet occurred.

### **5.2.2 Lakefront WSUD Appendix D Barongarook Creek Enhancement and Lakefront WSUD**

The Lakefront WSUD initiative is driven by the desire to activate the Lake Colac water front, improve water quality entering the lake and provide an alternative fit for purpose water for the nearby Botanic Gardens.

The Colac Botanic Gardens have an irrigation demand of approximately 27ML/year. A multi-purpose stormwater treatment and storage ponds on the lake frontage could reduce the impact of stormwater on Lake Colac, provide alternative water to the gardens and at the same time enabling the amenity of the gardens to link to the Lake.

**FIGURE 19 A WSUD APPROACH COULD HELP ENHANCE COLAC'S LAKE FRONT**



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**FOCUS AREA 5.2 ENSURE BENEFICIAL USE OF TREATED WASTEWATER**

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**5.2.1 Continue to contribute recycled water to Lake Colac**

Treated water from the Colac Water Recycling Plant is categorised as Class C quality recycled water. This water is suitable for irrigation of open space, some recreational uses, public gardens, some crops, road dust suppression and some industrial processes. In the absence of customer demand for this water in and around Colac, Barwon Water releases this treated recycled water into Lake Colac, where it contributes up to 5% of the total annual inflow.

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**FOCUS AREA 5.3 PROTECT OUR CATCHMENTS AND WATERWAYS**

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**5.3.1 Continue to support catchment Landcare Partnerships**

Barwon Water has a keen interest in protecting catchments and waterways and provides support to the Upper Barwon LandCare Network under its LandCare Partnership program. This helps local farmers to undertake catchment revegetation, riparian protection and other LandCare activities that help to improve water quality.

**5.3.2 Continue to support River Health Partnerships**

Barwon Water has a long standing partnership with the Corangamite Catchment Management Authority to undertake work to rehabilitate rivers and creeks in catchment areas.

FIGURE 20 COMMUNITY GROUPS ARE ACTIVELY REHABILITATING WATERWAYS



## 6. REDUCED INEFFICIENCY AND WASTE

As a major centre for the Victorian dairy industry, Colac needs effective and efficient drinking water and sewerage networks to support local dairy production and processing. The dairy and livestock processing sectors are major drivers of local economic growth, so actions that improve the operational effectiveness of these networks is critical to financial sustainability.

Refer to: Appendix I Actions to maintain an effective sewerage network

### FOCUS AREA 6.1 BETTER ALLOCATE WATER SECTOR INVESTMENT

#### 6.1.1 Upgrade of Colac Water Reclamation Plant

The Colac Water Reclamation Plant (WRP) plant treats a combination of domestic and industrial wastewater from the township of Colac. The plant is approaching capacity and at times is overloaded, primarily due to peak organic loads which are discharged to sewer by three large trade waste customers, an abattoir, and two dairy factories. Furthermore, Barwon Water is predicting that flows and loads into the Colac WRP will increase by around over the next 25 years as a result of domestic and trade waste customer growth. To accommodate this increase, as well as the peak organic loads, the Colac WRP is to be augmented.

#### 6.1.2 Sewer upgrades – Elliminyt and East

Upgrades to sewer network as required to service existing and future residential connections in the Elliminyt precinct and to service existing and future industrial connections in the eastern industrial precinct. This includes an upgrade of the Barongarook Creek Main Sewer to meet future demand.

#### 6.1.4 Manufacturing Sector Source Control Improvements

Several large manufacturing businesses make significant contributions of high organic load discharge into the Colac Sewer System. Barwon Water is proactively working with the trade waste customers to assess the quality and quantity of trade waste from these businesses and identify cost effective measures to reduce the organic content of their discharges into the sewer.

FIGURE 21 AGENCIES ARE WORKING WITH LARGE BUSINESSES TO REDUCE LOADS TO SEWER



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## FOCUS AREA 6.2 IMPROVE LEAK DETECTION

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**About one third of the total volume of drinking water used in the Colac water supply system is used by farmers who are connected to the mains supply network around Colac.**

This source of high quality water is vital to the viability of these farms, many of which don't have easy access to surface or groundwater. At the farm level, the combination of pressurised water, small diameter poly pipe networks and exposure to the elements and stock can contribute to leakage. If undetected, these leaks can lead to significant wastage of expensive drinking water.

### **6.2.2 Implement Irrewarra Leak Detection Trial**

In July 2013, Barwon Water commenced an on-farm leak detection trial with the Irrewarra Farm Care Group. The trial utilizes state of the art radio transmitting technology to allow farmers to view their water use on-line and detect irregularities which may point to leaks. Once detected, the leaks can be quickly repaired.

The trial uses 'Taggle', a proprietary technology comprising low cost, low power, transmitting devices which attach to existing water meters. Data is sent digitally via radio technology to high-sensitivity receiver, which has a range of over 10Km. The data is available via the Taggle website to each individual farmer and to Barwon Water as the host. Each unit transmits water use data once every hour, resulting in a detailed daily record of consumption. The trial involves 25 farmers who have detected over 50 leaks and saved up to \$200 per day.

### **Establish Larpent Leak Detection Trial**

Barwon Water has instigated negotiations with farmers in the Larpent area, south of Colac who are connected to the Colac Water supply system. This project involves establishing a second leak detection trial in that area.

FIGURE 22 LEAK DETECTION TRIALS CAN HELP FARMERS SAVE DRINKING WATER AND MONEY



## 7. ACCELERATED INNOVATION

Cooperation and communication between stakeholders has been the foundation for driving the IWCM approach in the G21 region. Whilst implementation of the actions will involve all stakeholders, accelerated innovation in IWCM can only be achieved through effective coordination, internal capacity building and communication with the broader community.

### FOCUS AREA 7.1 ESTABLISH THE G21 REGION AS A LEADER IN IWCM

#### 7.1.1 Coordinate implementation through Barwon IWCM Network

The G21 region is fortunate to have established a dedicated forum to progress IWCM across its region. The first of its kind in the state, the Barwon Region IWCM Network is helping to ensure broad understanding, ownership and implementation of IWCM and acting as a vehicle for agency collaboration. This network has evolved into an effective forum to ensure collaboration between agencies. It should become the prime forum for monitoring and reviewing the implementation of the actions and initiatives outlined in this plan.

FIGURE 23 THE BARWON REGION IWCM NETWORK IS HELPING AGENCIES INTEGRATE



### FOCUS AREA 7.2 BUILD SKILLS AND CAPACITY IN IWCM

#### 7.2.1 Support stakeholders to build IWCM capacity internally

Each agency can influence the function and performance of the Colac Water cycle system and has a role in implementing its responsibilities in a collaborative manner. Therefore it is essential that agencies are adequately aware and competent in meeting these responsibilities through continued engagement in WWC. It is also critical that each agency spread these messages through their own organisations.

#### 7.2.2 Support communicating the regional IWCM agenda more broadly

It is important that the Region continue to inform and engage with key stakeholders in IWCM beyond our region. These Victorian water and planning sectors continue to challenge conventional paradigms in urban and water planning. It is important for all regional agencies to continue to communicate with such stakeholders including Municipal Association of Victoria, VicWater, Office of Living Victoria, DPCD and the Urban Development Industry Association. Opportunities could include presentations and technical papers at seminars and conferences, hosting and conducting tours and representation to broader state-wide or other regional forums.

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## 5. PRIORITIES FOR IMPLEMENTATION

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**This section presents a high level plan for implementation of the actions and initiatives identified in the previous section. It is intended as a high level guide to aid stakeholders facilitate implementation and seek internal and external resources and support for specific actions or initiatives.**

The actions and initiatives are prioritised according to the time-frame for implementation as follows:

- Short term – implement by the end of 2015
- Medium – implement by the end of 2017
- Longer term - implement by 2020.

These timeframes take into account the existing activity, resources and opportunities available and are provided as a guide only.

Where appropriate, lead responsibility and supporting partners have been assigned, however this does not necessarily imply that any commitment yet exists from any particular organisation. It is acknowledged that these aspects will require further negotiation and will be subject to change depending on resource availability and the capacity of stakeholders.

It is also acknowledged that the detail of the actions/initiatives may change as more information comes to hand. It will be incumbent on the stakeholders to continue to coordinate implementation in a collaborative way, using the Barwon IWCM network as a forum for monitoring and reporting on progress.

TABLE 12 IMPLEMENTATION PLAN

| IWCM Outcome                                                  | Focus Area | Priority Actions and Initiatives                                   | Implement By |      |      |  | Lead Agency | Support   |
|---------------------------------------------------------------|------------|--------------------------------------------------------------------|--------------|------|------|--|-------------|-----------|
|                                                               |            |                                                                    | 2015         | 2017 | 2020 |  |             |           |
| <b>A community engaged in whole of water cycle management</b> |            |                                                                    |              |      |      |  |             |           |
|                                                               | 1.1        | Improve urban amenity through natural water assets                 |              |      |      |  |             |           |
|                                                               |            | 1.1.1 Create the Botanic Link Pathway                              |              |      | ✓    |  | COS         | CCMA      |
|                                                               |            | 1.2 Review the Lake Colac Master Plan                              | ✓            |      |      |  | COS         | CCMA      |
|                                                               | 1.2        | Enhance community understanding of water cycle issues              |              |      |      |  |             |           |
|                                                               |            | 1.2.1 Integrate IWCM into Wayfinding Strategy                      | ✓            |      |      |  | COS         | BW        |
|                                                               | 1.3        | Support community activities and projects                          |              |      |      |  |             |           |
|                                                               |            | 1.3.1 Support local community water cycle initiatives and projects | ✓            |      |      |  | CCMA        | COS, BW   |
| <b>Suburbs new and old designed with water in mind</b>        |            |                                                                    |              |      |      |  |             |           |
|                                                               | 2.1        | Plan to use local water locally                                    |              |      |      |  |             |           |
|                                                               |            | 2.1.1 Irrewillipe Road Retarding Basin upgrade and harvesting      |              | ✓    |      |  | COS         |           |
|                                                               |            | 2.1.2 Colac Botanic Gardens Stormwater Reuse                       |              |      | ✓    |  | COS         |           |
|                                                               | 2.2        | Incorporate IWCM into new growth areas                             |              |      |      |  |             |           |
|                                                               |            | 2.2.1 Western Growth WSUD Precinct                                 |              |      | ✓    |  | COS         | CCMA      |
|                                                               | 2.3        | Greening our suburbs                                               |              |      |      |  |             |           |
|                                                               |            | 2.3.1 Central Colac Green Spine                                    |              | ✓    |      |  | COS         |           |
|                                                               |            | 2.3.2 Upgrade Central Taxi Rank incorporating WSUD features        | ✓            |      |      |  | COS         |           |
|                                                               | 2.4        | Reduce urban flooding                                              |              |      |      |  |             |           |
|                                                               |            | 2.4.1 Undertake Colac Drainage study                               | ✓            |      |      |  | COS         |           |
| <b>Sensible use of water in our homes and businesses</b>      |            |                                                                    |              |      |      |  |             |           |
|                                                               | 3.1        | Encourage households to reduce drinking water use                  |              |      |      |  |             |           |
|                                                               |            | 3.1.1 Colac residential demand management program                  | ✓            |      |      |  | BW          |           |
|                                                               | 3.2        | Work with manufacturing business to reduce drinking water use      |              |      |      |  |             |           |
|                                                               |            | 3.2.2 Colac manufacturing demand management program                | ✓            |      |      |  | BW          |           |
|                                                               | 3.3        | Increase peri-urban farms use of drinking water                    |              |      |      |  |             |           |
|                                                               |            | 3.3.1 Colac agricultural demand management program                 |              | ✓    |      |  | BW          | SRW, COS  |
|                                                               | 3.4        | Work with business to reduce drinking water use                    |              |      |      |  |             |           |
|                                                               |            | 3.4.1 Colac commercial/other demand management program             |              | ✓    |      |  | BW          |           |
| <b>Create resilient water systems</b>                         |            |                                                                    |              |      |      |  |             |           |
|                                                               | 4.1        | Improve water supply system resilience                             |              |      |      |  |             |           |
|                                                               |            | 4.1.1 Diversify Colac's drinking water sources                     |              |      | ✓    |  | BW          | SRW, CCMA |
|                                                               | 4.2        | Address knowledge gaps to water system resilience                  |              |      |      |  |             |           |
|                                                               |            | 4.2.1 Barwon Downs groundwater monitoring program                  |              |      | ✓    |  | BW          | SRW, CCMA |

| IWCM Outcome                   | Focus Area | Priority Actions and Initiatives                             | Implement By |      |      | Lead Agency | Support        |
|--------------------------------|------------|--------------------------------------------------------------|--------------|------|------|-------------|----------------|
|                                |            |                                                              | 2015         | 2017 | 2020 |             |                |
| Improved waterways             |            |                                                              |              |      |      |             |                |
|                                | 5.1        | Reduce the adverse impacts of stormwater on waterways        |              |      |      |             |                |
|                                |            | 5.1.1 Barongarook Creek enhancement                          |              | ✓    |      | COS         | CCMA           |
|                                |            | 5.1.2 Lake Colac lake-front WSUD                             |              | ✓    |      | COS         | CCMA           |
|                                | 5.2        | Ensure beneficial use of treated wastewater                  |              |      |      |             |                |
|                                |            | 5.2.1 Contribute recycled water to Lake Colac                |              | ✓    |      | BW          |                |
|                                | 5.3        | Protect our catchments and waterways                         |              |      |      |             |                |
|                                |            | 5.3.1 Support catchment management activities                |              | ✓    |      | CCMA        | BW, COS        |
|                                |            | 5.3.2 Continue to support waterway health activities         |              |      |      |             |                |
| Reduced inefficiency and waste |            |                                                              |              |      |      |             |                |
|                                | 6.1        | Better allocate water sector investment                      |              |      |      |             |                |
|                                |            | 6.1.1 Upgrade Colac Water Reclamation Plant                  |              | ✓    |      | BW          |                |
|                                |            | 6.1.2 Sewerage network upgrades                              |              |      | ✓    | BW          |                |
|                                |            | 6.1.3 Manufacturing sector source control improvements       |              | ✓    |      | BW          |                |
|                                | 6.2        | Improve leak detection                                       |              |      |      |             |                |
|                                |            | 6.2.1 Irrewarra farmers leak detection trial                 |              | ✓    |      | BW          |                |
|                                |            | 6.2.2 Larport farmers leak detection trial                   |              | ✓    |      | BW          |                |
| Accelerated Innovation         |            |                                                              |              |      |      |             |                |
|                                | 7.1        | Establish the region as a leader in IWCM                     |              |      |      |             |                |
|                                |            | 7.1.1 Coordinate implementation through Barwon IWCM Network  |              | ✓    |      | BW          | COS, CCMA, SRW |
|                                | 7.2        | Build skills and capacity in IWCM                            |              |      |      |             |                |
|                                |            | 7.2.1 Support stakeholders to build IWCM capacity internally |              | ✓    |      | All         |                |
|                                |            | 7.2.2 Support communicating the IWCM agenda more broadly     |              | ✓    |      | All         |                |

## 6. REFERENCES

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- BW (2012) Barwon Water Water Supply Demand Strategy
- BW (2013) Colac IWCM Plan Systems Description Report, Barwon Water (unpubl.)
- CCMA (2012) Corangamite Regional Catchment Strategy, Corangamite CMA
- CCMA (2011) Corangamite Flood Mapping, Corangamite CMA
- COS (CCC) Elliminyt Basin Land Management Plan
- COS (2002) Colac Otway Shire Stormwater Plan
- COS (2007) Colac Structure Plan, parts 1-4)
- COS (2012a) Colac Otway Shire Environment Strategy
- COS (2011) Colac Otway Shire Rural Living Strategy.
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- COS (2013) Colac Otway Shire Colac Life, your way
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- OLV (2013b) Preparing Metropolitan Regional IWCM plans Office of Living Victoria
- Spiire (2014) Colac IWCM Project Opportunities Report

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## APPENDICES

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APPENDIX A WESTERN DEVELOPMENT PRECINCT

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APPENDIX B IRREWILLIPE RD BASIN UPGRADE AND STORMWATER REUSE

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APPENDIX C BOTANIC LINK PATHWAY

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APPENDIX D BARONGAROOK CREEK ENHANCEMENT AND LAKEFRONT WSUD

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APPENDIX E COLAC GREEN SPINE

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APPENDIX F WAYFINDING AND EDUCATION

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APPENDIX G ACTIONS TO MAINTAIN A SAFE AND EFFICIENT WATER NETWORK

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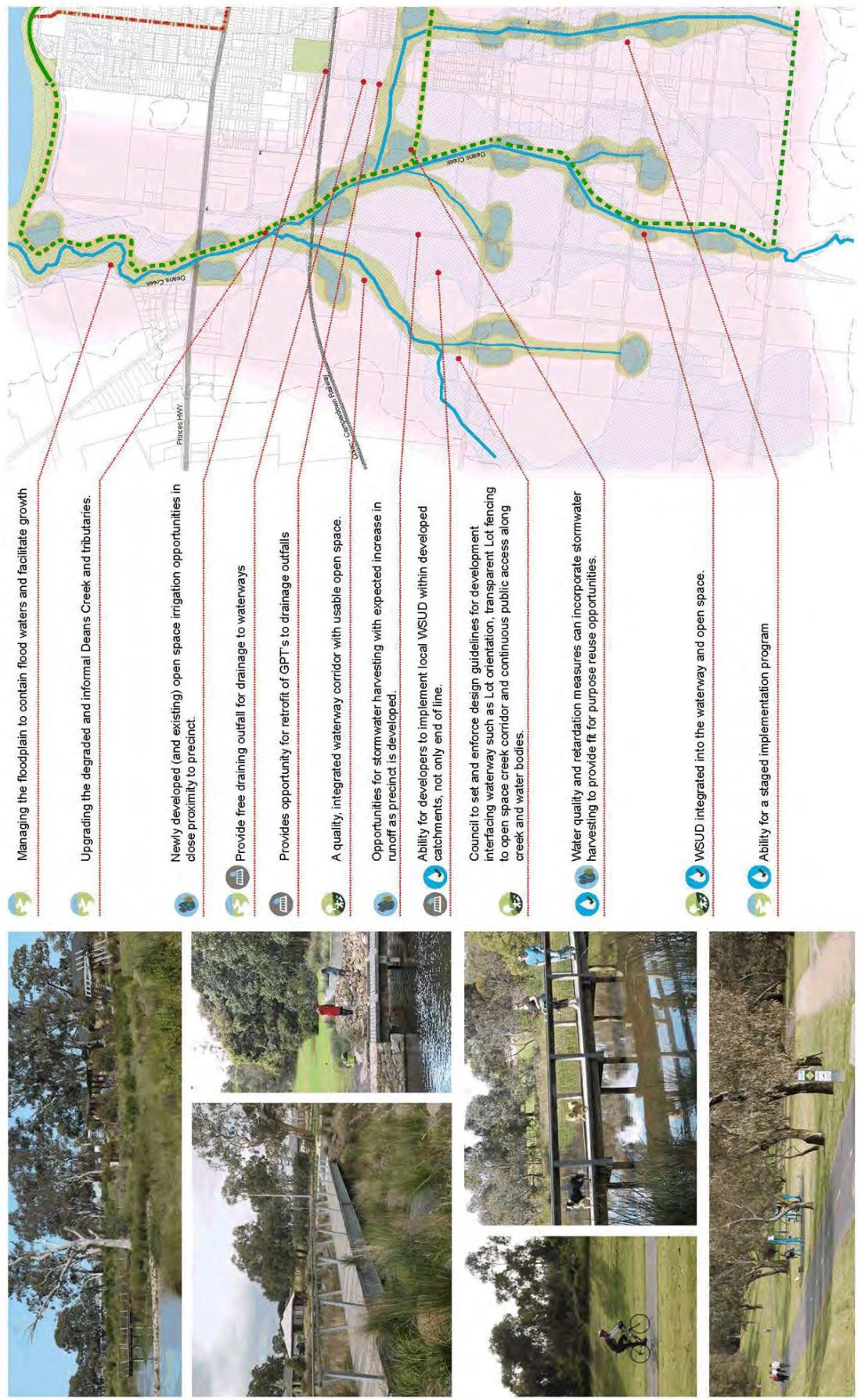
APPENDIX H ACTIONS TO MANAGE DRINKING WATER DEMAND

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APPENDIX I ACTIONS TO MAINTAIN AN EFFECTIVE SEWERAGE NETWORK

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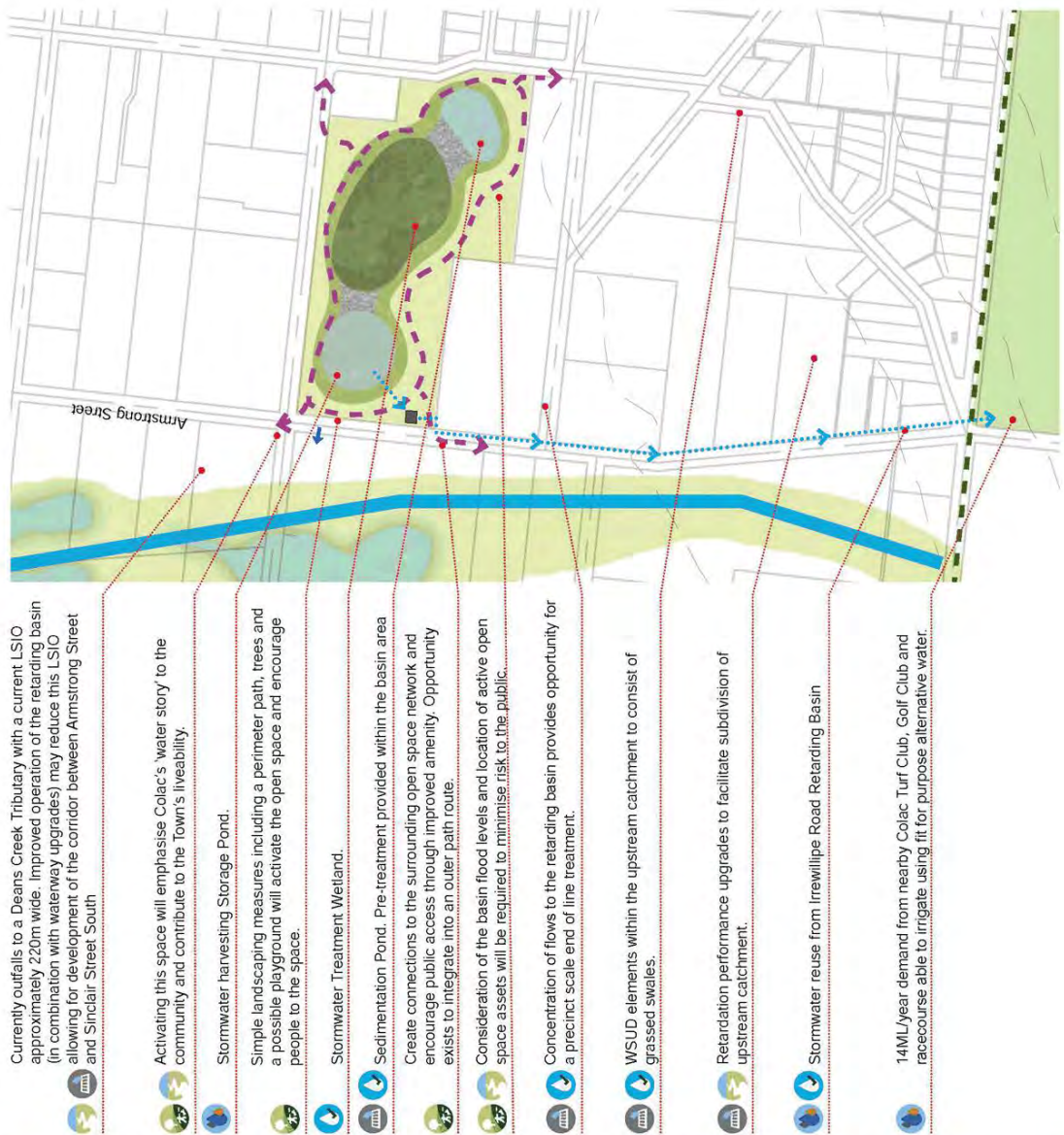


Integrated Water Cycle Management Project Opportunities Plan | Colac

|            |              |         |              |
|------------|--------------|---------|--------------|
| Client     | Barwon Water | Client  | Barwon Water |
| Drawing No | 132 200 - 2  | Partion | 2            |
| Date       | 18/01/2014   |         |              |

Project 1 - Western Development Precinct

UNIVERSITY OF WYOMING



Integrated Water Cycle Management Project Opportunities Plan | Colac

|            |              |
|------------|--------------|
| Client     | Barwon Water |
| Drawing No | 132 203 - 3  |
| Revision   | 3            |
| Date       | 23/01/2014   |

Project 2 - Irewillipe Road Retarding Basin Upgrade and SWH

Version 1.0 (2014/04)

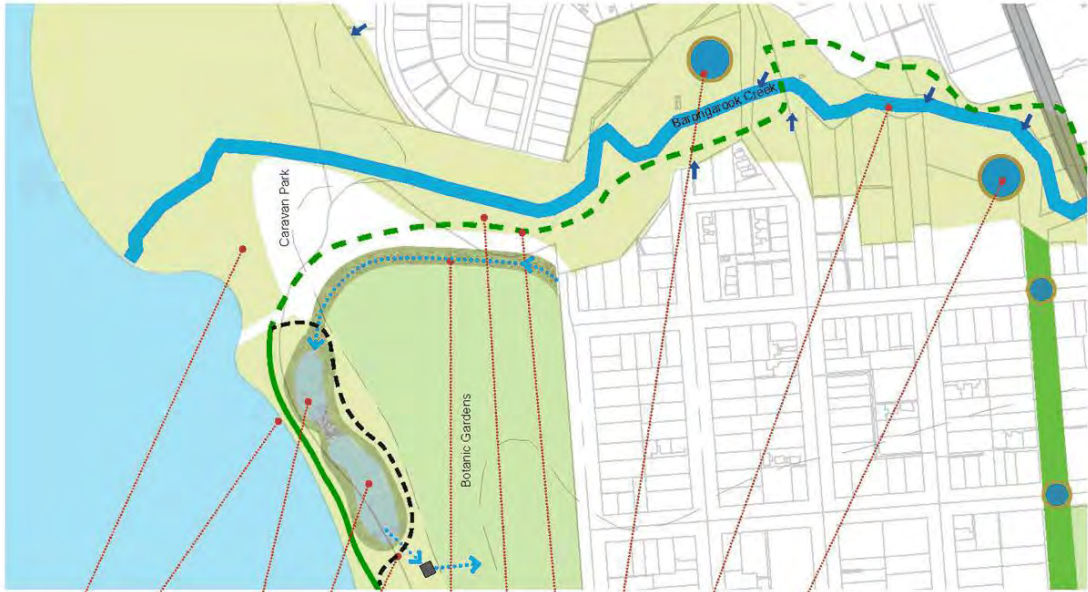


Integrated Water Cycle Management Project Opportunities Plan | Colac

|            |              |          |              |
|------------|--------------|----------|--------------|
| Client     | Barwon Water | Client   | Barwon Water |
| Drawing No | 132 200 - 4  | Revision | 3            |
| Date       | 23/01/2014   | Scale    | 1:10,000     |
| Project    | Colac        | Author   | URS          |

Project 3 - Botanic Link Pathway

URS



Reduce footprint of caravan park adjacent lake frontage to facilitate better connection between lake and creek along public foreshore interface.

Sedimentation pond and stormwater reuse at the lake front integrated into lakefront recreation precinct.

Sedimentation Pond.

Stormwater Pond harvesting for reuse within the Botanic Gardens.

Pedestrian path

Overland flow / Stormwater diversion channel and pre-treatment.

Increased recreational experience and amenity along the creek and lake front.

Upgrade existing footpath to 'Shared Path' with improved sightlines

Better management of pollutants through interception of stormwater flows to remove pollutants prior to discharge to the creek

Maintaining flood conveyance through Barongarook Creek and removal of current 'choke points' exacerbated from exotic plants and trees.

Perched WSUD elements along creek to remove pollutants.



Integrated Water Cycle Management Project Opportunities Plan | Colac

Project 4 - Barongarook Creek Enhancement and Lakefront WSUD

|            |              |
|------------|--------------|
| Client     | Barwon Water |
| Drawing No | 132 200 - 5  |
| Revision   | 3            |
| Date       | 23/01/2014   |



Page 167



TYPICAL INTERSECTION TREATMENT OF STREET SCALE WSUD.

Street trees within road pavement to provide shade and stormwater treatment through local filtration of stormwater.

Intersection raingarden treatment with pathway crossovers.



Possible slowing of flows to Barongarook Creek and Lake as a result of local on-site detention.

Increasing the water quality discharge into the creek and lake through streetscape pre-treatment.

Connection of city centre to Lake front precinct.

Enhanced streetscapes through WSUD features along entire length of Gellibrand Street

Maintaining stormwater conveyance capacity for stormwater conveyance system

Feature WSUD element at Barongarook Creek interface

Raingarden nodes at road intersections

Key feature WSUD display through prominent sites along spine such as Memorial Square

Local system upgrades to provide additional capacity for possible effects of climate change.

Streetscape WSUD (typically raingardens) removing pollutants from stormwater prior to discharge to drainage network and waterways and passive irrigation of streetscapes

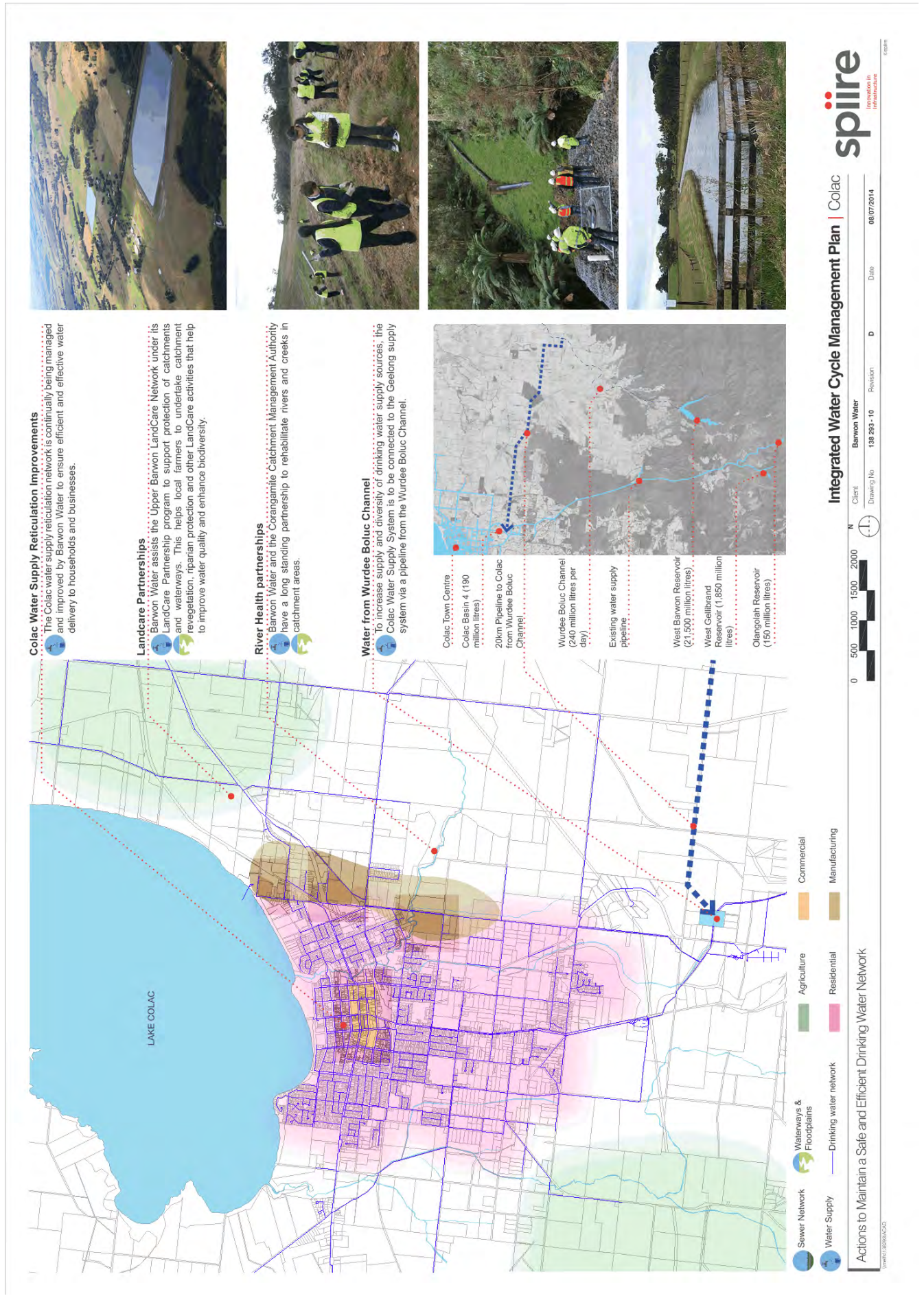
Feature WSUD at arrival point through Railway Station Precinct.

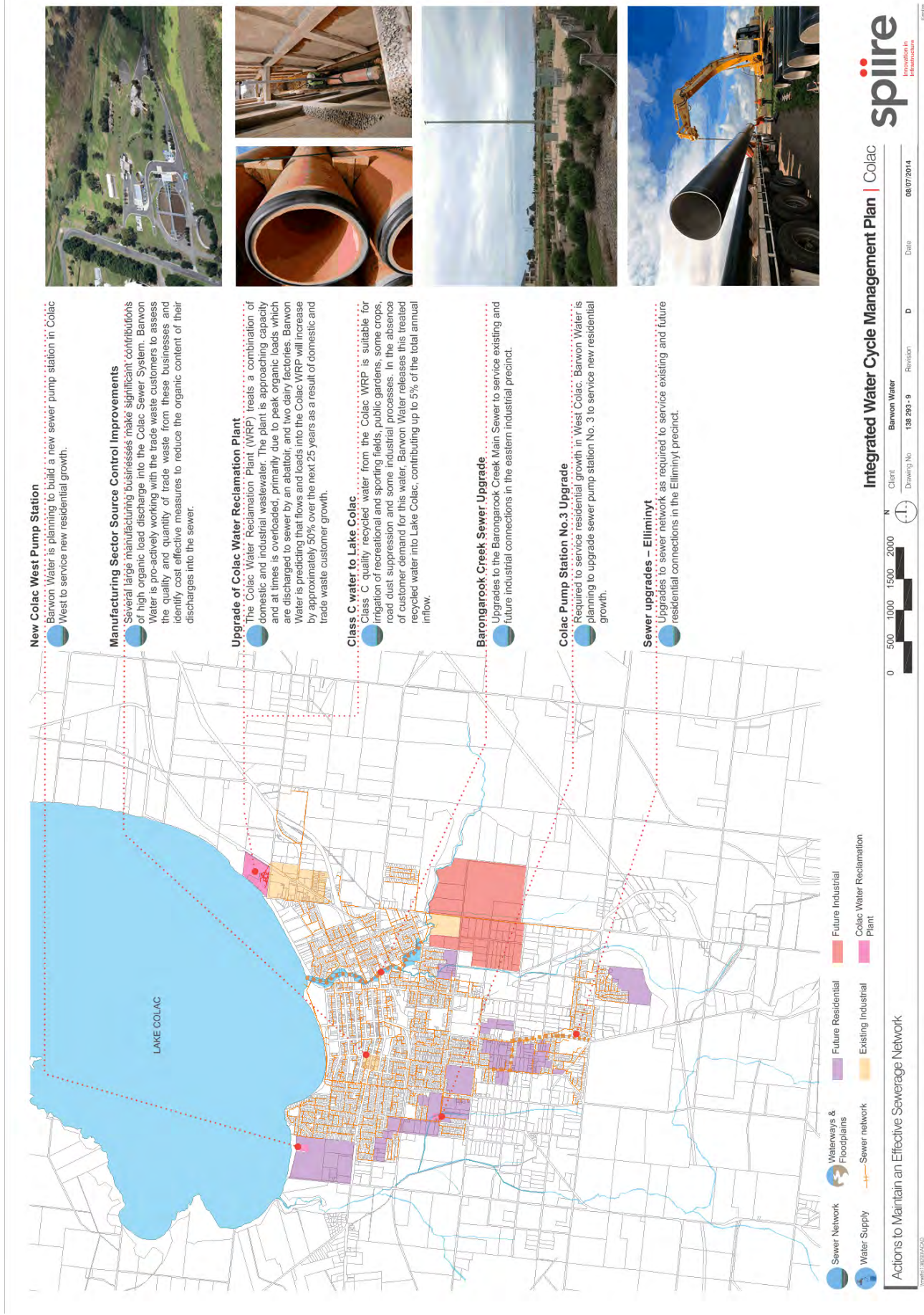
Green Spine provides a key physical identity and connection with a strong role of placemaking and education.













## Assembly of Councillors Record

This Form MUST be completed by the attending Council Officer and returned IMMEDIATELY to Document Management Co-ordinator for filing. A copy of the completed form must be provided to the Executive Officer to the CEO, Mayor & Councillors for reporting at the next Ordinary Council Meeting. {See over for Explanation/Guide Notes}

### Assembly Details:

Date:

12, 12, 13

Time:

7.30 am/pm

Assembly Location:

Botanic Cafe

(some e.g.s. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices - Nelson Street, Apollo Bay)

### In Attendance:

Councillors:

Officer/s:

Matter/s Discussed:

Agenda - Friends of Colac Botanic Gardens

(some e.g.s. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

### Conflict of Interest Disclosures: (refer page 5)

Councillors:

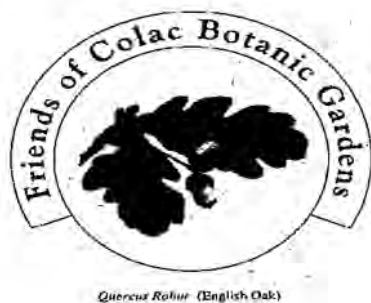
Officer/s:

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L. Brooker

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**AGENDA** for meeting Thurs 12<sup>th</sup> December 2013

**TO BE HELD AT COLAC BOTANIC CAFÉ at 7:30pm**

**PRESENT:**

**APOLOGIES:**

**MINUTES OF PREVIOUS MEETING**

- Business Arising: Possible funding for website CB  
Lake Advisory Ctee representative to be appointed

**CORRESPONDENCE**

**Out:** Mr Colin Hayman COS Gen Mngr Corporate and Community Services – names of current committee members sent as requested

**In:** Mr Colin Hayman COS advising appointment of Cr Terry Woodcroft to this committee and requesting update of committee members for council endorsement. Council should be made aware of proposed changes to the committee at any time.

*The Gardens*-magazine of The Foundation and Friends of the Bot. Gardens (Sydney)

*Campsis*- Newsletter #41 of the Association of friends of Botanic Gardens

N.B. p 15 - 2014 AFBG conference August 8 – 10<sup>th</sup> Gold Coast, Queensland.

Early registration of interest welcome: [secretary@friendsgcrbg.org.au](mailto:secretary@friendsgcrbg.org.au)

Also articles on Geelong, Warrnambool, Ballarat, Daylesford (150 years)

**Business arising from correspondence :**

**TREASURER'S REPORT**

**GARDENER'S REPORT**

**POTTING REPORT**

**GENERAL BUSINESS**

**OTHER BUSINESS**

**RAFFLE**

**NEXT MEETING: Thurs 13<sup>th</sup> February 2014**



## 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: Friends of the Colac Botanic Gardens

Date: 13 February 2014

Time: 7:30 pm

Assembly Location: Botanic Café Colac

### In Attendance:

Councillors: Cr Terry Woodcroft, Cr Chris Smith

Officer/s: Laurence Towers

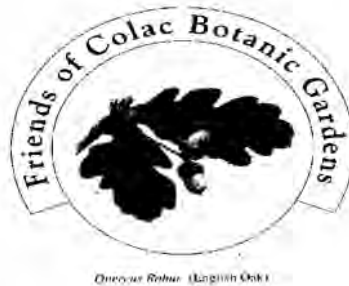
Matter/s Discussed: see attached agenda

.....

### Conflict of Interest Disclosures:

Nil

Completed by: Maree Redmond



**AGENDA** for meeting Thursday 13<sup>th</sup> February 2014

*TO BE HELD AT COLAC BOTANIC CAFÉ at 7:30pm*

**PRESENT:**

**APOLOGIES:** Sue Mulder, Georgia MacCreadie

**MINUTES OF PREVIOUS MEETING**

Business arising:

**CORRESPONDENCE**

**Out:** Adam Lehmann COS – expressing support for the co-ordinated promotion of Guilfoyle gardens of western Victoria. Friends willing to contribute \$400 if matched by COS. 16/12/'13

Chris Spalding COS – formally advising that Gwentyth Knox is to represent the Friends on the Lake Advisory Ctee 16/12/'13

**In:** Chris Spalding COS – acknowledgement re Lake Colac Coordinating Ctee representative

Jayde Mulder (Active in Parks) – Park games day between 11am and 1pm on Thursday 6<sup>th</sup> March as part of Parks Week... to promote activity and use of free equipment available at the Botanic cafe as uptake has been minimal. Friends welcome! Healthy morning tea provided.

Rebecca Green – Invoice for editing work on the history of the Gardens

*Business arising from correspondence:*

**TREASURER'S REPORT**

**GARDENER'S REPORT**

**POTTING REPORT**

**GENERAL BUSINESS:** Rhonda Dowie advised that there will be an RSPCA fundraiser 'Million Paws Walk' with dogs on leads on an organised walk in the Gardens on May 18<sup>th</sup>.

When such public activities are proposed, organisers are expected to advise the friends committee (via phone call to secretary) after speaking to Council officers.

Plans for 2014: 150<sup>th</sup> sub-committees

Plant sale – set date so we can publicise it?

**RAFFLE:**

**NEXT MEETING:** Thurs 13<sup>th</sup> March



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### Assembly Details: Friends of the Colac Botanic Gardens

Date: 13 March 2014

Time: 7:30 pm

Assembly Location: Botanic Café Colac

### In Attendance:

Councillors: Nil

Officer/s: Laurence Towers

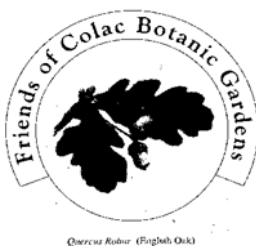
Matter/s Discussed: see attached agenda

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### Conflict of Interest Disclosures:

Nil

Completed by: Maree Redmond



## **AGENDA for meeting Thurs 13<sup>th</sup> March 2014**

TO BE HELD AT COLAC BOTANIC CAFÉ at 7:30pm

### **PRESENT:**

**APOLOGIES:** *Ros Scanlan, Margot Fitzpatrick, Sue Mulder*

### **MINUTES OF PREVIOUS MEETING**

- Business Arising: RS approached Margot Fitzpatrick who is delighted to rejoin this committee. She is interested in all aspects and may join the potting group. She is in Perth with family this month.
- Plant sale posters and flyers prepared: take some for your local shop and friends.

### **CORRESPONDENCE**

**Out:** St Laurence Management welcoming the organisation as an honorary member.

**In:** Sue Mulder –resigning from this committee due to conflicting commitments

Adam Lehmann COS – seeking our response to the update of Memorandum of Understanding with COS (review was due in 2012) – it has been circulated to the executive for perusal.

Australia Post – renewal of post box due

*The Gardens* magazine of the Foundation and Friends of the (Sydney) Botanic Gardens

**Business arising from correspondence :**

### **TREASURER'S REPORT**

### **GARDENER'S REPORT**

### **POTTING REPORT**

**GENERAL BUSINESS:** *Planning for plant sale on Sat 22<sup>nd</sup> March*

Reports re 150<sup>th</sup> anniversary plans

### **OTHER BUSINESS**

**RAFFLE - GK**

**NEXT MEETING:** *Thurs 10<sup>th</sup> April*



## Assembly of Councillors Record

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### Assembly Details: Friends of the Colac Botanic Gardens

Date: 12 June 2014

Time: 6:00 pm

Assembly Location: Botanic Café Colac

### In Attendance:

Councillors: Cr Terry Woodcroft,

Officer/s: Greg Anderton, Laurence Towers,

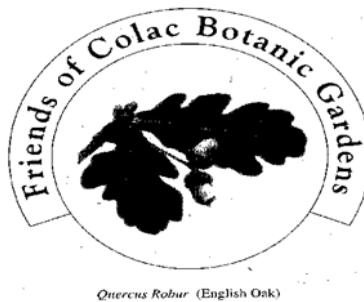
Matter/s Discussed: see attached agenda

.....

### Conflict of Interest Disclosures:

Nil

Completed by: Maree Redmond



## AGENDA for meeting Thurs 12<sup>th</sup> June 2014

TO BE HELD AT COLAC BOTANIC CAFÉ at 6pm

**APOLOGIES:** Anne Mercer

### MINUTES OF PREVIOUS MEETING

- Business Arising: Meeting with Phil Corluka, COS Infrastructure Manager

### CORRESPONDENCE

**Out:** Colin Hayman COS: Signed Memorandum of Understanding returned and changes to the committee were noted

Sponsorship invitation sent to 44 local businesses and service clubs; copies were forwarded to committee members

**In:** Adam Lehmann COS: Please confirm in minutes changes to committee since last AGM

The Gardens magazine (NSW): articles on collections (p4); masterplan(p10) and the importance of a photographic record of our gardens (p16)

Hamilton BG Friends – invitation to morning tea with discussion of their Master Plan

Assoc of friends of BG – update re Conference in Qld in August.

Marg White – Congratulating Laurence and expressing delight in the gardens

|                                                     |       |
|-----------------------------------------------------|-------|
| Sponsorship response: Rotary Club of Colac West     | \$500 |
| Mitre 10                                            | \$500 |
| Bulla Dairy Foods                                   | \$500 |
| AKD Softwoods                                       | \$100 |
| BDH Construction                                    | \$100 |
| Barwon Water – offering hydration station at events |       |

**Business arising from correspondence :** Re Cmtee personnel: G MacCreadie sought and was granted 5 months leave in February 2014 and at that meeting, it was decided to co-opt former committee member Margot Fitzpatrick, whose acceptance was noted in March; S Mulder submitted her resignation to the March 2014 meeting.

Barwon Water offer – appropriate for picnic day?

**Motion** to accept correspondence and endorse committee changes as minuted in February and March 2014.

**TREASURER'S REPORT****GARDENER'S REPORT****POTTING REPORT****GENERAL BUSINESS**

Morning tea for Friends – set date in July. (Suggested in March)  
 Maybe short talk by Laurence and share info about 150<sup>th</sup>, seeking helpers at events.

Wattle day (Mon 1<sup>st</sup> Sept) – suggested at executive meeting in April that this be celebrated by Friends. Maybe meet at café at 10.30, distribute information about our acacia collection then walk in gardens.

Update publications prior to 2015 – re acacias and map for brochure and calendar JT

*Reports and planning for 150<sup>th</sup> celebrations:*

*Calendar – PM's recommendation, quote and sample*

RS

Sales outlets and dates: Garden Expo 20 Sept 9 – 3

Warrion Flower Show 22 Oct 1 – 9pm

Visitor Info. Centre

Gellibrand Gallery

Tim Lucas COPACC Exhibition late Jan.

? Send calendars to MPs, Tim Entwisle and others?

*Australia Day*

RS CB

Family picnic and plant sale- Sat 21 March

History

HP

Botanic prints

JMcM

Official Anniversary and Book launch – Sat 23 May at Botanic Café

Wattle day walk ??

Other dates for the calendar? – needed by the end of July.

COS Events Marketing Workshop – attended by RT and ME

AGM – set date, time, format

**OTHER BUSINESS**

**RAFFLE** GK

**NEXT MEETING: Thurs 10<sup>th</sup> July 6pm**

# Council Meeting Running Order

**Wednesday, 23 July 2014**

## Venue – COPACC Meeting Rooms, Colac

### **ATTENDEES:**

Cr. Lyn Russell (Mayor)  
 Cr. Frank Buchanan  
 Cr. Brian Crook  
 Cr. Stephen Hart (from 2.03pm)  
 Cr. Michael Delahunty  
 Cr Terry Woodcroft (from 2.14pm)

Phil Corluka, A/CEO  
 Carmen Lawrence, A/General Manager, Corporate & Community Services  
 Paula Gardiner, A/General Manager, Infrastructure & Services  
 Jack Green, General Manager, Sustainable Planning & Development  
 Rhonda Deigan, Executive Officer

Part: Ashley Roberts, Manager Finance & Customer Services  
 Doug McNeill, Manager Planning & Building  
 Blaithin Butler, Statutory Planning Coordinator  
 Ranjani Jha, Manager Major Contracts.

### **APOLOGIES:**

Colin Hayman

### **Conflict of Interest:**

|                       |                                                                                                                           |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------|
| Cr Delahunty:         | OM142307-1 CEO's Progress Report                                                                                          |
| Nature of Disclosure: | Direct – 77B                                                                                                              |
| Nature of Interest:   | Associated with a company submitting a tender to Contract 1416 Consultancy - Services Domestic Wastewater Management Plan |

|                       |                                                                                                                        |
|-----------------------|------------------------------------------------------------------------------------------------------------------------|
| Cr Woodcroft:         | OM142307-2 Colac Otway Youth Council Charter                                                                           |
| Nature of Disclosure: | Direct – 77B                                                                                                           |
| Nature of Interest:   | In his Police Youth Officer role, Cr Woodcroft acts as a coach and mentor for the elected Youth Councillors this year. |

|               |                                                                         |
|---------------|-------------------------------------------------------------------------|
| Cr Woodcroft: | OM142307-8 Petition – Installation of Stop Sign – Hearn Street/Sinclair |
|---------------|-------------------------------------------------------------------------|

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | Street Intersection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Nature of Disclosure:      | Indirect                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Type of Indirect Interest: | 78B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Nature of Interest:        | Cr Woodcroft is an authorized enforcement officer under the Road Safety Act regarding the current traffic control measure at the intersection in question.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>2.00 pm – 3.43 pm</b>   | <p><b>Councillor Briefing Session</b></p> <p><b>Conflict of Interest:</b></p> <p><b>OM142307-1 CEO's Progress Report</b><br/>Having declared a conflict of interest in this item, Cr Delahunty left the meeting at 2.18pm and returned at 2.35pm.</p> <p><b>OM142506-2 Colac Otway Shire Youth Council Charter</b><br/>Having declared a conflict of interest in this item, Cr Woodcroft left the meeting at 2.35pm and returned at 2.38pm.</p> <p><b>OM142506-8 Petition – Installation of Stop Sign – Hearn Street/Sinclair Street Intersection</b><br/><i>Having declared a conflict of interest in this item, Cr Woodcroft left the meeting at 2.58pm and returned to the meeting at 3.15pm.</i></p> |



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### Assembly Details:

Date: 30.12.2014

Time: 8:15am to 4:30pm/pm

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

### In Attendance:

Councillors: Cr Russell, Cr Hart, Cr Buchanan, Cr Woodcroft  
Cr Crook, P. Corluke, C. Hayman, D. McNeill

Officer/s: P. Gardiner, S. Andersen, I. Seuren, G. Anderton  
M. Swanson, A. Lehmann

Matter/s Discussed: Proposed rezoning at Colac West  
Site visit to recent subdivision by developer.  
(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

### Conflict of Interest Disclosures: (refer page 5)

Councillors: / / / / /

Officer/s: / / / / /

Left meeting at: 4:30pm

Completed by: 4:45pm

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                         |                                                        |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
|  <p><b>Agenda</b></p> | <h1>Councillor Workshop</h1> <p><b>Wednesday, 13 August 2014</b><br/><b>COPACC Meeting Room</b><br/><b>9.00 am to 1.00 pm</b></p>                                                                                                                                                                                                                                                       |                                                        |
|                                                                                                        | <p><b>ATTENDEES:</b><br/>Cr Lyn Russell (Mayor), Cr Stephen Hart, Cr Frank Buchanan, Cr Michael Delahunty, Cr Brian Crook</p> <p>Phil Corluka (Acting 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>Apology:</b> Cr Terry Woodcroft</p> |                                                        |
|                                                                                                        | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                  |                                                        |
| 9.00 am                                                                                                | <p><b>Declaration of Interest</b><br/>Cr Hart: Part – Colac Otway Bushfire Planning Policy Project (left meeting between 11.30am – 11.40am)</p>                                                                                                                                                                                                                                         |                                                        |
| 9.00 am – 9.30 am                                                                                      | <b>Service Level Reviews – Initial planning</b>                                                                                                                                                                                                                                                                                                                                         | Phil Corluka                                           |
| 9.30 am – 10.00 am                                                                                     | <b>CBD &amp; Entrances Project</b>                                                                                                                                                                                                                                                                                                                                                      | Paula Gardiner/Doug McNeill                            |
| 10.00am to 11.00am                                                                                     | <b>Vic Roads – Great Ocean Road Works &amp; Closure</b>                                                                                                                                                                                                                                                                                                                                 | William Tieppo – Vic Roads                             |
| 11.00am to 11.40am                                                                                     | <p><b>Local Bushfire Management Policy Overlay Reform</b><br/>At 11:30 am Council commenced discussion on the implications of the State Government's changes to the Bushfire Management Overlay on Colac Otway's Bushfire Planning Policy Project - Cr Hart declared a conflict of interest and left the meeting between 11.30am – 11.40am.</p>                                         | Doug McNeill, Gemma Browning/Don Lewis/Blaithin Butler |
| 11.40 am – 12.10 pm                                                                                    | <b>Colac 2050 Plan</b>                                                                                                                                                                                                                                                                                                                                                                  | Doug McNeill/Gemma Brwoning/Don Lewis                  |
| 12.15pm – 12.40pm                                                                                      | <b>Asset Management Update</b>                                                                                                                                                                                                                                                                                                                                                          | Ashley Roberts/Adam Lehmann                            |
| 12.40 pm – 1.00 pm                                                                                     | <b>PRINCE 2 Methodology</b>                                                                                                                                                                                                                                                                                                                                                             | Paula Gardiner                                         |
| 1.00 pm – 1.30 pm                                                                                      | <b>Lunch</b>                                                                                                                                                                                                                                                                                                                                                                            |                                                        |



Colac Otway  
SHIRE  
Naturally Progressive

# COLAC OTWAY SHIRE YOUTH COUNCIL

23 June 2014  
4.00pm – 5.00pm  
Conference Room

## Minutes

1.

### 1. ATTENDEES:

**Youth Councillors:** Laura Ladhams (Chair) , Georgia Cahill, Spencer Cochrane, Rachael Richardson, Emma McMaster, Nicholas Lenehan-Anderson, Emily Beale,

**Mentors:** Lyn Russell, Terry Woodcroft, Rhonda Deigan

**Office Bearers – please sit with your Adult Mentor**

1.

### CALL MEETING TO ORDER

Laura

**CALL FOR APOLOGIES:** Tabitha Morgan,

2.

### Minutes of Previous Meeting – 15 June 2014

Laura

2.2

**Moved: Emily Seconded: Spencer Carried**

3.

### CORRESPONDENCE:

**In: Nil**

**Out: Nil**

4.

### Youth Council Events/Activities 2014

#### 1. Service Station at Colac East

Terry

- Have permission to clean up the service station. We need to have a look around to see what needs to be done. Terry to organise a time during the second week of the school holidays and let Rhonda know.

#### 2. Bimbi Park

Lyn

- Positive feedback received from Bimbi Park. Youth Councillors commended on their efforts and are welcome back anytime.

#### 3. Street Art

Terry

- Colac Baseball Club has approached Terry to put street art on their dugout. Youth Councillors asked to provide suggestions on possible artists.

#### 4. Awareness of the Homeless

All

- No update.

#### 5. Interschool Event

Laura/Emma

- Laura has approached the Colac Secondary College Council and they have recommended to do it with only Year 7s.
- Emma has been told by Trinity College that they cannot afford to have an interschool event due to school camps in term 3 and Yr12 exams in term 4. They have suggested that an in-school event be held.
- Spencer suggested that Colac Secondary College Year 7 students go to Trinity College to participate in activities.

Moved by Rachael and seconded by Emma that Youth Council abandon the interschool event. Carried.

7/07/14


|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                  |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
|    | <p><b>6. Youth Health Hub</b></p> <ul style="list-style-type: none"> <li>Report provided by Tabitha</li> <li>Meeting at Neighbourhood House at 4.00pm on 25 June 2014 with Youth Health Reference Group to discuss plans for opening of Youth Health Hub. Rachael, Nick, Emily and Spencer to attend. Rachael, Nick, Emma, Lyn and Terry to attend opening.</li> <li>Nick will post information from Wednesday's meeting on facebook.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Rhonda                                           |
|    | <p><b>7. Drug &amp; Alcohol Awareness Forum</b></p> <ul style="list-style-type: none"> <li>Lyn advised that Colac Area Health Drug and Alcohol Officer back on Monday</li> <li>Terry advised that Trinity are holding a Health and Wellbeing Day on 16 July 2014 and will discuss with Jeremy Baron (new student welfare officer) about Youth Council being involved in the presentation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Emily & Georgia                                  |
| 5. | <p><b>Other Business</b></p> <ul style="list-style-type: none"> <li><b>Youth Council Charter</b> <ul style="list-style-type: none"> <li>Senior council has recommended changes to the Youth Charter</li> <li>Youth Council recommended further changes to the charter to go back to Council for adoption.</li> </ul> </li> </ul> <p>Moved by Spencer and Seconded by Laura that Youth Council Charter adopt changes made to the Youth Council Charter. Carried.</p> <ul style="list-style-type: none"> <li><b>Battle of the Bands</b> <ul style="list-style-type: none"> <li>Rachael, Nick, Emma, spencer and Emily offered to assist at the Battle of the Bands on 1 August 2014.</li> </ul> </li> <li><b>Youth Councillor Reports</b> <ul style="list-style-type: none"> <li>Nil</li> </ul> </li> <li><b>Trade Training School Dinner – 27 August 2014</b> <ul style="list-style-type: none"> <li>Table booked for Youth Council</li> <li>Terry to check dates as there may be a clash with the Council meeting.</li> </ul> </li> </ul> | <p>All</p> <p>Rhonda</p> <p>All</p> <p>Terry</p> |
|    | <p><b>NEXT MEETING – 14 July 2014</b><br/> <b>**Please bring pen and paper**</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                  |

7/07/14

**Colac Youth Council – Action Sheet**

| Action                                                                                                                                        | Person Responsible | Due Date     | Completed by/Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------|-----------------------|
| <b>Youth Council Meeting – 12 May 2014</b>                                                                                                    |                    |              |                       |
| Youth Councillors asked to bring their suggestions for a project name for the clean-up of the Colac East service station to the next meeting. | All                | 26 May 2014  |                       |
| Emily and Georgia to investigate the holding of a drug and alcohol awareness forum for Year 7 & 8 students and their parents                  | Emily & Georgia    | 26 May 2014  |                       |
| <b>Youth Council Meeting – 26 May 2014</b>                                                                                                    |                    |              |                       |
| Tabitha to ask the Colac Area Health Alcohol and Drug worker if she would like to be involved in the interschool event.                       | Tabitha            | 15 June 2014 |                       |
| <b>Youth Council Meeting – 23 June 2014</b>                                                                                                   |                    |              |                       |
| Terry to provide a day in the second week of the school holidays for Youth council to meet at the service station east of Colac               | Terry              | 30/6/14      |                       |
| Nick to post information about the YHH Opening of Youth council Facebook Page following meeting on 25 June 2014                               | Nick               | 30/6/14      |                       |
| Terry to discuss ways Youth Council can be involved in Trinity's Health & Wellbeing Day                                                       | Terry              | 30/6/14      |                       |

7/07/14

|                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <br>Colac Otway<br>SHIRE<br><div>MINUTES</div> | <div>COLAC OTWAY SHIRE<br/>YOUTH COUNCIL</div> <div>14 July 2014<br/>4.00pm – 5.00pm<br/>Conference Room</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |
| 1.                                                                                                                              | <b>1. ATTENDEES:</b><br><b>Youth Councillors:</b> Laura Ladhams (Chair) , Georgia Cahill, Spencer Cochrane, Rachael Richardson, Emma McMaster, Nicholas Lenehan-Anderson, Emily Beale,<br><br><b>Mentors:</b> Lyn Russell, Terry Woodcroft, Maree Redmond<br><b>Office Bearers – please sit with your Adult Mentor</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |
| 1.                                                                                                                              | <b>CALL MEETING TO ORDER</b><br><br><b>CALL FOR APOLOGIES:</b> Tabitha Morgan, Rhonda Deigan, Terry Woodcroft, Spencer Cochrane.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Laura |
| 2.                                                                                                                              | <b>Minutes of Previous Meeting – 23 June 2014</b><br><br><b>Moved: Emma Seconded: Emily Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Laura |
| 3.                                                                                                                              | <b>CORRESPONDENCE:</b><br><br><b>In:</b> Resignation from Youth Council – Tabitha Morgan<br>Terry Woodcroft – Photos and suggestion for street art<br>Colac Area Health – Thanks for Assistance with Health Hub opening.<br><br><b>Out:</b> Nil<br><br><b>Moved: Rachel Second: Emma Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |
| 4.                                                                                                                              | <b>Youth Council Events/Activities 2014</b><br><b>1. Service Station at Colac East</b><br>On hold at the moment<br><br><b>2. Street Art</b><br>Terry Woodcroft emailed photos and information in relation to a suggested site for Street Art on a shed located at the Baseball/Netball Grounds. General feeling was this would be a good test site. Suggestions for Sport/Youth subjects. Invitation to be sent to Doug McNeill from Colac Otway Shire Planning Department to talk at the next Youth Council meeting about what Council requirements there would be. Maree to extend invitation to Doug.<br>Invitation to Will Butler to attend the next meeting also to discuss art options. Emily to extend invitation to Will<br><br><b>3. Awareness of the Homeless</b><br>No discussion<br><br><b>4. Youth Health Hub (held 4/7/14)</b><br>Project completed. Thanks received from Colac Area Health including gift of a box of chocolates and a Certificate of Appreciation.<br>The Mayor congratulated the Youth Councillors on their participation. Maree to make colour copies of the certificate |       |

25/07/14

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|           | <p>for the Youth Councillors, arrange for the framed certificate to be displayed in Council's offices and send a copy to Tamzin to be included on Council's Facebook page.</p> <p><b>5. Drug &amp; Alcohol Awareness Forum</b><br/>No discussion</p>                                                                                                                                                                                                    |  |
| <b>5.</b> | <p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>Youth Council Charter (final)</b><br/>Youth Council Charter read and accepted by all attending<br/><b>Moved: Georgia Seconded: Rachael Carried</b></li> <li>• <b>Youth Inclusion Grant</b><br/>Notification that the Grant Application had been unsuccessful. Will re-apply in the next round of grants.</li> <li>• <b>Youth Councillor Reports</b><br/>No Reports.</li> </ul> |  |
|           | <p><b>NEXT MEETING – 28 July 2014</b><br/><b>**Please bring pen and paper**</b></p>                                                                                                                                                                                                                                                                                                                                                                     |  |

25/07/14

**Colac Youth Council – Action Sheet**

| Action                                                                                                                                        | Person Responsible | Due Date    | Completed by/Comments                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Youth Council Meeting – 12 May 2014</b>                                                                                                    |                    |             |                                                                                                                                                                                                                                                                                                                                                                |
| Youth Councillors asked to bring their suggestions for a project name for the clean-up of the Colac East service station to the next meeting. | All                | 26 May 2014 |                                                                                                                                                                                                                                                                                                                                                                |
| Emily and Georgia to investigate the holding of a drug and alcohol awareness forum for Year 7 & 8 students and their parents                  | Emily & Georgia    | 26 May 2014 |                                                                                                                                                                                                                                                                                                                                                                |
| <b>Youth Council Meeting – 23 June 2014</b>                                                                                                   |                    |             |                                                                                                                                                                                                                                                                                                                                                                |
| Terry to provide a day in the second week of the school holidays for Youth council to meet at the service station east of Colac               | Terry              | 30/6/14     | Due to time constraints, the service station project will now be placed on hold until the start of daylight savings. The street art project can still go ahead with planning however. I shall have photographs of a possible site for the art work at the next meeting. I request that YC members also supply photos of any sites they may have in mind please |
| Nick to post information about the YHH Opening of Youth council Facebook Page following meeting on 25 June 2014                               | Nick               | 30/6/14     | Tabitha provided information                                                                                                                                                                                                                                                                                                                                   |
| Terry to discuss ways Youth Council can be involved in Trinity's Health & Wellbeing Day                                                       | Terry              | 30/6/14     |                                                                                                                                                                                                                                                                                                                                                                |
| <b>Youth Council Meeting – 14 July 2014</b>                                                                                                   |                    |             |                                                                                                                                                                                                                                                                                                                                                                |
| Invitation to Doug McNeill to attend next meeting                                                                                             | Maree              |             | Information received from Planning Department regarding project.                                                                                                                                                                                                                                                                                               |
| Invitation to Will Butler to attend next meeting                                                                                              | Emily              |             |                                                                                                                                                                                                                                                                                                                                                                |
| Colour Copies for Youth Councillors of Certificate of Appreciation from Colac Area Health for Youth Health Hub Opening.                       | Maree              |             | Done                                                                                                                                                                                                                                                                                                                                                           |
| Certificate posted on the internet.                                                                                                           | Maree              |             | Request submitted                                                                                                                                                                                                                                                                                                                                              |

25/07/14

Colac Otway  
SHIRE  
Naturally Progressive

# COLAC OTWAY SHIRE YOUTH COUNCIL

## Minutes

28 July 2014  
4.00pm – 5.00pm  
Conference Room

1. **1. ATTENDEES:**  
**Youth Councillors:** Laura Ladhams (Chair) , Spencer Cochrane, Rachael Richardson, Emma McMaster, Nicholas Lenehan-Anderson,  
**Mentors:** Lyn Russell, Terry Woodcroft (from 4.15pm), Rhonda Deigan  
**Office Bearers – please sit with your Adult Mentor**  
**Visitor:** Doug McNeill, Manager Planning & Building

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                  |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 1.  | <b>CALL MEETING TO ORDER</b><br><br><b>CALL FOR APOLOGIES:</b> Emily Beale & Geogia Cahill                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Laura                                            |
| 2.  | <b>Minutes of Previous Meeting – 14 July 2014</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Laura                                            |
| 2.2 | <b>Moved: Emma McMaster Seconded: Spencer Cochrane Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                  |
| 3.  | <b>CORRESPONDENCE:</b><br><br><b>In:</b> Response from the Planning Department re Street Art Project<br>Email from Emma Clark re Battle of the Bands<br><b>Out:</b> Nil<br><br><b>Moved: Rachael Richardson Second: Emma McMaster Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                  |
| 4.  | <b>Youth Council Events/Activities 2014</b><br><b>1. Service Station at Colac East</b> <ul style="list-style-type: none"> <li>Project to be postponed until daylight savings commences</li> </ul> <b>2. Street Art (Doug McNeill - 4.00pm to 4.25pm)</b> <ul style="list-style-type: none"> <li>Doug McNeill, Council's Manager Planning &amp; Building, briefed Youth Council on <ul style="list-style-type: none"> <li>Process to be followed when considering sites for proposed street art, including heritage controls, permit applications and permission from Council, if on Council owned assets.</li> <li>Colac CBD &amp; Entrances Project – drop in sessions being held on Thursday afternoon and Saturday morning seeking community feedback on proposed designs. Youth Councillors encouraged to attend and have their say.</li> </ul> </li> </ul> <p><i>Cr Woodcroft arrived at 4.15pm</i></p> <p><b>Moved: Spencer Cochrane Seconded Emma McMaster that boards be displayed at each of the two secondary colleges with all students to be given the opportunity to indicate their preferred designs for the CBD &amp; Entrances Project. Carried</b></p> <ul style="list-style-type: none"> <li>Emma to organise for the boards to be displayed at Trinity College for the week commencing 4 August 2014 with Laura to organise for Colac Secondary College to have the boards the following week (commencing 11/8/14).</li> </ul> | Terry<br><br><br><br><br><br><br><br><br><br>All |

29/07/14

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|    | <ul style="list-style-type: none"> <li>Terry updated Youth Council on his discussions with the Colac Braves Baseball Club regarding their request for street art on the walls of their dugout. <ul style="list-style-type: none"> <li>The club has requested that the artwork include the Braves logo and have a baseball theme</li> <li>Will Butler has indicated that he would be interested in being involved in project</li> <li>Shed would need to be water pressured clean prior to painting</li> <li>As it is a Council owned asset, Youth Council would need to seek permission from Council's Manager Sustainable Assets, Adam Lehmann.</li> <li>Nick Lenehan-Anderson to write letter to Council.</li> </ul> </li> </ul> <p><b>3. Awareness of the Homeless</b></p> <ul style="list-style-type: none"> <li>Emma suggested that Youth Council take part in the "Youth Off the Street" Sleep-out. <ul style="list-style-type: none"> <li>To be placed on the agenda for next meeting.</li> <li>Youth Councillors to seek permission from their parent/guardian to take part in a sleep-out in the Memorial Square on a date to be organised.</li> </ul> </li> </ul> <p><b>4. Drug &amp; Alcohol Awareness Forum</b></p> <ul style="list-style-type: none"> <li>Nil</li> </ul> |     |
| 5. | <p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>Youth Council Charter (final) <ul style="list-style-type: none"> <li>All Youth Councillors to sign Youth Council charter and to have their parent/guardian sign as well.</li> </ul> </li> <li>Battle of the Bands – 1/8/14 <ul style="list-style-type: none"> <li>Nick, Emma and Rachael available to assist. Laura an apology and Spencer to check with parents.</li> <li>Need to be at event at 5.30pm.</li> </ul> </li> <li>Volunteer Registration Forms <ul style="list-style-type: none"> <li>Forms to be completed, signed and returned as soon as possible.</li> </ul> </li> <li>Youth Councillor Reports <ul style="list-style-type: none"> <li>Nil</li> </ul> </li> </ul> <p>Meeting closed at 4.54pm</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | All |
|    | <p><b>NEXT MEETING – 11 August 2014</b></p> <p><b>**Please bring pen and paper**</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |

29/07/14

**Colac Youth Council – Action Sheet**

| Action                                                                                                                                                                                                                  | Person Responsible | Due Date | Completed by/Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------|-----------------------|
| <b>Youth Council Meeting – 28 July 2014</b>                                                                                                                                                                             |                    |          |                       |
| Emma to organise for the boards to be displayed at Trinity College for the week commencing 4 August 2014 with Laura to organise for Colac Secondary College to have the boards the following week (commencing 11/8/14). | Emma & Laura       | 1/8/14   |                       |
| Nick to write a letter to Council seeking permission for dugouts at the Eastern Reserve to be painted with street art                                                                                                   | Nick               | 14/8/14  |                       |
| Youth Councillors to complete and sign Youth Charter and Volunteer Registration forms                                                                                                                                   | All                | 14/8/14  |                       |

29/07/14



## Joint Committee

7 May 2014 Minutes



Colac Community Library  
and Learning Centre

1. **Welcome.** Russell Adams welcomed everyone, especially our new community members Kerryn Cawood and Lindy Fullarton.
2. **Present:** Russell Adams, Kerryn Cawood, Lindy Fullarton, Stephen Hart, Colin Hayman, Jackie Dullard, and Roslyn Cousins
3. **Apologies** Simon Dewar

| Agenda Item                     | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Action                                                    |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 4. Appointment of a Chairperson | Russell Adams accepted a nomination to be Chair person and was elected unopposed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                           |
| 5. Minutes<br>19 February 2014  | Minutes were accepted.<br><i>Moved by Stephen Hart and seconded by Jackie Dullard</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Carried                                                   |
| 6. Business arising             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                           |
| 6.1 ICT Hub                     | Jackie reported the Hub is still available for use but its redevelopment is a work in progress.<br>The Committee requested this item be placed on the next agenda.                                                                                                                                                                                                                                                                                                                                                                                        | Roslyn Cousins                                            |
| 7. Correspondence               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                           |
| B. Crook                        | The Iranian Asylum conversational English group be offered free use of two meeting rooms for two evenings per week until the end of 2014. <i>Moved by Stephen Hart, seconded Lindy Fullarton.</i>                                                                                                                                                                                                                                                                                                                                                         | Carried                                                   |
| 8. General Business             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                           |
| 8.1 Internal Signs              | CRLC is funding additional internal signs for the library. Examples and priorities for signs were discussed. It was agreed for the signs to proceed.                                                                                                                                                                                                                                                                                                                                                                                                      |                                                           |
| 8.2 Suspended students          | Stephen raised a concern that suspended students do not have access to the public library during their suspension. Jackie clarified that suspended students are able to use the library after 3.30pm weekday afternoons and on Saturdays.<br><br>Simon, Jackie and Roslyn will draft a guideline regarding suspended students with a view to exceptions for access to the library being made on a case by case basis, for consideration at the next meeting.<br><br>Colin suggested consultation with Timboon Library which is also a joint use facility. | Simon Dewar,<br>Jackie Dullard<br>and Roslyn<br>Cousins   |
| 8.3 Community Issues            | Colin requested that the community members of the committee consider any issues or directions they would like for the facility to be discussed at the next meeting.                                                                                                                                                                                                                                                                                                                                                                                       | Russell Adams,<br>Kerryn Cawood<br>and Lindy<br>Fullarton |
| 8.4 Committee Contact list      | Colin requested that the contact list for the committee be updated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Roslyn Cousins                                            |
| 9. Next meeting                 | Wednesday, 6 August, 5 pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Roslyn - Agenda                                           |
| Meeting closed:                 | 5.30 pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                           |





Old Beechy Rail Trail Committee Meeting

Meeting Venue: Meeting Room 1, COPACC

2 June 2014

Time: 10am to 12.30pm

MINUTES

|    | ITEMS & ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | RESPONSIBLE OFFICER | ACTION DUE DATE |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------|
| 1. | <b>ATTENDEES</b><br>Chris Smith (Chair), Cyril Marriner, Nathan Swain (Eco Electric), Christine Humphris, Noel Barry, Tony Grogan, Bernard Jordan, John Wilson (COS), Jodie Fincham (COS), Glen Anderson (Midway).<br>Minutes: Vicki Jeffrey (COS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                 |
| 2. | <b>APOLOGIES</b><br>Nigel Jenkins, Craig Clifford (DEPI), Tricia Jukes, Kim Vince                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                 |
| 3. | <b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING</b><br>Alterations to previous Minutes – Section 9, General Business. Should read as 'Devit' Bros Siding.<br><br>Minutes taken as read.<br>Moved – Tony Grogan<br>Seconded – Christine Humphris<br>Carried                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Noel Barry          |                 |
| 4. | <b>BUSINESS ARISING from previous minutes.</b><br><br>9a. John Wilson has discussed with Paula Gardiner (Manager Capital Works) and decided to adopt the original alignment – Dinmont to Ditchley. This is consistent with what the Committee had requested.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                 |
| 5. | <b>CORRESPONDENCE IN</b> <ul style="list-style-type: none"> <li>Friends of the Old Beechy Rail trail – Newsletter 40, March 2014</li> <li>Eco electro – brochure and correspondence outlining new business proposal (electric bicycles) using the trail</li> <li>Midway - Inspection signoff</li> <li>Email Adventure Tourism Vision – suggestions from Deb Frizon (Vic Co-ordinator) &amp; Adrian Healey (Tourism officer.)</li> <li>Midway – incident report (unauthorised access by a person in an active harvesting coupe).</li> <li>Response from Bernard Jordan regarding Eco electro proposal.</li> <li>Email – Trails Pipeline referring to Turtons Track. Use back tracks which require signage)</li> </ul> |                     |                 |
| 6. | <b>CORRESPONDENCE OUT</b> <ul style="list-style-type: none"> <li>Nil</li> <li>Response to Midway regarding incident report</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                 |

OBRT Meeting – 2/06/2014





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| <p><b>7. Presentation by Nathan Swain, Owner/operator – Eco Electro</b></p> <ul style="list-style-type: none"> <li>• Nathan distributed leaflets to all about Eco Electro.</li> <li>• Requested to initially to use the Beech Forest to Ferguson section as the flattest part of the trail.</li> <li>• Concerned about the degradation of sections of the trail. Passionate about the environment and gardening. Wants to create corridors for native animals.</li> <li>• Would like to form relationships with business and the community. Has local support from Beech Forest businesses.</li> <li>• Initially, to operate his business from the 'Nourished' at Beech Forest.</li> <li>• Bicycles are 200 watt machine (legislation is up to 250 watts). Very low impact bicycles. All safety equipment provided. Power switches off at 21kph. Average speed 12 to 15 kph. Batteries last for 35kms.</li> <li>• Bicycles still require pedal power especially riding up hills. Pedalling is the primary power source.</li> <li>• There are no throttles on the bikes. Nathan demonstrated the turning of the wheels with very little noise.</li> <li>• All tours are guided. No food allowed on the tours. Nathan believes that these tours will assist visitors to connect with the Otways.</li> <li>• Public Liability is provided for tours and the bikes.</li> <li>• Concerned about blackberry infestation.</li> <li>• 4 to 5 tours per day with groups of 5. Currently has 4 bikes but will increase to 5.</li> <li>• John Wilson made comment in regards to the road edges. Shire would need to have input towards improvements. OBRT friends to be informed for comment.</li> </ul> | <p>Nathan Swain</p> |  |
| <p><b>8. Works Report – Capital Works Co-ordinator (John Wilson)</b></p> <ol style="list-style-type: none"> <li>1. Beech Forest to Ferguson section - The contractor engaged to construct the Trail has completed his works and vacated the site.</li> <li>2. Beech Forest to Ferguson section – the CosWorks Gellibrand crew has performed installation of signage and some minor erosion control works. Additional erosion control works are required in the gully west of Phillips Track. A small area of the batter has slipped, we believe as a result of a spring. Efforts will be made to “hold” this area for the duration of winter, and will be monitored. A proper fix is proposed for next Spring/Summer.</li> <li>3. Dinmont to Ditchley section - the contractor has not returned to site, after performing the bulk earthworks to shape up the Trail. We are still in contact with the contractor who plans to return to site shortly to complete the works.</li> <li>4. Mercy Place/Colac Rail Yard section – tenders were invited about 1 week ago. Tenders close on 25 June 2014.</li> <li>5. Trail side shelters – Nigel Jenkins and John have been corresponding</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |  |

OBRT Meeting – 2/06/2014





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|                     | <p>regarding the structural assessment of the Lovat shelter. Hopefully we can get some indication soon as to the likelihood of this structure/other similar structures being acceptable.</p> <p>6. Emergency markers – the timber support posts and the EM sign plates will be ordered in the coming fortnight.</p> <ul style="list-style-type: none"> <li>Question in regard to the balance of \$25,000 of the funding. Could stockpiling material (gravel) be an option to expense this amount? The gravel could then be used for future maintenance. John Wilson will investigate this option and discuss with Midways for a suitable site.</li> <li>Location of 2 new drainage boxes has been installed in new section of the trail without notification to John Wilson.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                         |  |
| 9. GENERAL BUSINESS | <p><b>OBRT Friends Report</b></p> <ul style="list-style-type: none"> <li>A Frame sign for the Gellibrand Information Centre completed and photograph distributed. Positioned outside the OBRT the Information Centre. Cost - \$121 and deducted from donated monies.</li> <li>Biram Sign. The wooden section needs to be replaced. Cost - \$103.08. Sign has been made from hardwood. Photo circulated. Painting required. Retrieve old sign to use as a template. Transfer letters of the old sign. Should be completed by the end of the month.</li> <li>Upgrade on Buchanan. This sign needs to be moved due to a nearby Telstra line. Dial before you dig required. The owners of the neighbouring property have been asked if the sign can be erected on their property.</li> <li>Lovett's Sign. John Wilson discussing with Nigel Jenkins. Question of the strength of the material. Noel Barry has given Nigel Jenkins the specification of the steel, the supplier and contact details. John Wilson is concerned about the calculations for the steel strength of the sign. There are four other signs that have been erected over the last 5 years. Do these also require replacement?</li> <li>John Wilson to follow up on the bike stands.</li> </ul> <p><b>Jodie Fincham – Executive Officer Report</b></p> <p><b><u>RIDF Funding (Regional Infrastructure Development Funding)</u></b></p> <ul style="list-style-type: none"> <li>Ongoing monitoring of works progress.</li> <li>Regular team meetings continue to be held with Capital Works Co-ordinator and Manager Capital Works.</li> </ul> <p><b><u>OBRT Brochure</u></b></p> <ul style="list-style-type: none"> <li>Tricia Jukes has requested that invoice from Star printing be</li> </ul> | <p>Noel Barry</p> <p>John Wilson</p> <p>John Wilson</p> |  |





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|  | <p>presented for payment.</p> <ul style="list-style-type: none"> <li>• 10 pads of tear away maps - 1000</li> <li>• 4000 DL brochures (9 boxes)</li> <li>• Distribution has commenced - record developed to monitor.</li> </ul> <p><b>Growing Adventure Tourism</b></p> <ul style="list-style-type: none"> <li>• Outline provided of project and involvement of OBRT.</li> <li>• Media release about extension of trail – Beech Forest to Ferguson</li> </ul> <p><b>Pedestrian Counters</b></p> <ul style="list-style-type: none"> <li>• Data report presented with figures recorded from Friday 30 May 2014.</li> <li>• Report with figures to be distributed to Committee.<br/> Coram 1817 since September 2013 (369 over 2 months)<br/> Maggios's road -17200 since October 2010 (842 over past 2 months)<br/> Maxwell's Rd - 28,187 since October 2010 (489 over past 2 months)<br/> Fry's Rd - 14,820 since October 2010 (1539 over past 2 months)<br/> Larson's gate - 21378 since October 2010 (631 over past 2 months)<br/> Zappellis - 22455 since October 2010 (485 over past 2 months)<br/> Beech Forest - 83,281 since October 2010 (3559 over past 2 months) –Beech Forest figures INCORRECT</li> </ul> <p><b>Midway</b></p> <ul style="list-style-type: none"> <li>• Unauthorised access. Detail of closure updated on website and clarified.</li> </ul> <p><b>Financials</b></p> <ul style="list-style-type: none"> <li>• Tricia Jukes has provided copy of financials as at end of April 2014</li> </ul> <p><b>New Business - Electro cycles</b></p> <ul style="list-style-type: none"> <li>• Information received from Council's insurer regarding volunteer work on trail.</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Feedback from Cr Woodcroft re condition of trail</li> <li>• Images of trail taken Friday 30 May 2014.</li> </ul> <p><b>Other Items</b></p> <p>Eco Electric Bikes Discussion.</p> <ul style="list-style-type: none"> <li>• Other commercial groups already use the OBRT for tours.</li> <li>• Jodie Fincham reported that the Shire's Risk department had confirmed that Nathan cannot be considered a volunteer operating under Council's insurance as he was the owner of the business Eco Electro.</li> </ul> | <p>Jodie Fincham</p> <p>Tony Grogan</p> <p>Jodie Fincham</p> |  |
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| <ul style="list-style-type: none"> <li>• There was discussion around whether Nathan would have to go through a process of application including police checks. The group agreed that there are already commercial groups using the OBRT who are not required to do this, so therefore this was not necessary. However the question was raised should larger groups wanting to use the OBRT need to request approval from the OBRT Committee before using the trail?</li> <li>• Will there be other groups using electric bikes? Currently there are two school groups using the trail (approximately 40 students).</li> <li>• The Committee agreed petrol powered bikes are definitely not allowed on the trail due to environmental and noise issues.</li> <li>• Landowners query in regards for bikes on their properties as part of the trail.</li> <li>• Response to Nathan – Jodie Fincham to develop a letter with points as discussed and distribute. Midway have no issue with the proposed section of use that Eco Electric has specified. The Friends recognise that the electric bikes are a bicycle but need to point out in the letter to exclude power driven bicycles.</li> <li>• Maintenance offer by Nathan to be resolved. Nathan could possibly join the Friends of the OBRT and offer his services as volunteer this way, therefore being separate to his business.</li> <li>• Should all commercial groups contribute to maintenance?</li> </ul> <p><b>Motion – Jodie Fincham to write to Nathan from Eco Electric accepting his proposal as presented with no objection from the OBRT committee, excluding the maintenance option.</b></p> <p>Moved – Tony Grogan<br/>2<sup>nd</sup> – Noel Barry<br/>Carried.</p> <ul style="list-style-type: none"> <li>• Noel Barry mentioned the Elliminyt water pipe reserve site visit. Brendan and Ros Scanlon are keen to have the trail through their land. Postpone the meeting until after August when the condition of the trail will be drier.</li> <li>• Birnam – Proposal for side line road for future use around Cashins Road end for access for all in bitumen.</li> <li>• Tony Grogan thanked Noel Barry for the A frame sign for the Gellibrand Station building. 3 keys issued. One with Tony, Noel and COS.</li> <li>• Invoice for Star Printing - \$2366.10 including GST submitted by Jodie Fincham. Half of this payment will be provided through the Council Community Funding Program for 2013/14 (brochure production.).</li> <li>• Financial statement submitted up to 30 April, 2014.</li> </ul> <p>Meeting closed 12.30pm.<br/>Next meeting – 4 August 2014, 10am to 12.30pm.</p> |  |
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