

ORDINARY COUNCIL MEETING

AGENDA

24 JUNE 2015

at 4:00 PM

COPACC Meeting Rooms

Next Meeting:
22 July 2015 at 4.00pm
COPACC Meeting Rooms, Colac



Our Vision

Council will work together with our community to create a sustainable, vibrant future.

Our Mission

Council will work in partnership with our community and other organisations to provide:

- Effective leadership, governance and financial accountability
- Affordable and effective services
- An advocacy and engagement approach to sustainably grow our community

Our Values

Council will achieve its Vision and Mission by acting with:

- Respect
- Integrity
- Goodwill
- Honesty
- Trust

Our Strategic Direction

The four pillars of our Council Plan indicate our key strategic direction for 2013-2017.

An underlying principle in the development of the Council Plan was to more effectively integrate service delivery.

Pillar 1: Good Governance

Pillar 2: A Planned Future

Pillar 3: A Place to Live and Grow

Pillar 4: A Healthy Community and Environment

Our Councillors

Cr Frank Buchanan (Mayor), Cr Brian Crook (Deputy Mayor), Cr Michael Delahunty, Cr Stephen Hart, Cr Lyn Russell, Cr Chris Smith, Cr Terry Woodcroft.



Ordinary Meeting of Council

Welcome

Welcome to this Meeting of the Colac Otway Shire Council

Council Meetings are an important way to ensure that your democratically elected representatives are working for you in a fair and transparent way. They also allow the public to be involved in the decision making process of Council

About this meeting

There are a few things to know about tonight's meeting. The agenda itemizes all the different parts to the meeting. Some of the items are administrative and are required by law. In the agenda you will also find a list of all the items to be discussed this evening.

Each report is written by a Council officer outlining the purpose of the report, all relevant information and a recommendation. Council will consider the report and either accept the recommendation or make amendments to it. All decisions of Council are adopted if they receive a majority vote from the Councillors present at the meeting.

In accordance with Local Law 4, agenda items will be considered as follows:

- The item is introduced by the Mayor and Councillors are invited to ask questions of relevant officers
- A mover and a seconder of a motion is called for and if there is any Councillor who wishes to oppose the motion.
- The mover will then be invited to speak to the motion, followed by the seconder and then, if required, the Councillor who opposed the motion.
- Remaining Councillors will be given the opportunity to speak for or against the motion.
- If any Councillor speaks against the motion, the mover will be given the right of reply.
- There will be no further discussion of the item once the vote has been declared.

Public Question Time

Provision is made at the beginning of the meeting for general question time from members of the public. Matters relating to routine Council works should be taken up with Council's Customer Assist Staff.

Up to thirty minutes may be provided for Question Time. This is at the discretion of the Mayor.

Residents are encouraged to lodge questions in advance so that a more complete response can be given.

Questions can be submitted in writing up until 5.00pm on the Monday prior to each Council meeting. There is also provision for questions to be asked from the gallery. If you would like to ask a question during Question Time, it would be appreciated if you could please fill in the blue "Public Question Time – Council Meetings" form located in the meeting rooms and hand to the COPACC Duty Supervisor.

Questions relating to a topic on the agenda may be taken on notice and responded to after the meeting. Responses to questions taken on notice will be tabled at the following meeting and included in the minutes of that meeting.

Hearing of Submissions

Any person who has made a written submission on an item and requested that she or he be heard in support of that written submission pursuant to section 223 of the *Local Government Act 1989* will be entitled to address Council.

When the relevant item is listed for discussion, the Mayor/Chairperson will call your name and ask you to address the Council. The length of time available to each speaker is five minutes.

Recording of Meetings

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

24 JUNE 2015

TABLE OF CONTENTS

| | | |
|--------------------|--|------------|
| OM152406-1 | CEO'S PROGRESS REPORT TO COUNCIL..... | 9 |
| OM152406-2 | FESTIVAL & EVENTS SUPPORT SCHEME 2015-2016..... | 27 |
| OM152406-3 | 2015-2016 COMMUNITY FUNDING PROGRAM | 35 |
| OM152406-4 | COUNCIL PLAN 2013-2017 REVIEW | 41 |
| OM152406-5 | ACCESS, EQUITY AND INCLUSION PLAN 2015-2025 | 47 |
| OM152406-6 | THE 50+ PLAN 2015-2025..... | 51 |
| OM152406-7 | ADOPTION OF THE 2015-2016 ANNUAL BUDGET | 55 |
| OM152406-8 | NAMING OF ROAD AS "DOWNES ROAD" GERANGAMETE | 71 |
| OM152406-9 | CONTRACT 1508 - ENGINEERING CONSULTANCY SERVICES.... | 75 |
| OM152406-10 | CONTRACT 1520 - EXTERNAL PLANT HIRE | 81 |
| OM152406-11 | CONTRACT 1521 - SUPPLY OF CRUSHED ROCK, SEALING AGGREGATE & PAVEMENT MATERIALS..... | 87 |
| OM152406-12 | CONTRACT 1522 - RECRUITMENT SERVICES - CASUAL STAFF. | 91 |
| OM152406-13 | BLUEWATER FITNESS CENTRE REDEVELOPMENT PROJECT - PROGRESS REPORT..... | 95 |
| OM152406-14 | COLAC OTWAY SHIRE STRATEGIC ROAD REVIEW | 101 |
| OM152406-15 | 2015/2016 SMALL TOWN IMPROVEMENT PROGRAM (STIP) ALLOCATION OF FUNDS | 105 |
| OM152406-16 | COLAC 2050 PROJECT CONTROL GROUP - COUNCILLOR NOMINATION | 111 |
| OM152406-17 | PROPOSED PRESCRIBED PLANNING SCHEME AMENDMENT.. | 115 |
| OM152406-18 | ASSEMBLY OF COUNCILLORS..... | 119 |
| OM152406-19 | MINUTES FROM YOUTH COUNCIL MEETINGS | 121 |
| OM152406-20 | PROPOSED LEASE - PORT OF MELBOURNE (CR MICHAEL DELAHUNTY) | 123 |
| OM152406-21 | REGIONAL NETWORK DEVELOPMENT PLAN FOR PUBLIC TRANSPORT (CR BRIAN CROOK)..... | 125 |

COLAC OTWAY SHIRE COUNCIL ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that the next **ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL** will be held in COPACC Meeting Rooms on 24 June 2015 at 4.00pm.

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. APOLOGIES

3. DECLARATION OF INTEREST

Pursuant to Sections 77, 78 and 79 of the Local Government Act 1989, direct and indirect conflict of interest must be declared prior to debate on specific items within the agenda; or in writing to the Chief Executive Officer before the meeting. Declaration of indirect interests must also include the classification of the interest (in circumstances where a Councillor has made a Declaration in writing, the classification of the interest must still be declared at the meeting), ie:

- a) direct financial interest
- b) indirect interest by close association
- c) indirect interest that is an indirect financial interest
- d) indirect interest because of conflicting duties
- e) indirect interest because of receipt of an applicable gift
- f) indirect interest as a consequence of becoming an interested party
- g) indirect interest as a result of impact on residential amenity
- h) conflicting personal interest.

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

Councillors are also encouraged to declare circumstances where there may be a perceived conflict of interest.

4. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

Colac Otway Shire acknowledges the traditional custodians and law makers of this land, their elders past and present and welcomes any descendants 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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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.

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5. QUESTION TIME

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.

6. TABLING OF RESPONSES TO QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETINGS

These responses will not be read out but will be included in the minutes of this meeting.

7. PETITIONS/JOINT LETTERS (if required)

8. CONFIRMATION OF MINUTES

- Ordinary Council Meeting held on the 27/05/15
- Special Council Meeting held on the 10/06/15.

Recommendation

That Council confirm the above minutes.

As per Governance Local Law No 4, clause 34:

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.

OM152406-1 CEO'S PROGRESS REPORT TO COUNCIL

| | | | |
|-------------|---------------|-----------|---------------|
| AUTHOR: | Rhonda Deigan | ENDORSED: | Sue Wilkinson |
| DEPARTMENT: | Executive | FILE REF: | F11/3291 |

EXECUTIVE

The CEO attended the following meetings and events during the past month:

- Great South West Dairy Awards
- G21 Board meeting
- Citizenship Ceremony
- Opening of Addressing childhood anxiety and building resilience in children forum
- Meeting with Vic Roads regarding strategic road issues
- National General Assembly of Local Government in Canberra
- Meet with Sarah Henderson MP, Member for Corangamite
- Meeting with Fire Services Commissioner regarding Community Fire Refuges
- Meeting with Regional Development Victoria
- Multicultural Dinner to celebrate the contributions of Refugee Youth
- Apollo Bay Community Action Network Group meeting
- Wye River Progress Association meeting.

Colac Grow and Beyond the Bell Project

Council was advised that Regional Development Victoria have accepted our proposal to reallocate the surplus funding from the former Colac Advancing Country Towns project to the Colac GROW and Beyond the Bell project.

Colac is one of the three target areas for the Geelong Regional Opportunities for Work (Grow) project which aims to address high unemployment and higher-than-regional-average disadvantage and Beyond the Bell - Great South Coast Education Attainment Project aims to improve young people's chances of attaining Year 12 or equivalent. Obtaining support to use the funding to support these projects at the local level will allow council to support the community to bring these two worthy projects together for targeted, locally relevant outcomes.

Addressing childhood anxiety and building resilience in children forum

Regional Parenting Unit, Colac Otway in partnership with Glastonbury held an Addressing childhood anxiety and building resilience in children forum in Copac on 11 June 2015.

The presenters included Dr Michael Carr-Gregg; one of Australia's highest profile psychologists who specialises in the area of parenting adolescents and adolescent mental health and Nicky Johnston; a primary educator, an artist, a mum to four boys and author and illustrator of children's books.

Safe Haven Enterprise Visa Program (SHEV)

Council received information from the MAV regarding a request to rural and regional councils to confirm their preference to opt into the Safe Haven Enterprise Visa program.

The Australian Government is introducing a Safe Haven Enterprise Visa (SHEV) program to encourage people who recently arrived in Australia as refugees to work and/or study in regional areas. The Government has asked Australian jurisdictions to opt in or out, and the Office of Multicultural Affairs and Citizenship (OMAC) are responding on behalf of Victoria.

The MAV have been advised that it is Council's preference to opt in all postcodes within the Colac Otway Shire.

The SHEV will encourage illegal arrivals who engage Australia's protection obligations to settle in a regional community and find work or study, while addressing the need to develop the economic and social structure of regional Australia.

The preference to opt into the Safe Haven Enterprise Visa Program is consistent with previous council decisions on Refugees and Asylum Seekers.

CORPORATE & COMMUNITY SERVICES

HEALTH & COMMUNITY SERVICES

Family & Children's Services

Community Support Program Funding

Council's Family Day Care service has submitted its application for continued funding for Council's Family Day Care service from the Commonwealth Department of Social Services as from 1 July 2015.

Assessment for Learning Program

Advice received from the Department of Education & Training (DET) confirms that Council's application to participate in the Assessment for Learning Program was successful.

The program offered by the DET aims to build and strengthen multidisciplinary professional partnerships within networks for those people working with children birth to eight years, which will start in February next year. We hope to have a representative from all our early years' service participating in this initiative.

Maternal and Child Health (M&CH)

May 2015 had slightly higher than average birth numbers across the shire with 20 birth notifications being received. An important part of our role is providing counselling and information for families and this month we conducted 47 counselling sessions with the main issues being nutrition, and maternal emotional health.

Staff attended an M&CH conference relating to family violence. Keynote Speaker Rosie Batty urged us to continue to ask questions about family violence and to encourage women to report and accept help.

Key Ages and Stages Consultations

Over the month Council has delivered 142 Key Ages and Stages consultations which focus on child development and health, maternal wellbeing and health promotion.

Statistics – May 2015

- 20 infants enrolled from birth notifications.

Other services provided included:

- M&CH sessions were held in Apollo Bay, Cororooke, Lavers Hill, Beeac, Carlisle River, Birregurra and Forrest.
- 92 additional consultations
- 25 phone consultations
- 4 opportunistic immunisations
- 16 families were referred to additional services by M&CH staff. The main issues being emotional health and vision.
- New Parents Groups - 4 sessions (Colac and surrounds).
- The 'Enhanced Maternal and Child Health Service' provides more intensive levels of support for vulnerable families. This month we commenced with 40 cases, we opened 5 new cases and closed 1.

Rural Access

The role of Rural Access is currently being explored and reported on as the National Disability Insurance Agency considers the future of the State Government funded - Building Inclusive Communities program in line with the development of their own Information Linkages and Capacity Building framework. The Rural Access officer and the Manager of Health & Community Services are regularly involved in discussions and meetings which are analysing and advocating for this fully funded position continuing as a role in local government.

Uncertainty with regards to continuation of the role has refocused work on capacity building both internally and externally and winding up current projects rather than commencing any new projects. Rural Access is involved in steering the development of the indigenous story wall at the Neighbourhood House and developing a lobbying campaign for a new Colac Specialist School to meet the needs of our community.

RECREATION ARTS AND CULTURE

EVENTS

Past Events

Great Ocean Road Marathon – 16 and 17 May 2015 – Over 6,500 people participated in 5 events (1.5km Kids Fun, 6km run, 14km run, 23 km Half Marathon and 44km Marathon). A new feature of the event was the Wellness Festival held on the Apollo Bay Foreshore. The festival was organised by the Apollo Bay Health Foundation and was a great addition to the foreshore activities.

RECREATION

Central Reserve Redevelopment

The Central Reserve Redevelopment project has commenced following the appointment of Centrum Architects as the design services consultants. The design work will be supported by a thorough community engagement strategy to ensure the plans meet the functional requirements of the community. A Project Reference Group has been established to help guide the design process and is representative of the key user groups.

INFRASTRUCTURE & SERVICES

ASSETS AND PROPERTY SERVICES

| ACTIONS | STATUS | % COMPLETION | PROGRESS COMMENTS |
|--|-------------|-----------------|--|
| Work with the Finance Unit to complete Stage 2 of the Authority Asset Management Module implementation | In Progress | 50% | The final Civica visit relating to Works Maintenance Scheduling was completed this month. The last two visits, which relate to the implementation of the Strategic Asset Management (SAM) Module, have been scheduled for mid August and early September 2015. Council officers have participated in an online meeting with Civica staff to re-visit the proposed deliverables of the SAM module implementation and to confirm the attribute data and index codes required prior to the implementation commencing. |
| Monitor the performance and condition of Council's various asset types through programmed inspections and data collection. | In Progress | 80% | <p>The level 3 bridge inspections have been completed and Council's contractor has forwarded the first of the reports to Council. The balance of the reports are expected to be completed this month along with the recommended rehabilitation program for the six structures which were identified as requiring further detailed investigation. The six structures were:</p> <ul style="list-style-type: none"> - Barham River Road Bridge - Apollo Bay Recreation Reserve Bridge - McPhees Access Bridge - Raffertys Road Bridge - King Track Bridge - Mulgreys Road Culvert <p>Work has commenced on developing the quotation documentation for the next round of sealed road condition surveys. Data collected from the ongoing asset condition audits are used to develop long term maintenance and renewal programs.</p> |

| | | | |
|---|-------------|-----|---|
| Implement the asset renewal and maintenance programs. | In Progress | 92% | The 2014/15 asset renewal and maintenance programmes are in progress and at various stages of planning and implementation. The reconstruction of Richmond Street, Colac has commenced. Reconstruction of a short section of Costin Street between Seymour Crescent and Montrose Avenue is well underway. |
| Complete specific incident inspections to identify and address safety/risk issues associated with elements of Council's road and footpath networks; including rail crossings and in response to reported incidents. | In Progress | 92% | Incident inspections are completed as required in line with Council's Road Management Plan. |
| Manage building maintenance programme to address programmed and reactive maintenance needs. | In Progress | 75% | Routine building maintenance activities have been completed over the past month to maintain functionality and ensure user safety. The ceiling in the Pennyroyal Public Hall has been demolished following its failure due to weather damage. An independent structural review of the building has been conducted, the findings of which are presently being reviewed by Council officers. |
| Footpath Renewal Program. | In Progress | 92% | Renewal works are close to complete. Contractors ready to commence work re-sheeting the gravel footpaths in Beeac which will complete the Footpath renewal program for 2015. |
| Complete road and footpath network inspections to meet frequencies prescribed by Council's Road Management Plan (RMP). | In Progress | 92% | All inspections are conducted in accordance with Council's Road Management Plan. Routine inspections of Rural Collector Roads across the shire were completed this month. Inspection of Access roads in the rural areas of Forrest, Warrion, Cape Horne and Wongarra were also completed. |

| | | | |
|--|-------------|------|--|
| Building Renewal Program. | In Progress | 83% | <p>The following is a status summary of projects being completed under the 2014/15 Building Renewal Programme:</p> <ul style="list-style-type: none"> - Works to replace the floor within the Beech Forest Public Hall are nearing completion. The new concrete subfloor has been poured and cured. New vinyl flooring will be installed once moisture condition in the slab has reduced to acceptable levels. Contractor has commenced laying vinyl planks, works to be completed in June. - A draft report detailing conservation works for the Colac War Memorial has been received and is presently being reviewed by Council officers. These works will be funded through a grant received from the State Government. - An order has been placed for a new bus shelter which is to be installed at the Apollo Bay Visitor Information Centre. This will replace the existing which has reached the end of its useful life. It is expected that works will be completed by June 2015. |
| Coordinate inspections and reporting of Essential Safety Measures (ESM's) relating to nominated Council buildings. | In Progress | 92% | <p>Programmed inspections of essential safety measures in nominated Council buildings are ongoing and are in line with statutory requirements. Any non-compliance issues identified are addressed in accordance with priorities and available budgets.</p> |
| Implement the 2013/14 Kerb & Channel Renewal Programme. | In Progress | 70% | <p>Kerb and Channel renewal programme commenced mid-April 2015 and works are in progress. Works have been completed in Farrington Street and Stewart Street and contractors are currently completing works in Churchill Square and Queen Street, Colac.</p> |
| Asbestos Register Update. | Completed | 100% | <p>The review of Council's building asbestos register has been completed. This involved inspections and materials testing. An updated register has been provided which is a requirement of legislation relating to occupational health and safety.</p> |

CAPITAL WORKS

| ACTIONS | STATUS | % COMPLETION | PROGRESS COMMENTS |
|---|-------------|--------------|---|
| Review and update the environmental protection and management policy and procedure relating to infrastructure activities. | In Progress | 95% | A number of documents and procedures related to environmental management of infrastructure projects are being reviewed. A Council Roadside Reserve Environmental Management Plan (CRREMP) Code of Practice is complete. The environmental protection and management policy and procedure and are in initial stages of review. |
| Facilitate the construction of the public off street car park at Pascoe Street Apollo Bay. | Complete | 100% | Civil works have been completed on the Pascoe Street Car Park, and the project has reached practical completion. |

Bridge Reconstruction Program

- **Sand Road Bridge** – Timber Restoration Systems Pty Ltd was engaged in the rehabilitation of the Sand Road Bridge, Glenaire. The structure was in an advanced state of disrepair and was recently closed to traffic and pedestrians. The works undertaken to return the bridge to a serviceable level included the placing of a lightweight prefabricated timber structure over the existing rehabilitated piles. Works are practically completed, with the bridge scheduled to reopen in early July 2015.
- **Phalps Road Bridge** – Necessary structure strengthening of Phalps Road bridge has been completed. The works also included the rehabilitation of the bridge approaches and installation of guard rail.
- **Watsons Access Bridge Assessment and design** – The structural assessment and design for the rehabilitation of Watsons Access bridge has been completed. Works required to rehabilitate this bridge have been included in the bridge program for consideration for funding.
- **Pearces Access Bridge** – Minor rehabilitation of Pearces Access Bridge is now complete.
- **Wilson Street pedestrian bridge** – The bridge and associated footpaths were completed and opened to the public in June. The project is now complete.
- **Cape Otway Road Bridge** – Tender services for the rehabilitation of the Cape Otway Road Bridge at the Deans Marsh Creek have been received and are currently being reviewed. The works involve improvements to the deck structure, guardrail and approaches.

Footpath extension program

Works for the extension of concrete footpaths in Colac are completed. Works for the extension of concrete footpaths in Apollo Bay are completed, however, one short section of Pascoe Street footpath remains closed due to the placement of a power pole support stay. Infrastructure and Leisure Services officers are liaising with Powercor to have the stay removed as quickly as possible, with this currently being indicated as early July. Until this time, webbing has been erected to make the location safe for pedestrians. The contractor has also erected communication signage at this location with full contact details of the project manager included. The overall works consist of approximately 1700m of new footpath linkages servicing school districts in Colac and Apollo Bay.

Gross Pollutant trap maintenance

The tender for the two year management of Council's six gross pollutant traps has closed with submissions currently being reviewed prior to award of the works to the successful tenderer.

Tenders

The reporting period is from 9 May 2014 to 8 June 2015.

Tenders opened since the last reporting period:

- 1521 – Crushed Rock, Sealing Aggregate and Pavement Material
- 1522 – Recruitment Services – Casual Employees
- 1523 – Kawarren Community Hub Redevelopment
- 1524 – Library Management System (Corangamite Regional Library Corporation)
- 1525 – Design & Construct - Disability Access Upgrades & Ambulant Sanitary Services

Tenders awarded since the last reporting period:

- 1429 – Bluewater Fitness Centre Facility Management Software – to Centaman Systems
- 1514 – Stationery Printing Services – to Panel of Suppliers
- 1518 – Supply of Bituminous Products – to Boral Resources; Fulton Hogan Industries

Tenders advertised since the last reporting period:

- 1526 – Cape Otway Road Bridge Rehabilitation, closing 24 June 2015

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 |
|---|---|
| Queen Street, Colac (Stage 1B & 2) 18 Lot Subdivision | Civil works have been completed. A CCTV record of underground drainage is to be provided before "approval of the works" and the <i>Statement of Compliance</i> can be issued. |
| Cants Road (Stage 6) 10 Lot Subdivision | Engineering plans have been approved to extend Imperial Drive and create another ten lots from the total development of 72 lots. Works planned in May have been rescheduled to June or July 2015. |

Costin Street Reconstruction

Construction works in Costin Street from Seymour Crescent to Montrose Avenue reached practical completion in May 2015. The defects liability period covers twelve months from that date. The works consisted of 170m of road reconstruction including for a widened seal and improved road alignment and drainage improvements.



Costin Street Construction

Richmond Street Reconstruction

Reconstruction of Richmond Street, Colac, has continued over the past month with works completed in May consisting of underground drainage, kerb and channel, pavement construction completion of footpath replacement. Alterations to services have been limited to gas and Telstra at the McLeod Street intersection with no further alterations expected.

In June kerbing and pavement works are continuing. The asphaltting and tree planting programs will follow.

The works program currently places practical completion to be achieved by 30 June 2015.



Richmond Street Construction

Ferrier Drive Reconstruction Stage 2

Work commenced on site in Ferrier Drive, Marengo, from Great Ocean Road to Cemetery Road on Tuesday 26 May, 2015. Works on the 200 metre section of road has been progressing steadily allowing for periods of rain at times. If reasonable weather conditions prevail it is expected that the project will be completed over a three or four week period with practical completion by the end of June.



Ferrier Drive Construction

Waste Management

New Organic Bins and Kitchen caddies being delivered

Council contractors commenced delivery of new organics bins to households on June 1. The new organics bins owned by Colac Otway Shire will replace the old organics bins previously owned by the residents. Householders have the option of retaining their old green bin or placing it out to be recovered by Colac Otway Shire Council for recycling.

A household caddy supplied by Sustainability Victoria as well as the annual waste calendar and waste brochure were delivered with the new organics bin. The caddy has been supplied to encourage residents to divert food waste from landfill into the organics stream for

composting. The waste brochure this year has an emphasis on recycling of food scraps and green waste for composting as well as other general waste information.



SKM Recycling and Education Fund

The committee made up of the contractor and member councils including City of Geelong, Surf Coast and Golden Plains are looking to launch a joint recycling campaign across the region. The campaign is aimed to redirecting recycling from the garbage bin into the recycling bin. Audits in previous years have shown that garbage bins in the Colac Otway Shire contain approximately 17% by weight, material that can be recycled. The advertisements will focus on glass jars and bottles, aluminum and steel cans, plastics and cardboard and paper. Various mediums will be used including media, posters and large adverts. The program will be funded by the recycling education fund set up as part of the recycling contract.



SERVICES AND OPERATIONS

Works undertaken by Services and Operations during May are as follows:

Patching of Unsealed Roads

Minor patching works with gravel on unsealed roads has occurred in the following areas:

- Apollo Bay
- Carlisle River
- Gellibrand
- Kewarren
- Skenes Creek North
- Beech Forest
- Colac
- Forrest
- Marengo
- Yuulong

Road Regrading

Road regrading was conducted in the following areas:

- Alvie
- Balintore
- Barramunga
- Forrest
- Irrewillipe
- Marengo
- Ondit
- Separation Creek
- Swan Marsh
- Wye River
- Apollo Bay
- Barongarook
- Bungador
- Gellibrand
- Kennett River
- Nalangil
- Pirron Yallock
- Stoneyford
- Wamcoort
- Yeodene

Gravel Road Resheeting

Approximately 20 kilometres of resheeting works have been completed on:

- Addis Avenue
- Beauchamp Falls Road
- Busty Road
- Gibson Avenue
- Hopetoun Falls Road
- Olive Street
- Riverside Drive
- Sproules Road
- South Cundare Road
- Tuxion Road
- Barham River Road
- Biddles Road
- Cassidy Drive
- Hawdon Avenue
- Mitchell Court
- Ridge Drive
- Sarsfield Street
- Stanway Drive
- Tuckers Orchard

Minor Patching of Sealed Roads

Minor patching works have been carried out on sealed roads in the following areas:

- Alvie
- Elliminyt
- Johanna
- Ondit
- Weering
- Colac
- Irrewarra
- Nalangil
- Swan Marsh

Linemarking

Statutory Control (Statcon) line-marking is complete in Apollo Bay and Colac.

Street Sweeping

Street Sweeping has been completed as per Council's monthly schedule. In addition, the following rural townships have also been swept as follows:

- Beech Forest
- Gellibrand
- Lavers Hill
- Wye River
- Fofrest
- Kennett River
- Skenes Creek

Guide Post, Signs & Guardrail

Guide posts have been replaced on the following roads:

- Woods Road
- Yaugher Road
- Pierces Road
- Reddies Road
- Rivendell Lane
- Bullivant Road
- Poornet Road

Signage maintenance has been undertaken in the following areas:

- Alvie
- Barongarook
- Colac
- Eurack
- Nalangil
- Apollo Bay
- Beeac
- Cororooke
- Irrewarra
- Yeodene

Damaged guardrails have been replaced on the following roads:

- Old Beechy Rail Trail
- Gellibrand Carlisle Road
- Lardner's Track
- Amiets Road
- Blue Johanna Road
- Kawarren East Road
- McDonalds Road
- Red Johanna Road

Major Drainage Works

During May works were completed in the following areas and roads:

- Old Ocean Road
- Conns Lane
- Hobson Street
- Marriners Lookout
- Mt Sabine Track
- Old Tuxion Road
- Telfords Road
- Cara Court
- Ferny Grove
- Kenneadys Road
- Mt Sabine-Benwerrin Road
- Old Hordern Vale Road
- Sunnyside Road

Routine Drainage Works

During May routine drainage works were completed in the following townships:

- Apollo Bay
- Beeac
- Colac
- Cressy
- Gellibrand
- Kennett River
- Separation Creek
- Wongarra
- Balintore
- Birregurra
- Cororooke
- Elliminyt
- Irrewillipe
- Marengo
- Skenes Creek
- Wye River

Bridge Maintenance

During May Level 1 bridge inspections were completed in the following areas:

- Apollo Bay
- Barramunga
- Beeac
- Bungador
- Chapple Vale
- Eurack
- Barongarook
- Barwon Downs
- Birregurra
- Carlisle River
- Elliminyt
- Forrest

- Gellibrand
- Larpent
- Nalangil
- Swan Marsh
- Johanna
- Murroon
- Pirron Yallock
- Wingeel

Roadside Slashing

During May slashing works were carried out on:

- Balintore
- Barwon Downs
- Birregurra
- Eurack
- Ondit
- Weering
- Yeodene
- Barongarook
- Beeac
- Cororooke
- Irrewarra
- Warncoort
- Yeo

Township Mowing

Township mowing has occurred as per the regular cycle of the following towns:

- Alvie
- Barwon Downs
- Beech Forest
- Cororooke
- Forrest
- Loves Creek
- Swan Marsh
- Apollo Bay
- Beeac
- Colac
- Cressy
- Gellibrand
- Marengo

Township Parks

Lifting of trees in the parks within the Shire is ongoing. Spraying has occurred at Cressy and Beeac parks. Mowing is continuing as scheduled in all shire parks

Sport Ovals

Mowing of sporting ovals has continued during May as scheduled. The Western Oval has been rolled.

Memorial Square

Maintenance of the Square has continued as per schedule.

Botanic Gardens

Tree maintenance, mowing, garden maintenance and floral displays have been completed during May.

Storm Damage

During May only minor damage was reported and this was limited to tree damage in the Apollo Bay area.

Tree Maintenance

Tree maintenance works have been completed in the following areas:

- Apollo Bay
- Beeac
- Elliminyt
- Gellibrand
- Barongarook
- Colac
- Forrest
- Coastal Areas

SUSTAINABLE PLANNING & DEVELOPMENT

Economic Development

Tourism

Colac VIC

| | May 2014 | May 2015 | % Change to previous year |
|-------------|----------|----------|---------------------------|
| Walk – Ins | 2133 | 1835 | -14% |
| Phone Calls | 159 | 90 | -43% |

During May Colac VIC visitation was down (-14%) compared to 2014. The change of traffic conditions and road closures around the Colac VIC made it difficult for visitors to stop. From those visitors that were able to access the VIC more internationals were arriving from China and the UK, and interstate trends demonstrated more visitors arriving from QLD and WA.

Volunteer Management

During National Volunteer Week GORVIC volunteer Welcomer's joined Colac VIC volunteers and staff visiting some of the hidden treasures in the Otway hinterland, starting at 1865-B&B in Birregurra, then onto Tandie Homestead for morning tea followed by a tour of the homestead and cottage. A long lunch was enjoyed at the Beeac Hotel, finishing with a grand tour of Coragulac House. The events provide both recognition of the work that volunteers do in our visitor centres and valuable opportunities to get first-hand knowledge of the local attractions that they will be promoting to our visitors later.

GORVIC

| | May 2014 | May 2015 | % Change |
|-------------|----------|----------|----------|
| Walk-ins | 7,731 | 7,046 | -9% |
| Phone calls | 884 | 768 | -13% |

The Great Ocean Road Visitor Information Centre had a total of 7,046 visitors in May, a 9% decrease on the previous year. Phone calls to the centre were also down by 9% however e-mail enquiries were up by 31% with the main enquiries being for Accommodation (38%), followed by Great Ocean Road (11%), Apollo Bay (9%), Attractions (5%), Transport (5%) and Great Ocean Walk (3%). There were a high number of International Visitors throughout the month (37%) particularly from UK, USA & Germany. Interstate visitors were mainly travelling from NSW, Queensland and South Australia.

Retail sales were up by 1% compared to the previous year, including Attraction ticket sales (Otway Fly up 23% & Cape Otway Lightstation up 5%). Visitation over the GOR Marathon Weekend was down by 30% compared to the previous year.

Tourism Development

The development of the Great Ocean Road Strategic Master Plan is nearing a conclusion after beginning with a series of local industry workshops across the region. The plan will assist all levels of government to plan for the growth in tourism numbers in coming years as well as identify ways to assist local communities to alternatively cope with or harness that local growth.

Business events

The Economic Development Unit partnered with Crowe Horwath on the 'Secrets of My Success' event on 27 May 2015 at COPACC. The event attracted 70 local business people and featured successful business people from within the Colac Otway Shire sharing their experiences. This year's panel of business people were Sean McGuane from Rhys Evans, Frank and Jo De Lorenzo from The Foot Man, Wayne O'Brien from Crowe Horwath and local business owner Chris Quinn from Quinn Funerals as MC for the night. Feedback on the event was positive with networking conducted by the businesses before and after the event.

Business visits

Council's Business Development Officer has been conducting business visits with a number of businesses over the past two weeks. The visits were an opportunity for Council to discuss current and upcoming projects or strategies being conducted that may be of interest to businesses, opportunities for grants for business expansion or new equipment, and how the Federal Budget will affect small business in the area. Feedback was provided to Council on the current economic environment, the businesses' key drivers for growth and how Council can assist these business in the future.

Colac Secondary College panel discussion

The Economic Development Unit has worked with the Colac Secondary College to run a panel discussion with Year 11 and 12 students. The panel consisted of Sue Wilkinson CEO of the Colac Otway Shire, Jake Veale from the Colac Herald, Matt Lucas from the Commonwealth Bank and Simon Hay from Talk to Me Speech Pathology, and was facilitated by Council's Business Development Officer. The panel members shared their education and career pathways, why completing Year 12 should be a key driver for the secondary college students and why working hard now can lead you to a successful career. It is anticipated that this will be an annual opportunity for the Year 11 and 12 students with new panel members each year.

Economic Development Strategy

In the development of the 2014/15 Council Budget, the need to renew Council's Economic Development Strategies was flagged as work that would be required if the Shire is to make the most of new economic opportunities.

As part of the strategy development every Australian Business Number in the Shire will receive a copy of a discussion paper that discusses how the Shire might better support business growth and job creation across the Shire. Business will be asked their views on things like what type of assistance the shire should give to lure new investment into the Shire as well what types of training workshops they would like Shire to run for small business.

The Apollo Bay community and surrounds will have a specific focus to deal with the unique challenges of their local economy, such as the highly seasonal tourist traffic, but all parts of the Shire will also have the opportunity to contribute. Two workshops have been held in Apollo Bay during June to explore these localised issues and opportunities.

The final draft will be presented to Council late in 2015 after extensive community and business consultation across the Shire.

Small Town Improvement Program (STIP)

The Cororooke to Coragulac pathway is complete. This project links the communities of Cororooke to Coragulac by providing a safe option to walk between the two townships. The project was initiated by the Red Rock Progress Association by obtaining grants through the Gardiner Foundation, TAC and Council's STIP. The path is proving popular with pedestrians and young cyclists and is providing a safe way to get to school for local students.

Renewal of the seating in the Main Street and upgrades to the rotunda in the park at Birregurra are underway.

The Birregurra Heritage Trail has new interpretative and directional signs, a new noticeboard sign and sections of the trail have been improved.

Preliminary works have been completed in preparation for the future construction of a walking track along the Beeac Lake foreshore. A vegetation assessment and aboriginal cultural heritage preliminary study have been undertaken. Land tenure changes continue to be progressed towards allowing a walking track through the area which is managed by Department of Environment Land Water and Planning. Plans of the proposed walking track will be placed on exhibition for the community to provide feedback.

Works will soon commence on the refurbishment of the Kwarren Community Precinct Hub. Strong interest was received through the tender process.

Environment and Community Safety

Community Fire Refuges

Council is meeting with various State Government agencies to secure funding commitments for the construction of Community Fire Refuges in Lavers Hill and Forrest. Most recently the CEO met with Craig Lapsley, Victorian Emergency Management Commissioner, in Melbourne.

Animal Registrations

Animal registrations were due to be paid on 10 April 2015. Council has a statutory responsibility to ensure that animals are registered to ensure the animals can be returned to the owners if they get lost and in order to track down any animals that are causing problems. Reminder letters were sent in May to owners of pets that have not been re-registered. However there are still many owners who have not re-registered their animals. As a result officers have commenced follow up inspections and people who have failed to meet their responsibility as an animal owner will be issued penalty infringement notices for each unregistered animal.

Climate Resilient Communities

Council continues to work with the nine other Councils in the Barwon South West Region on building capacity to manage extreme climate events. The reference group for the Climate Resilient Communities project met in Hamilton on 11 June 2015 to discuss the development of Climate Adaptation Plans for eight of the municipalities. The Climate Adaptation Plans will provide details on how the Councils can better prepare for and manage extreme climate events. The new plans are expected to be developed by the end of 2015.

Lake Colac Foreshore Garden

Works have occurred to improve the Lake Colac Foreshore Garden. While there has been some interruption to the use of the pathway the works have progressed well and will result in the area being more attractive and easier to maintain in the long term. Council will continue to work with the Lake Colac Coordinating committee to enhance the lake foreshore. The development of the new Lake Colac Master Plan has commenced and will involve a review of the functionality of the amenities and the current environmental conditions of the areas around the lake. A key element of the Plan's development will be a community engagement program that will provide opportunity for all interested parties to contribute their ideas. The new plan will assist with forward planning and enhance the ability to attract funds for works to be undertaken that will enhance the values of the area over the next 15 years.

Attachments

Nil

Recommendation(s)

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

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**OM152406-2                      FESTIVAL & EVENTS SUPPORT SCHEME 2015-2016**

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

**Purpose**

The purpose of this report is to seek Council endorsement of recommendations made by the Festival and Event Support Scheme Advisory Committee for applications received under the Colac Otway Festival and Events Support Scheme 2015-2016.

**Declaration of Interests**

The following interests were declared at the meeting of the Festival and Events Support Scheme Advisory Committee:

- Cr Frank Buchanan declared an interest in two event applications submitted by the Apollo Bay Chamber of Commerce – *Apollo Bay Seafood Festival* and *Apollo Bay Australia Day Community Picnic*.
- Emma Clark, Acting Recreation & Events Co-ordinator declared an interest in *Eat Local Month*.
- Vicki Jeffrey, Recreation, Arts and Culture Administrator declared an interest in the *Birregurra Festival and Art Show*.

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

**Background**

The aims and objectives of the Festivals and Events Support Scheme (FESS) are to:

1. Provide assistance to conduct established, one-off or new professional and quality festival or event activities within Colac Otway Shire.
2. Improve the quality of life experiences for communities within the municipality by increasing access to quality festivals and events.
3. Promote cultural diversity and greater awareness, appreciation and participation in activities within the Colac Otway Shire area.
4. Promote a sense of pride and community identity.
5. Stimulate visitation and tourism to the Colac Otway Shire area and increase economic and social development opportunities.
6. Contribute to the recognition of the Colac Otway Shire area as a region to host festivals and events.
7. Create an environment for innovation and creativity within the municipality.
8. Assist established or new festivals and events (where appropriate and where feasible) to enable the festival or event to become as self-sufficient as possible.

Applications for the FESS closed on 1 May 2015 with a total of thirty (30) submissions being received, requesting a total of \$103,900 in funding. The Draft 2015/2016 Budget allocates \$75,000 funding for the FESS.

A meeting of the FESS Advisory Committee was held 3 June 2015 with the following Councillors in attendance – Cr Buchanan, Cr Crook, Cr Hart and Cr Russell. Cr Woodcroft and Cr Delahunty were apologies. Cr Smith did not attend.

Officers were also in attendance.

For 2015/2016, the following changes were made to the Festival and Events Support Scheme:

- Three sponsorship categories established
- Maximum amount of sponsorship available is \$5,000
- Sponsorship funding will be provided for 2 years; therefore ongoing events will not need to apply annually for funding (subject to Council budget approval).

The three levels of funding available for 2015/2016 are:

**A. Sponsorship (up to \$5,000 per year for 2 years, until 2017)**

- This level of sponsorship is available to existing events that have demonstrated that the event is sustainable (both financially and socially) and have run for over three (3) years.
- Events within this category will provide significant benefits to the Colac Otway Shire in terms of economic, social and cultural growth to the region and contribution to the local community.
- Events within this category will demonstrate a strong community focus.

**B. Seed Funding (Up to \$2,000 per year for 2 years, until 2017)**

- This funding is designed to encourage the development of new events.
- Event organisers will need to show that the proposed event will provide strong benefits to the Colac Otway Shire in terms of economic, social and cultural contribution to the local community.
- Events within this category will demonstrate a strong community focus.

**C. One Off Events (Up to \$1,000 per event)**

- This funding is for one off events for celebrations of significant local historical milestones or other important one-off events.
- Events within this category will demonstrate a strong community focus.

Sponsorship was assessed under the following criteria:

| Assessment Criteria                                                                                                                                                                        | Weighting |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Social Opportunities</b><br>Detail the community benefits provided by the project both short and long term.                                                                             | 25%       |
| <b>Economic Development Opportunities</b><br>Describe how the event stimulates visitation/tourism and increases economic development opportunities for residents of the Colac Otway Shire. | 25%       |
| <b>Cultural Opportunities</b><br>Describe how the event contributes towards the development of community arts & culture, networks, programs and/or projects.                               | 25%       |
| Provision of <b>sufficient documentation</b> for the proposal including letters of support, quotes, etc.                                                                                   | 10%       |
| Marketing/promotional opportunity for the Colac Otway Shire                                                                                                                                | 15%       |

There has been discussion previously about the need and/or relevance of Council support for Commercial event organisers. There are significant benefits for supporting both

community-driven and commercially managed events; however the benefits can be quite different.

By sponsoring events run by commercial event organisers, Council can ensure that high quality events are delivered within the Colac Otway Shire. Without sponsorship there is a risk that event organisers could take their events to other local government areas that do provide sponsorship.

As an example, the total number of events currently held in Forrest is six; four Mountain Bike events, one trail running event and the Forrest SoupFest. Of these six events, five are run by commercial event organisers and are all adventure sports events. These events contribute to Forrest's brand as the Mountain Bike Capital of Victoria. The Otway Odyssey (run by a commercial event organiser) is Australia's most respected Mountain Bike marathon event and attracts the best riders in Australia. It provides significant economic benefits to the town however it also provides lasting benefits through the recognition of Forrest as a mountain bike town, creating repeat visitation and supplying a life-line to the town.

Commercial events deliver benefits to the Shire that community events may not necessarily provide including:

- Leveraging opportunities to interstate and international markets.
- Marketing of the Colac Otway Shire region to interstate and international markets.
- Events are run at a professional level and deliver a higher economic return to the community.
- Attracting people to the event from outside the region that usually wouldn't visit the region.
- Better use of new media channels, including social media. The event can then be shared around the world without a cost to the event organiser or Council.

Without sponsorship commercial event organisers are free to take their events to other municipalities that support them financially, possibly leaving Colac Otway Shire without any iconic events.

Commercial events also allow community groups to fundraise therefore delivering another economic benefit to small communities. The Great Ocean Road (GOR) Marathon delivers the biggest economic return of any event held in the Colac Otway Shire. Not only is Apollo Bay fully booked out on a quiet weekend in autumn, community groups have a number of different opportunities to fundraise over the GOR Marathon weekend. From this one event over \$25,000 is returned to community groups, over \$20,000 returned to the Apollo Bay Chamber of Commerce and an undisclosed amount returned to the Apollo Bay Health Foundation.

Many community events provide significant social benefits, however they don't necessarily deliver high economic returns. They can contribute to a community's way of life, bringing community members together to celebrate their town and add color and movement to the community. There are many social benefits from community events that are extremely hard to quantify, however they are recognised by Council through the provision of the FESS over many years.

A mix of Commercial and Community events are important to the Shire for social and economic outcomes. It is recommended that Council sponsors commercial events however it is vital that Council ensures this sponsorship is leveraged to deliver outcomes that benefit the community.

### **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.

The development of the Colac Otway Festival and Events Support Scheme 2015-2016 is a direct outcome of the recommendations contained in the 2007-2011 Festivals and Events Strategy, endorsed by Council in January 2007.

### **Issues / Options**

#### Applications received

A total of thirty (30) applications were received under the 2015/2016 FESS comprising the following events:

#### **Seed Funding**

1. Apollo Bay Australia Day Community Picnic – Apollo Bay Chamber of Commerce
2. Eat Local Month – Forage Farm Dinners
3. Sustainable Living Day Gellibrand – Gellibrand Community House
4. Youth Council Homelessness Awareness Sleepout – Colac Otway Youth Council

#### **One Off Events**

5. "Inheritance" – Bringing Rural Issues to Centre Stage – Colac Players
6. Australian Plant Society Victoria – Quarterly Gathering – Australian Plants Society, Colac/Otway Group
7. Back to St Brendans – St Brendans Parents and Friends Association
8. VFBB 2016 Rural State Championships – VFBB District 6 State Championships Committee
9. Youth Expo – Colac Area Health

#### **Sponsorship**

10. Amy's Gran Fondo – Amy Gillett Foundation
11. Apollo Bay Seafood Festival – Apollo Bay Chamber of Commerce
12. Birregurra Easter Arts at the Homestead – Birregurra Community Arts Group
13. Birregurra Festival and Art Show 2015 – Birregurra Festival and Art Show 2015
14. Birregurra School Choir at Birregurra Festival – Birregurra Primary School
15. Chase the Dog – We Ride Bikes
16. Colac City Bands 69<sup>th</sup> Carols by Candlelight – Colac City Band
17. Colac Garden & Lifestyle Show Expo – St Mary's Primary School
18. Colac Kana Festival 2016 – Colac Kana festival Inc.
19. Colac Orchid Annual Show – Colac Orchid Club Inc.
20. Colac Otway Wood Design Exhibition – Colac Woodcrafters Guild Inc.
21. Forrest Festival – We Ride Bikes
22. Forrest SoupFest – Lions Club of Forrest & District
23. Gellibrand Blues and Blueberry Festival – Otway Country to Coast Tourism Association
24. Good Friday Family Fun Day & Market – Lions Club of Colac
25. GOR Marathon – IMG

26. Hunt for Golden Gumboot – Old Beechy Rail Trail
27. Otway Odyssey – Rapid Ascent
28. Run Forrest – Southern Exposure
29. Warm Winter Words – Apollo Bay Arts Inc.
30. Warrion Flower Show – Warrion Flower Show

All applications were considered by the Advisory Committee and all have been recommended for funding within the provisions of the program guidelines and the level of funds available.

### **Proposal**

It is proposed that Council adopts the recommendations made by the FESS Advisory Committee to provide event funding for the identified event organisers/groups under the Colac Otway Festival and Events Support Scheme 2015/2016.

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

A total budget allocation of \$75,000 has been provided in Council's Draft 2015/2016 Budget.

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

Endorsement of the Colac Otway Festival and Events Support Scheme 2015/2016 recommendations will reduce the risk to Council by ensuring that a fair, equitable and transparent process is applied to the administering of Council funding for events. Funded events must go through Council's Event Approval process which considers all risk management issues.

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

The Colac Otway FESS 2015/2016 guidelines specify that it is a condition of all successfully funded applications that their event meets set criteria regarding event waste management. Other environmental considerations are identified throughout the Event Approval process and are dealt with accordingly.

### **Community Engagement**

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

The method selected has been to inform, collaborate and empower which includes:

1. Applications forms and guidelines were advertised across the Shire in March 2015 for Colac Otway Shire's 2015/2016 FESS.
2. Application forms were made available from Council's Customer Service Centres in Colac and Apollo Bay, via the website and through direct database mail.
3. An email application lodgement process was offered to make it easier for applicants to submit applications electronically.
4. Council officers met with individual applicants as required providing further assistance in progressing applications.

### **Implementation**

It is proposed that applicants will be notified immediately of the outcome of their submission, following Council's consideration of the recommendations made by the FESS Advisory Committee.

A Civic Reception will be held at COPACC on Friday 17 July 2015 to present certificates to successful applicants in conjunction with the Community Funding Program.

**Conclusion**

The Colac Otway FESS 2015/2016 allows Council to partner with a range of events held throughout the Shire. The contribution of festivals and events to celebrating the region's diversity, cultural, economic and social development is highly valued.

A mix of commercial and community events are important to the Shire for social and economic outcomes. It is recommended that Council continues to sponsor commercial events however it is vital that Council leverages from the sponsorship to deliver outcomes that benefit the community.

**Attachments**

1. FESS 2015-2016 Councillor Assessment

**Recommendation(s)**

***That Council:***

1. ***Subject to the adoption of the 2015/2016 Council Budget, adopts the recommendations made by the Festival and Events Support Scheme Advisory Committee for funding allocations to events under the Colac Otway Festival and Events Support Scheme 2015-/2016.***

|     | <b><u>Event</u></b>                                     | <b><u>Funding</u></b> | <b><u>Category</u></b> |
|-----|---------------------------------------------------------|-----------------------|------------------------|
| 1.  | Apollo Bay Australia Day Community Picnic               | \$2,000               | Seed Funding           |
| 2.  | Eat Local Month                                         | \$2,000               | Seed Funding           |
| 3.  | Sustainable Living Day Gellibrand                       | \$1,000               | Seed Funding           |
| 4.  | Youth Council Homelessness Awareness Sleepout           | \$4,000               | Seed Funding           |
| 5.  | "Inheritance" – Bringing Rural Issues to Centre Stage   | \$1,000               | One Off Events         |
| 6.  | Australian Plant Society – Quarterly Gathering          | \$500                 | One Off Events         |
| 7.  | Back To St Brendan's                                    | \$1,000               | One Off Events         |
| 8.  | VFBF 2016 Rural State Championships                     | \$5,000               | One Off Events         |
| 9.  | Youth Expo                                              | \$4,000               | One Off Events         |
| 10. | Amy's Gran Fondo                                        | \$1,000               | Sponsorship            |
| 11. | Apollo Bay Seafood Festival                             | \$5,000               | Sponsorship            |
| 12. | Birregurra Easter Arts at the Homestead                 | \$2,000               | Sponsorship            |
| 13. | Birregurra Festival and Art Show 2016                   | \$5,000               | Sponsorship            |
| 14. | Birregurra School Choir at Birregurra Festival          | \$1,500               | Sponsorship            |
| 15. | Chase the Dog                                           | \$1,000               | Sponsorship            |
| 16. | Colac City Bands 69 <sup>th</sup> Carols by Candlelight | \$5,000               | Sponsorship            |
| 17. | Colac Garden & Lifestyle Show Expo                      | \$1,500               | Sponsorship            |
| 18. | Colac Kana Festival 2016                                | \$5,000               | Sponsorship            |
| 19. | Colac Orchid Annual Show                                | \$500                 | Sponsorship            |
| 20. | Colac Otway Wood Design Exhibition                      | \$2,500               | Sponsorship            |
| 21. | Forrest Festival                                        | \$2,000               | Sponsorship            |
| 22. | Forrest SoupFest                                        | \$4,000               | Sponsorship            |
| 23. | Gellibrand Blues and Blueberry Festival                 | \$4,000               | Sponsorship            |
| 24. | Good Friday Family Fun Day & Market                     | \$1,000               | Sponsorship            |
| 25. | GOR Marathon 2016                                       | \$2,500               | Sponsorship            |
| 26. | Hunt for the Golden Gumboot                             | \$2,000               | Sponsorship            |
| 27. | Otway Odyssey                                           | \$2,500               | Sponsorship            |
| 28. | Run Forrest                                             | \$2,500               | Sponsorship            |
| 29. | Warm Winter Words                                       | \$3,000               | Sponsorship            |
| 30. | Warrior Flower Show                                     | \$1,000               | Sponsorship            |
|     | <b>TOTAL</b>                                            | <b>\$75,000</b>       |                        |

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OM152406-3 2015-2016 COMMUNITY FUNDING PROGRAM

| | | | |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR: | Lucy Vesey | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F15/884 |

Purpose

The purpose of this report is to seek Council approval for recommendations from the Grants/Community Funding Advisory Committee for the 2015/2016 Community Funding Program.

Declaration of Interests

The following interests were declared at the meeting of the Grants/Community Funding Advisory Committee:

- Cr Brian Crook declared a conflict of interest for the Rotary Club of Colac West.
- Manager Recreation Arts and Culture, Ian Seuren declared a conflict of interest due to his membership of the Colac Imperials Football Netball Club.
- Recreation Officer, Lisa Loughnane declared a conflict of interest as a committee member of the Colac Football Netball Club.
- Recreation and Events Administrator, Vicki Jeffery declared a conflict of interest as a committee member of the Birregurra Community Group Inc.
- Recreation Officer, Lucy Vesey declared a conflict of interest due to her membership with the Colac Swimming Club.

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

Background

Applications for the Community Funding Program opened 20 March 2015 and closed on 1 May 2015. A total of ninety seven (97) applications were received requesting a total of \$228,381 in funding. All funding categories were oversubscribed.

At its February 2015 meeting, Council resolved:

That Council:

- 1. Endorses the revised 2015/2016 Council Community Funding Program guidelines and application forms.***
- 2. Commences implementation of Council's Community Funding Program in accordance with:***
 - a. The revised guidelines and application forms including the proposed processes and timelines, and***
 - b. The proposed funding levels:***

| | |
|--|------------------------|
| <i>Recreation Facilities</i> | <i>\$70,000</i> |
| <i>Community Projects</i> | <i>\$40,000</i> |
| <i>COPACC Assistance</i> | <i>\$10,000</i> |
| <i>Small Equipment & Training</i> | <i>\$25,000</i> |

The Draft 2015/2016 Budget allocates a total of \$145,000 funding for this scheme as per Council's resolution.

The Grants/Community Funding Advisory Committee met on 3 June 2015 to assess applications.

The Advisory Committee comprises representation of the full Council; however Councillor Terry Woodcroft and Cr Michael Delahunty were apologies and Cr Chris Smith was absent from the meeting.

Grants were assessed on the cumulative available funding of \$145,000 for the funding categories.

The Advisory Committee considered the applications and the preliminary recommendations of Council officers.

Council Plan / Other Strategies / Policy

Community Health and Wellbeing

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.

The Colac Otway Recreation Strategy, Colac Otway Festival and Events Strategy and the Colac Otway Arts and Culture Strategy identify the benefits to community development and the valuable economic input the Council Community Funding Program contributes across the Shire. Each of the three strategies identified the importance of this funding, which further supports the volunteer input provided to each of the community projects.

Issues / Options

Applications received

A total of ninety seven (97) applications were received under the 2015/2016 Community Funding Program comprising the following:

COPACC Hire Assistance

- There were 13 applications under the COPACC Hire Assistance category seeking \$19,547.
- It is recommended that 10 applications be funded from this category to an amount of \$10,676.

Small Equipment & Training

- There were 35 requests under the Small Equipment & Training category seeking \$28,676.
- It is recommended that 31 applications be funded from this category to an amount of \$24,670.

Community Projects

- There were 18 applications under the Community Projects category seeking \$79,405
- It is recommended that 12 applications be funded from this category to a total amount of \$45,340.

Recreation Facilities

- There were 31 applications under the Recreation Facilities category seeking \$100,754.
- It is recommended that 23 applications be funded from this category for a total of \$64,314.

All applications were considered by the Advisory Committee and 76 applications have been recommended for funding within the provisions of the program guidelines and the level of funds available.

There are two options for Council:

1. Approve the recommendations from the Grants/Community Funding Advisory Committee for the 2015/2016 Community Funding Program.
Approval of recommendations will result in a total estimated value of works/activities to be undertaken of \$183,113 in COPACC performances, \$56,455 in Small Equipment & Training, \$94,153 in Community Projects and \$184,808 in Recreation Facilities.
2. Do not approve the recommendations from the Grants/Community Funding Advisory Committee for the 2015/2016 Community Funding Program.
The Community Funding Program assists groups to partner with Council to achieve facility upgrades, capacity building projects, membership growth and community development initiatives that would not otherwise occur if either the community groups or Council had to fully finance them.

Proposal

It is proposed that Council approves the recommendations from the Grants/Community Funding Advisory Committee for the 2015/2016 Community Funding Program.

Financial and Other Resource Implications

The Draft 2015/2016 Budget has an allocation of \$145,000 for the Council Community Funding Program which encompasses four funding categories; COPACC Hire Assistance, Small Equipment and Training, Community Projects and Recreation Facilities. The implication of total expenditure for the 2015/2016 program under each of the funding categories is as follows:

| | |
|--------------------------------|----------|
| • COPACC Assistance | \$10,676 |
| • Small Equipment and Training | \$24,670 |
| • Community Projects | \$45,340 |
| • Recreation Facilities | \$64,314 |

A total of \$145,000 across all four funding categories.

Risk Management & Compliance Issues

Grant recipients are responsible for the risk management of their projects. Risk Assessment templates were included with each grant application. Job Safety Analysis (JSA's) sheets will also be requested from contractors prior to commencement of projects. An Internal Referral process has been implemented to provide an integrated approach between Council Departments involved in the process (Building, Planning, Environment, Health and Infrastructure).

Environmental and Climate Change Considerations

Some of the proposed projects add to beautification or improvement of local environs and more sustainable energy use. Council's Environment Unit was requested to provide further advice regarding applications where relevant.

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 of engagement selected has been to inform, collaborate and empower.

- Application forms and guidelines were advertised across the Shire in early March 2015 for Colac Otway Shire's 2015/2016 Community Funding Program. An eye catching advertising format was used aiming to attract increased interest in the program, specifically from new groups. Advertising was in local media, Council publications and on Council's Facebook page.
- Community information sessions were hosted by Council on Monday 13 April 2015 in Colac (21 people attended) and Wednesday 15 April 2015 in Apollo Bay (3 people attended) to enable groups to discuss the funding program with Council officers.
- Application packs were made available from Council's Customer Service Centres in Colac and Apollo Bay, via Council's website and through direct database mail.
- An email application lodgement process was offered to make it easier for applicants to submit applications electronically.
- On request, Council officers met with individual applicants as required providing further assistance in progressing applications.

Implementation

It is proposed to advise all applicants in writing, subject to Council's consideration of the recommendations of the Advisory Committee. A Civic Reception will be held at COPACC on 17 July 2015 to present certificates to successful applicants and notification of contributions subject to completion of compliance requirements. The timelines are designed to enable the grant recipients to have maximum time to undertake projects and meet project acquittal requirements.

Conclusion

The Community Funding Program assists groups to partner with Council to achieve facility upgrades, capacity building projects, membership growth, group development and community development initiatives. This would not otherwise occur if either the community groups or Council had to fully finance them. Approval of the recommendations will result in a total estimated value of \$518,529 of works and activities to be undertaken across the Shire throughout the 2015/2016 program.

Attachments

1. Assessment - 2015-16 COPACC Assistance - Councillor Assessments
2. Assessment - 2015-16 Small Equipment & Training - Councillor Assessments
3. Assessment - 2015-16 Community Projects - Councillor Assessments
4. Assessment 2015-16 - Recreation Facilities - Councillor Assessments

Recommendation(s)

That Council:

1. **Subject to the adoption of the 2015/2016 Council Budget, approves the recommendations from the Grants/Community Funding Advisory Committee for grants from the 2015/2016 Community Funding Program:**

a. COPACC ASSISTANCE:

| | |
|--|----------------|
| <i>Colac Area Health – The Cool Awards</i> | <i>\$771</i> |
| <i>Colac Area Health – Battle of the Bands</i> | <i>\$1,000</i> |
| <i>Colac Chorale</i> | <i>\$612</i> |
| <i>Colac Music Teachers Association Inc</i> | <i>\$958</i> |
| <i>Colac Secondary School</i> | <i>\$1,000</i> |
| <i>Colac Specialist School</i> | <i>\$900</i> |
| <i>Colac West Primary School</i> | <i>\$960</i> |
| <i>Colac Woodcrafters Guild</i> | <i>\$1,295</i> |
| <i>Sacred Heart Primary School</i> | <i>\$1,180</i> |
| <i>The Colac Players Inc</i> | <i>\$2,000</i> |

b. SMALL EQUIPMENT & TRAINING:

| | |
|---|----------------|
| <i>Apollo Bay Sailing Club</i> | <i>\$1,000</i> |
| <i>Birregurra Community Arts Group</i> | <i>\$980</i> |
| <i>Birregurra Community Group Inc</i> | <i>\$500</i> |
| <i>Birregurra Football Netball Club</i> | <i>\$1,000</i> |
| <i>Birregurra Golf Club</i> | <i>\$1,000</i> |
| <i>Birregurra Tennis Club Inc</i> | <i>\$295</i> |
| <i>Carlisle River Community Group</i> | <i>\$310</i> |
| <i>Colac Basketball Association Inc</i> | <i>\$1,000</i> |
| <i>Colac Braves Baseball Club</i> | <i>\$1,000</i> |
| <i>Colac Ladies Daytime Badminton</i> | <i>\$1,000</i> |
| <i>Colac Legacy Club Inc</i> | <i>\$1,000</i> |
| <i>Colac Little Athletics Centre Inc</i> | <i>\$605</i> |
| <i>Colac Poultry Club Inc</i> | <i>\$640</i> |
| <i>Colac Quilters</i> | <i>\$1,000</i> |
| <i>Colac SES</i> | <i>\$550</i> |
| <i>Colac Swim Club Inc</i> | <i>\$690</i> |
| <i>Colac Ten Pin Bowling Association</i> | <i>\$980</i> |
| <i>Colac Veterans Cycling Club Inc</i> | <i>\$545</i> |
| <i>Colac Woodcrafters Guild Inc</i> | <i>\$1,000</i> |
| <i>Community Hub Inc</i> | <i>\$1,000</i> |
| <i>Elliminyt Tennis Club Inc</i> | <i>\$500</i> |
| <i>Irrewarra-Beeac Football Netball Club</i> | <i>\$1,000</i> |
| <i>Otway Derby Dolls</i> | <i>\$1,000</i> |
| <i>Otway District Football & Netball Club Inc</i> | <i>\$1,000</i> |
| <i>Red Rock Regional Theatre & Gallery</i> | <i>\$610</i> |
| <i>RoadSafe Otway</i> | <i>\$1,000</i> |
| <i>South Colac Sports Club Inc</i> | <i>\$990</i> |
| <i>Stonyford Hall</i> | <i>\$800</i> |
| <i>U3A Colac Otway Inc</i> | <i>\$790</i> |
| <i>Western Eagles Football Club</i> | <i>\$500</i> |
| <i>Wye River Surf Lifesaving Club</i> | <i>\$385</i> |

C. COMMUNITY PROJECTS:

| | |
|--|----------------|
| <i>Apollo Bay Community Website</i> | \$5,000 |
| <i>Birregurra Motor Enthusiasts Club Inc</i> | \$5,000 |
| <i>Colac & District Adult Riding Club</i> | \$5,000 |
| <i>Colac & District Historical Society Inc</i> | \$1,400 |
| <i>Elliminyt Public Hall Inc</i> | \$2,585 |
| <i>Glastonbury Community Services</i> | \$5,000 |
| <i>Kawarren Recreation Reserve Committee Inc</i> | \$3,795 |
| <i>Read the Play</i> | \$5,000 |
| <i>Leisure Networks- Sportsaccess</i> | \$4,000 |
| <i>Otway Health (Apollo Bay Children's Centre)</i> | \$2,380 |
| <i>Wye River Surf Lifesaving Club</i> | \$1,180 |
| <i>Wye to Wongarra Landcare</i> | \$5,000 |

d. RECREATIONAL FACILITIES:

| | |
|---|----------------|
| <i>Alvie Football Netball Club</i> | \$5,000 |
| <i>Alvie Recreation Committee of Management</i> | \$1,475 |
| <i>Alvie Tree Planters</i> | \$4,900 |
| <i>Beeac Community Centre Inc</i> | \$1,750 |
| <i>Beeac Gold Club Inc</i> | \$5,000 |
| <i>Birregurra Bowling Club</i> | \$2,008 |
| <i>City United Cricket Club</i> | \$4,925 |
| <i>Colac Basketball Association Inc</i> | \$4,750 |
| <i>Colac Central Bowling Club Inc</i> | \$710 |
| <i>Colac Football Netball Club Inc</i> | \$3,055 |
| <i>Colac Football Netball Club Inc</i> | \$2,495 |
| <i>Colac Table Tennis Association</i> | \$1,450 |
| <i>Cororooke Tennis Club</i> | \$2,850 |
| <i>Irrewarra Cricket Club Inc</i> | \$4,800 |
| <i>Johanna Public Purposes Reserve Inc</i> | \$3,185 |
| <i>Larpent Hall Committee</i> | \$3,146 |
| <i>Larpent Indoor Bowls</i> | \$290 |
| <i>Old Beechy Rail Trail Committee of Management</i> | \$2,450 |
| <i>South Colac Sports Club Inc</i> | \$5,000 |
| <i>Victorian Field & Game Association Colac Inc</i> | \$2,000 |
| <i>Warrion Hall Committee</i> | \$1,345 |
| <i>Warrion Recreation Reserve Committee of Management</i> | \$750 |
| <i>Warrobie Recreation Reserve</i> | \$980 |

TOTAL \$145,000

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**OM152406-4 COUNCIL PLAN 2013-2017 REVIEW**

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

**Purpose**

To provide Council with the revised Council Plan 2013-2017 and Strategic Resource Plan 2015-16 to 2018-19, for consideration and adoption.

**Declaration of Interests**

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

**Background**

Under section 125(7) of the *Local Government Act 1989* Council must review at least annually whether the current Council Plan requires any adjustment for the remaining period of the Plan to ensure it remains consistent with Council's strategic direction.

The Strategic Resource Plan (SRP) is a component of the Council Plan and outlines the resources required to achieve Council's goals expressed in the Council Plan.

Under section 126(3) of the Act, Council must review the Strategic Resource Plan (SRP) as part of the review of the Council Plan. The SRP is intended to have a 4-year time frame and must include:

- Details of financial resources (financial statements).
- Details of non-financial resources, including human resources.
- Financial performance indicators.

The SRP provides a framework and model for Council to consider its future financial direction and to confirm that operating trends are affordable.

If adjustments are made Council is required to undertake a submission process under section 223 of the Act.

The Act requires that the Council Plan, including the SRP, be adopted no later than 30 June each year.

A review of the Council Plan 2013-2017 and SRP has been undertaken in compliance with the legislation.

**Council Plan / Other Strategies / Policy**

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

*Our Goal:*

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

## Issues / Options

Subsequent to the review of the Council Plan and SRP the following changes are recommended:

### Changes to the Council Plan

#### **Challenges facing Council**

*Financial constraints.* The following sentence has been added (pages 3 and 11):

*The introduction of rate capping by the State Government, to take effect from July 2016, will increase the pressure on our capacity to provide services.*

*Public Transport networks.* Wording has been adjusted (page 3) to read:

Poor public transport infrastructure impacts those groups in our community that need to travel to access *health, tourism, recreational facilities and other services.*

*Significant levels of disadvantage.* Under Access to Technology (page 12), the following point has been added:

*Access to the National Broadband Network (NBN) is expected to be available in Colac, Colac East and Elliminyt beginning in February 2016 and across the Shire by mid 2016.*

*Transport network.* Acknowledging that VicRoads are responsible for the planning and delivery of transport networks, the following point (page 12) has been adjusted to read:

*Supporting VicRoads to develop an alternative truck route for Colac.*

*Climate change.* A new point has been added (page 13):

*Increase community resilience to extreme climate events such as heatwaves, floods and drought.*

#### **Key Strategic Activities**

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

Two Key Strategic Activities (KSA) have been added:

|                               | Performance Indicators                                                                              | Targets |
|-------------------------------|-----------------------------------------------------------------------------------------------------|---------|
| Colac 2050 Project            | Stage 1: Prepare retail and industrial strategies.                                                  | 100%    |
|                               | Stage 2: Exhibition of the Planning Scheme Amendment to implement retail and industrial strategies. | 100%    |
| Economic Development Strategy | Stage 1: Develop a four year strategy.                                                              | 100%    |
|                               | Stage 2: Complete implementation of year 1 actions.                                                 | 100%    |

The performance indicator has been changed for the following KSA:

|                                                     | Performance Indicators                                                 | Targets |
|-----------------------------------------------------|------------------------------------------------------------------------|---------|
| Redevelopment of the former Colac High School site. | Portion of land handed over to Colac Otway Shire for public open space | 100%    |



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

The following KSA's were deleted:

1. *Community sports field constructed*. This project is completed, with budget met.
2. *Implement the Workforce and Industry Development Project (Advancing Country Towns)*. This project is closing.

#### ***Administrative changes***

The following alterations are required to account for the changes in Councillor roles and in the Executive Management Team:

- The replacement of Councillor Lyn Russell as Mayor with Councillor Frank Buchanan.
- The replacement of Councillor Frank Buchanan as Deputy Mayor with Councillor Brian Crook.
- The replacement of Rob Small as Chief Executive Officer with Sue Wilkinson.
- The replacement of the former General Manager Sustainable Planning and Environment, Jack Green, with Acting General Manager Development and Community Services, Doug McNeill.
- Replacement of the former organisational structure with the new structure.

#### **Changes to the Strategic Resource Plan**

The Strategic Resource Plan (SRP) contains the following information:

- Details of financial resources (standard statements).
- Details of non-financial resources, including human resources.
- Financial performance indicators.

The SRP includes a non-financial (human) resources table, containing employee costs and effective full time staff numbers (EFT), and a revised Financial Performance Indicators table reflecting the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the *Local Government (Planning and Reporting) Regulations 2014*.

The revised SRP indicates a rate increase of average rates and charges per assessment by 4.9% in the 2015-2016 financial year. Council has made an allowance for the anticipated implementation of rate capping from 1 July 2016. The SRP figures assume a rate cap of 2.5% applying after this time.

Capital Expenditure is indicated at \$17.337 million in the SRP for 2015-2016. This includes \$14.338 million of new works and \$2.999 million in works carried over from previous years.

The *Local Government Act 1989* requires Council to adopt its Council Plan and SRP and submit these to the Minister for Local Government by 30 June each year.

#### **Proposal**

That Council endorses the revised Council Plan 2013-2017 and Strategic Resource Plan 2015-16 to 2018-19.

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

The Strategic Resource Plan has been adjusted in line with projections for the four year period.

The financial details included in the SRP for 2015-2016 are consistent with the Draft Budget document for 2015-2016.

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

The Council Plan 2013-2017 meets the legislative requirements of sections 125, 126 and 223 of the *Local Government Act 1989*:

- Section 125 - "Council Plan"
- Section 126 - "Strategic Resource Plan"
- Section 223 - "Right to make submission"

and the *Local Government (Planning and Reporting) Regulations 2014*:  
Part 2 – "Strategic Resource Plan"

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

Considerations have been applied in the review of the Council Plan 2013-2017 and Strategic Resource Plan 2015-16 to 2018-19.

### **Community Engagement**

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

The method selected has been to inform and consult.

As per the Council's Community Engagement Policy and section 223 of the *Local Government Act 1989* the Council Plan (including the SRP) went on public display to allow for the required 28 day submission process. Under section 223 of the *Local Government Act 1989*, Council must consider any written submissions received within 28 days after the publication of a public notice.

Advertisements were placed in the local papers advising the community that documents were available for viewing on Council's website, and were also available from Council's Service Centres for a five week period.

The community was advised that submissions were to be made in writing by Friday 29 May 2015, with these being considered at a Special Council Meeting on Wednesday 10 June 2015, prior to the Council Plan and SRP being adopted by Council on Wednesday 24 June 2015.

Anyone who wished to be heard in support of their submission needed to advise Council of their intention to do so in the written submission provided by Friday 29 May 2015.

No submissions were received on the Council Plan.

### **Implementation**

Upon adoption by Council, the revised Council Plan 2013-2017 will be forwarded to the Minister for Local Government by the legislated date of 30 June 2015.

### **Conclusion**

The Council Plan has been reviewed following discussions with Councillors and officers and a small number of changes/additions have been made.

The SRP will be reviewed on an annual basis in line with the review of the Council Plan. The SRP and the Budget for 2015-2016 are before Council at the same time to ensure consistency between these key documents.

**Attachments**

1. Council Plan 2013-2017 Revised 20150624

**Recommendation(s)**

***That Council adopts the revised Council Plan 2013-2017 and Strategic Resource Plan 2015-2016 to 2018-2019.***

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OM152406-5 ACCESS, EQUITY AND INCLUSION PLAN 2015-2025

| | | | |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR: | Greg Fletcher | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F13/9683 |

Purpose

The Access Equity and Inclusion Plan is being presented to Council for adoption following its 6 weeks open for public comment.

Declaration of Interests

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

Background

It is a Commonwealth requirement of Council that it prepare a disability action plan. In the past, Council has included the disability action plan within all-of-community-focussed Access, Equity and Inclusion Plans.

These plans have been developed for a period of three or four years, which were not aligned with a term of Council, but rather transcended two Council terms. This short length of time was not long enough to achieve all of the actions. These actions were either included in subsequent plans or superseded. These plans did not set up processes or actions that subsequent plans could continue working on. They did not connect with each other.

Council has decided to develop an Access Equity and Inclusion Plan that reflects the process of long term changes within the community such as an increasing diversity and the need to influence changes that promote accessibility, equity and inclusiveness.

There are clear examples where Council has already started to address disadvantage and isolation issues for groups and/or individuals. These include:

- being a Rural Access Council for over 10 years
- participating in and sponsoring Mental Health Week awareness activities
- agreeing to become a 'Refugee Welcome Zone' on 26 June 2014
- registering to be part of the National Disability Insurance Scheme trial.

Council Plan / Other Strategies / Policy

A Place to Live and Grow

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

Our Goal:

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

A Healthy Community and Environment

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

Our Goal:

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

Issues / Options

Council's Municipal Public Health and Wellbeing Plan 2013–2017 recognises the importance and promotes opportunities for increasing community social connections and improving mental health. A socially inclusive society is where all people feel valued, their differences are respected and their basic needs are met so they can live with dignity. Social exclusion shuts people out of social, economic, political and cultural systems.

Evidence shows that socially isolated and excluded people are more likely to experience low self-esteem, depressive symptoms and have a higher risk of coronary heart disease. An accessible and welcoming built and natural environment increases physical activity, reduces chronic stress and strengthens communities.

There are many examples where Council creates such environments. These include:

- Open Spaces
- Recreation facilities
- Blue Water Fitness Centre
- Great Ocean Walk
- Beechy Rail Trail
- Forrest Bike Trails
- COPACC
- Colac Community Library and Learning Centre.

Presented to Council today is Phase 1 (mid-2015 to mid-2017) of the planning process for an Access Equity and Inclusion Plan. Phase 1 will develop an understanding of the nature and level of disadvantage and isolation in the community and respond effectively to this understanding. It will establish pathways to engage and communicate effectively with the community; develop effective and strong relationships/partnerships with agencies and community groups that provide services and support to people suffering disadvantage.

The six priority areas in the Phase 1 Plan are:

1. Council demonstrating a deep and genuine commitment to social justice, the protection of human rights, equity and fairness and taking a leadership role in the promotion of social justice, access, equity and inclusion within the broader Colac-Otway Shire community.
2. Council engaging and communicating effectively with its community.
3. Council developing effective and strong relationships with agencies/community groups that provide services/support to people experiencing disadvantage.
4. Council and the community developing an understanding of the nature and level of disadvantage and isolation in the Colac Otway community and responding effectively to this understanding.
5. Colac Otway being a welcoming community and acknowledging and celebrating its cultural diversity.
6. Colac Otway Shire having a built environment which is accessible to people of all abilities.

It is proposed that Phase 2 (mid-2017 to mid-2021) coincides with the next Council term and its planning process. Phase 2 will further enhance Council's capacity and understanding to deliver on accessibility, equity and inclusiveness issues; continue to develop empowerment of the community; increase civic participation; and celebrate cultural diversity.

Phase 2 should be able to support and direct Phase 3 (mid-2021 to mid-2025) on strategic infrastructure development and redevelopment (both public and private); achieving a higher level of community building capacity; and creating a workforce that is skilled and experienced in strategic planning and service delivery, especially around inclusiveness, cultural diversity and accessibility.

Proposal

As there were no public submissions received for the Access Equity and Inclusion Plan it is proposed that the Plan be adopted by Council.

Financial and Other Resource Implications

It is intended that Phase 1 of the 10 year planning process for the Access Equity and Inclusion Plan will be funded through Council's recurrent health and wellbeing budget. Phases 2 and 3 will require budgetary business cases from 2018/19 onwards to implement actions such as an accessible built environment audit and accessibility improvements.

Risk Management & Compliance Issues

There are multiple state and national legislative requirements of Council to address issues around Access, Equity and Inclusion, which include the development of a Disability Action Plan. Failure to prepare this Plan places Council in breach of legislated requirements.

Environmental and Climate Change Considerations

There are no environmental or climate change considerations for 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.

There have been two distinct community engagement processes involved in the preparation of the Plan. One is the sustained longer term approach and the other a short term investigation. Over the longer term Council has been involved and collaborated with:

- Colac Disability Network and the Colac Specialist School and recognises their needs
- National Disability Insurance Agency on local issues and needs
- Neighbourhood Houses on accessibility, equity and inclusiveness issues
- Stakeholders involved in providing services to aboriginal communities, migrants, refugees and asylum seekers, mental health services, and people experiencing disadvantage
- Businesses on the benefits of accessibility
- Community on active transport, footpath accessibility and scooter recharge points and wayfinding signs to the recharge points
- Positive Ageing Ambassadors who consulted with over 1,500 older people on access, equity and inclusion issues.

In the lead up to the development of the Plan, Council undertook a number of Community Wellbeing Surveys to better understand perceptions and needs. These included:

- An electronic survey conducted through the colacotwaysconnect website of Community Hub Inc. (61 responses).
- A paper based survey through Neighbourhood Houses (21 responses).

- A Councillor survey on access, equity and inclusion (5 responses).
- A staff survey on how they perceived Council addressing access, equity and inclusion issues (26 responses).

The Plan was made available for comment and submissions over a six period. No submissions were received.

Implementation

The Access Equity and Inclusion Plan is a strategic long-term implementation process from Phase1 through to Phase 3 over a 10 year period. Phase 1 being the set-up process of engaging with community to better understand needs and developing strong relationships and partnerships with the agencies and community groups.

Conclusion

The Plan is Phase 1 of a strategic ten year access, equity and inclusion planning process. It has identified six priority areas for Council to implement. The outcomes of Phase 1 will provide an understanding and direction for subsequent phases and Councils to continue working towards creating a fair, caring, respectful and inclusive community.

Attachments

1. Final - Access Equity and Inclusion Plan 2015-2025 (Phase 1)

Recommendation

That Council adopts the Access Equity and Inclusion Plan 2015-2025 (Phase 1).

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**OM152406-6 THE 50+ PLAN 2015-2025**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Greg Fletcher                  | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F13/9679     |

**Purpose**

The 50+ Plan is being presented to Council for adoption following the plan being made available for public comment over a six week period.

**Declaration of Interests**

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

**Background**

The 50+ Plan is a strategic long-term process that will assist Council in planning for an ageing population. It is aimed at all residents aged 50 years and over. It will cover the healthy 'younger-older' people, through to those who require assistance to remain healthy, independent and part of the community, and finally to those who require residential care. It should be understood that at any stage of this 50+ continuum there will be people who are vulnerable and will require some form of care over a short or long term.

It is recognised internationally, the actions people take in their 50's can contribute significantly in positive and negative ways to how well they live as they age. Healthy ageing requires a structural paradigm change, as older people must desire and maintain the ability to play an active role in society, while society must in turn encourage and accommodate this.

The benefits of the Plan are to optimise equal opportunities for health to enable older people to take an active part in society and to enjoy an independent and good quality of life. This can be achieved by creating age-friendly communities through 8 separate but interrelated domains which focus on:

- Outdoor spaces and building
- Housing
- Transportation
- Social participation
- Respect and social inclusion
- Civil participation and employment
- Communication and information
- Community and health services.

This approach for an ageing population will support not just longevity but also an improvement in the quality of life and an increase of independence.

The Council Plan recognises our ageing population as a key challenge which we need to plan for. As a challenge it also creates opportunities to reassess the way we engage with and empower our older community members. Council's Public Health and Wellbeing Plan looks at a number of ways we could enhance the quality of life for older people.

As our population grows older there are increasing issues around ageing which require changes within planning and service delivery. Council needs to better understand and plan for the needs of our 50 years+ community members.

Over the last 3 years Council has been working on community development and empowerment models within the Improving Liveability for Older People (ILOP) project; the Positive Ageing Ambassador DVD; the ILOP Toolkit on behalf of the MAV and the Department of Health and Human Services (DHHS); and we have commenced the Healthy Ageing Demonstration Project for DHHS which will conclude following the Seniors Week in October.

All of these projects have been funded by external sources. It is imperative that we advance this work by empowering older people to participate in Council's strategic planning for an ageing population. This could involve creating an older persons advisory group and committing to working towards age friendly communities.

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

#### **A Place to Live and Grow**

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

#### *Our Goal:*

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

#### **A Healthy Community and Environment**

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

#### *Our Goal:*

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

### **Issues / Options**

The Council Plan 2013-2017 recognises our ageing population as a key challenge which we need to plan for. The 50+ Plan has been designed for a 10 year period.

Presented to Council today is Phase 1 of the planning process which will cover 2015 – 2017. Phase 1 will develop an understanding of an ageing community's needs and supports and commence processes that will be initiated in Phase 2, which will coincide with the next Council term. Phase 2 (mid-2017 to mid-2021) will further enhance Council's capacity and understanding; empower the community; increase civic participation; and community and Council partnerships.

Phase 2 should be able to support and direct Phase 3 (mid-2021 to mid-2025) on strategic infrastructure development and redevelopment (both public and private); achieving a high level of community capacity; and creating a workforce that is skilled and experienced in strategic planning and service delivery, especially, for an ageing and diverse population.

### **Proposal**

There were four public submissions received for The 50+ Plan. Two were specifically related to bike safety and the provision of upgraded cycling facilities. Both of these submissions will be fed into Council's Physical Activity Strategy and Active Transport Strategy.

However, one of these submissions argued the validity of “creating safe footpaths with clear lane markings to reduce cyclist travel speeds” which were made on pages 8 and 23 of The 50+ Plan. This was provided as background information and was not mentioned in the Action Plan. These references have been deleted as compliant cycling/pedestrian safety issues will need to be addressed with the relevant standards of the future which may or may not require these considerations.

The other two submissions were received from Colac Otway Shire Positive Ageing Ambassadors. Both submissions were seeking clarity on how Council was going to implement The 50+ Plan.

The intent of Phase 1 of The 50+ Plan is to develop an understanding of an ageing community’s needs, and supports and commence processes that will be initiated in Phase 2 (2017 to 2021). There are existing discretionary funds in Councils recurrent budget that can support Phase 1 activities up to 2017.

It was also suggested that Council’s planning and infrastructure departments be involved in conversations around appropriate housing models which may be suitable for older people within the municipality and that local businesses be involved in conversations around an older workforce. These are both excellent suggestions and have been included in The 50+ Plan.

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

It is intended that Phase 1 of the 10 year planning process for The 50+ Plan will be funded through Council’s recurrent health and wellbeing budget. Phases 2 and 3 will require budgetary business cases from 2018/19 onwards to implement actions such as an accessible built environment audit and accessibility improvements.

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

The current Council Plan has identified the risk of not planning for an ageing population, especially in the areas of community participation, care services, infrastructure accessibility, an age-friendly built environment housing, workforce impacts, health services, and transport needs.

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

There is no environmental or climate change consideration for 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.

An extensive and long-term consultation process has been underway to inform the development of The 50+ Plan. This has involved:

- Meeting with Colac U3A on various issues, especially around engagement and communication of and for older people and mobility scooter safety.
- Working with Seniors Citizens Clubs including Colac, Apollo Bay and the new Birregurra Club on issues such as quality of life, involvement, and the future opportunities and needs of older people.
- Council has engaged Lisa Jarvis, as a Community Development Worker, to work on a number of progressive projects focusing on community empowerment, intergenerational special interest opportunities, community building and the personal

development of older people. This work has built a good understanding of what older people want and how it can be achieved.

- Connecting with schools, service providers and a progress association on the needs of older people has also been undertaken by the Community Development Worker.
- The 12 Ambassadors have been empowered to talk to other older people on matters of importance. This has generated at least 1,500 conversations with older people in various communities and has provided a valuable insight.
- Ongoing collaboration with key stakeholders such as the Department of Health and Human Services (DHHS) and the MAV has indicated that Council is on the right track to becoming an age-friendly community, and as such, both have continued to support Council by funding consecutive projects.
- Council's Older Person's and Ability Support Services (OPASS) provides support and assistance for around 800 older people and people of all abilities to remain active, connected to their communities and remain as independent as possible. OPASS is constantly working with people by empowering them and their carers/families in decision making around quality of life issues. OPASS has provided significant input and comment on The 50+ Plan.

The Plan was made available for comment and submissions over a six week period. Four submissions were received.

### **Implementation**

The 50+ Plan is itself a strategic long-term implementation process from Phase1 through to Phase 3 over a 10 year period. The Action Plan identifies a number actions, who will act on them, how this will be done and by when.

### **Conclusion**

The 50+ Plan is a strategic long-term process that will assist Council in planning for an ageing population.

### **Attachments**

1. Amended Final v1 -The 50+ Plan 2015-2025 (Phase 1)

### **Recommendation**

***That Council adopts The 50+ Plan 2015-2025 (Phase 1).***

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OM152406-7

ADOPTION OF THE 2015-2016 ANNUAL BUDGET

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

Purpose

To present the 2015-2016 Budget for Council's consideration and adoption.

Declaration of Interests

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

Background

Under the *Local Government Act 1989*, Council is required to prepare and adopt an annual budget by 30 June each year. It is also important for the budget to be adopted as early as practicable to enable the organisation to be appropriately funded to deliver Council's services to the community.

This report forms part of the statutory process for the adoption of the 2015-2016 Budget.

At the Council Meeting held on 22 April 2015, Council endorsed the proposed budget for 2015-2016 and resolved to invite submissions on the budget in accordance with sections 129 and 223 of the *Local Government Act 1989*.

The release of the draft budget was advertised in the Colac Herald and community newsletters. The exhibition of the draft budget was widely reported in local media.

The draft Budget was also placed on public display at the Rae Street Office and the Apollo Bay Customer Service Centre from 27 April to 29 May 2015 (five week period). The draft Budget was also available on Council's website from Monday 27 April 2015.

The closing date for submissions was Friday 29 May 2015. Ten (10) submissions were received during the submission period concerning the 2015-2016 Budget including five letters of support. Two (2) submitters requested to be heard to support their submission.

The submissions were received and noted at the Special Council meeting 10 June 2015.

Following the initial preparation of the Proposed 2015/16 Annual Budget by Council and having considered all submissions received from the community, and having complied with all relevant sections of the Act, Council is now in a position to consider adoption of the proposed 2015/16 Annual Budget.

Also, in accordance with section 130 (2) and 130 (4) of the Act, Council must give public notice of its decision and forward a copy of the Annual Budget to the Minister for Local Government by 30 June 2015.

The proposed Budget is an essential planning and resource tool produced by Council each year and is vital to the ongoing operational and financial viability of Council. It sets out the

expected income and expenditure of both operational and capital activities for the coming year and also incorporates Council's rating strategies.

The Budget is a major component in ensuring the accountability of Council's operations and in line with good governance it forms part of the public accountability process and reporting that includes:

- The Council Plan
- The Strategic Resource Plan
- The Annual Budget
- Internal and External Audit
- Annual Report.

The Budget appended to this report provides detailed information with regard to major impacts for 2015-2016. It also provides details with regard to Council's financial management principles to ensure a financially sustainable future.

The budget proposal is for an increase in the average rates and charges, per assessment, of 4.90%.

This increase enables Council to continue to deliver existing services and deliver a number of key initiatives and projects. The proposed Budget is also designed to deliver an operating surplus to fund the capital work activities of Council.

Budget 2015-2016 – Summary

The Budget 2015/2016 is appended to this report. The Budget is considered to be prudent and responsible and will ensure that Colac Otway Shire Council remains in a sustainable, low-risk financial position.

Key highlights of the Budget include:

- The lowest average rates and charges rise in more than a decade - being 4.9 %
- An average forecast increase in rates and charges per assessment of \$87.00 per year or \$1.67 per week
- The delivery of a capital works program which will be the second largest in the shire's history – valued at \$17.34 million (includes \$3 million carried forward works)
- The completion of the Bluewater Fitness Centre upgrade and the return to full operational service levels
- \$2.48 million to commence major upgrades to the facilities for Colac's premier sports facility - Central Reserve
- \$5.6 million for road reconstruction, re-sheeting, re-sealing and safety upgrades across the entire shire
- An extensive program of new and renewed footpaths across the entire shire valued at \$650,000
- \$670,000 for upgrades to bridges, determined on a safety priority basis
- \$1.47 million upgrades to the eastern entrance of the Colac CBD and open space
- A program of service reviews in key areas including Planning
- The delivery of an operating surplus to partially fund capital work activities
- No new borrowings

Council Plan / Other Strategies / Policy

Good Governance

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

Our Goal:

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

Issues / Options

Infrastructure Renewal

The Budget maintains Council's focus on the elimination of the Infrastructure Renewal Gap. The Infrastructure Renewal Gap is the difference between what we should spend on renewal of roads and other assets as they reach the end of their useful lives and what we do spend.

The 2015-2016 Budget includes \$11.31 million for Asset Renewal. This amount meets the requirements of the Council resolution of 26 February 2014.

"The sum of the renewal expenditure to be not less than 100% of depreciation, where renewal expenditure areas comprise components as listed in the 2012-2013 Colac Otway Shire annual report and additional areas as may be added from time to time."

Through Council's financial discipline and responsible decision making, Council will continue allocating funds needed to meet our infrastructure renewal target, providing a more sustainable base for Council's long-term operations.

Services and facilities

The growth in services and facilities over the past decade is seen as a positive for the Colac Otway Shire. Council has prepared a Budget for the 2015-2016 financial year which seeks to balance the demand for services and infrastructure with affordability. Any increases have been carefully considered against Council's obligations to deliver existing services and to meet Council's statutory and regulatory obligations.

Some key service area highlights of the Budget include:

- The ongoing provision of an outstanding performing arts and cultural programme at COPACC
- Support for more than 50 events across the shire
- The development of the Colac 2050 Plan to promote sustainable development and growth
- Implementation of an online payment services system to allow customers easier access to payment facilities
- Development of a new Council website to allow our community greater access to information and services
- Investment to enhance the project management and continuous improvement capability of the organisation
- A modest 3% increase in materials and services costs compared to last year's original budget reflecting a significant effort to keep cost increases to a minimum
- Decrease to finance costs by 13% compared to last year's original budget
- Employee costs to increase by 3% compared 2014/15 original budget, including EBA increases, superannuation costs and the restoration of the Bluewater service. The budget provides for additional staff resources including the reinstatement of 5.0FTE positions at the Bluewater Fitness Centre on completion of the

redevelopment of the centre. These are positions that are necessary to the operation of the centre, and were previously budgeted positions which were temporarily removed due to the temporary closure of the centre for redevelopment works. Also included are increased resources in Environment Health – identified by an independent audit as a requirement to ensure legislative compliance, Strategic Property Management - a fixed term, 12 month position with the aim of reviewing and better managing Councils property portfolio and a seasonally based Local Laws position which is expected to be cost neutral.

The Budget document provides information about rates, cash and investments, the operating result, borrowing levels, financial position, capital works and the financial sustainability of Council.

Capital Works and other Projects

The 2015-2016 Budget includes a number of projects. They include:

- Roadworks – including reconstruction, resheeting, Resealing and safety upgrades - \$5,600,000
- Colac Central Reserve redevelopment - \$2,480,000
- Bluewater Fitness Centre redevelopment (completion) - \$1,340,000
- Buildings works – including renewals, essential safety, Fire services upgrades and disability access upgrades - \$1,550,000
- CBD Entrances Project - \$1,100,000
- Bridge works - \$670,000
- Footpath renewal works - \$400,000
- New footpaths - \$250,000
- Urban drainage renewal - \$150,000
- New Playgrounds - \$140,000

The total new project Capital Works in the Budget is \$14.34 million with a further approximately \$3 million of capital projects carried forward from 2014-15 giving a total capital works program for 2015-16 of \$17.34 million. With Council's budgeted depreciation being \$9.34 million this covers the ratio of 150% as per the resolution from 26 February 2014 Council meeting will be met for the 2015-16 financial year;

“Capital replacement expenditure to be not less than 150% of depreciation where capital replacement expenditure areas comprise components as listed in the 2012-2013 Colac Otway Shire annual report and additional areas as may be added from time to time.”

Reserve Transfers

Long Service Leave Reserve

During 2012-2013 Council received a call from the industry superannuation fund to maintain the liquidity of the Defined Benefits Superannuation scheme. This call of approximately \$3.18 million was paid during the 2012-2013 period. To pay that largely unexpected call, Council reduced the works programme for 2012-2013 and utilised funds set aside for employee Long Service Leave.

Council has committed to repay the employee Long Service Leave reserve within eight (8) years at an amount of at least \$199,482 per annum. The Budget includes this amount.

Loan Borrowings

The Budget for 2015-2016 allows for no new borrowings to be made.

Council is budgeting to repay \$0.591 million in loan principal during 2015-16, leaving a total loans balance owing at 30 June 2016 of \$4.77 million.

Rating and Valuations

Council's total rates and charges will increase to \$27.98 million (including supplementary rates) to enable the delivery of services and infrastructure to the community. The Budget is for an increase in the average rates and charges (excluding supplementary rates) of 4.9% for the 2015-2016 financial year.

The combined 2014-2015 Rates and Charges bill per assessment was \$1,784. The average for 2015-2016 is forecast to be \$1,871, being an \$87 or \$1.67 per week increase on 2014-15.

Residential Properties in Colac East, Colac West and Elliminyt

The Rating Strategy adopted at the 26 March 2014 Council meeting included two changes to correct existing inequities in the current differential rating regime:

- 1. Include all residential properties within the localities of Colac, Colac East, Colac West and Elliminyt within the Colac residential rating category. This removes the current inequity whereby two (2) adjoining residential properties within Colac are being rated differently based upon the size of the property.*
- 2. Include all vacant land that for planning purposes is zoned for farming use only that has been deemed as unable to support a farming enterprise capable of supporting a residence. Properties deemed unable to support a farming enterprise are those with an area of five (5) hectares or less. The effect of this change is to change the rating category of residential balance of shire properties that are currently vacant and it is not permissible to construct a dwelling upon the land. These properties are not deemed as being able to be used for anything other than farming.*

It should be noted that Council resolved in adopting the 2014-15 Budget, that point 1 of the above, the Colac East, Colac West and Elliminyt residential rate differential movement to the Colac residential rate, was to happen over two years.

The 2015-16 Budget contains the final year of that movement. Properties that fall into this category will receive an average 10.73% increase in rates and charges to align them with the Colac residential rate.

Fire Services Property Levy

Council has been informed of a significant increase in the Fires Service Property Levy (FSPL) to be charged for 2015-16. Whilst this is not a Council charge, Council is forced to collect the FSPL on behalf of the Victorian Government through the rate collection process. The fixed portion of the FSPL will increase in 2015-16 by \$2 per property (from \$102 to \$104) for residential properties, and by \$5 (from \$205 to \$210) for other properties.

The large increase however, will be in the variable rate, which sees a 32% increase for residential properties, with a 13% increase for commercial and primary production and a 12% increase for industrial properties. Whilst the proportion of the variable charge is significantly less than the fixed charge as a whole of the charge, the overall rise in the FSPL payable by ratepayers per category is as follows:

| | |
|-------------|----|
| Residential | 9% |
| Commercial | 8% |
| Industrial | 9% |

| | |
|--------------------------------------|----|
| Primary Production | 5% |
| Public Benefit | 7% |
| Vacant Land (other than residential) | 7% |

Whilst this is not a Council charge, it is collected by Council on behalf of the Victorian Government via the rate collection process – i.e the FSPL actually appears on each ratepayer's rate notice. Council needs to be very vigilant in identifying the different charges to ratepayers so as to make it clear that the increase in the FSPL is not a result of a Council decision.

Waste Charge

The kerbside collection charge has been reviewed in the light of service costs. It is proposed to increase the kerbside collection charge as follows:

- Weekly charge has increased from \$272 to \$285
- Fortnightly charge has increased from \$180 to \$189.

Memberships and Subscriptions

Council currently is a member of a number of organisations that provide support to Council in different ways. As part of preparation for rate capping it is intended that memberships and subscriptions currently being paid for the organisation be considered by Council early in the new financial year.

The status of any Memorandum of Understandings (MOU's) with the organisations also needs to be investigated. It is important that any decision about memberships needs to take into accounts the broader impacts beyond the financial. There are possible politically ramifications and potentially advocacy impacts.

The main organisations that Council paid a membership/subscription to in 2014/15 include:

- Great Ocean Road Tourism - \$77,000
- G21 - \$44,000
- Great South Coast - \$30,000
- MAV - \$27,661

Even though budgets are included for memberships/subscriptions in the 2015/16 budget across various areas of council operations, there are still opportunities to consider each one prior to any being paid.

The need to review costs is an ongoing process. Council officers are reviewing each subscription as they are received and assessing the need to continue membership of various groups.

Submissions

Council received ten (10) submissions to the budget in total.

The following table summarises the issues raised in of the submissions received and officer comments on each.

| Submission # | Submission Details | Officer Comments |
|--------------|--|--|
| 1 | <p>(a) How is Council funding repairs to Council roads used by VicRoads as the bypass for Murray St works.</p> <p>(b) When rate increases are at a higher rate than the increase in the pension rebate pensioners become worse off. Is Council proposing any relief for pensioners to offset this gap?</p> <p>(c) What is Council's contribution to Give where you Grow G21? Accuracy of Population figures.</p> <p>(d) The level of the Commercial Rate In Dollar is too high and is a deterrent to business.</p> | <p>The period of time that Council roads will be used as a bypass is relatively short. It is not anticipated that the extra traffic volumes will be of such cumulative magnitude to cause significant damage to those Council roads to require additional maintenance or renewal over that amount already planned.</p> <p>Council has not budgeted any additional concessions over or above the pensioner rates rebate as set by the Victorian Government. The pensioner rebate is a fixed amount that the State Government provides to all pensioners by way of a reimbursement paid to Council for each eligible pension concession holder who is a ratepayer. This payment is then passed it on to the pensioner ratepayer. As such the pension rebate does not in fact form a part of Council's rates and charges.</p> <p>There are no specific funds set aside in the 2015-16 Draft Budget for this. Any funding for programs with G21 will be negotiated within the constraints of Council's budgetary capacity.</p> <p>The level of all Rates and Charges was set in the Rating Strategy. The rating strategy is set on analysis of needs, costs and capacities to pay of all sectors of the community. Council balances the development of new</p> |

| | | |
|---|--|---|
| | (e) Will there be a hard waste collection in the Colac area in 2015-2016. | <p>businesses against the cost of infrastructure required to attract and support new businesses to the shire. Council monitors commercial, industrial and economic activity regularly and has no evidence that the level of the commercial rate in the dollar has forced businesses to close or deferred them from opening.</p> <p>There are no plans for a hard waste collection to be introduced in Colac during 2015-16.</p> |
| 2 | Support for toilet and shower block at Apollo Bay foreshore. Question whether \$50,000 is sufficient to make the facility 'vandal proof' | Council has allocated \$50,000 to this project and is confident it will provide a safe and secure facility at that cost. |
| 3 | Asserts that staff wages are too high and there is insufficient disclosure of salaries paid. Also the rate rise is unjustified. | <p>Staff wages are governed by Council's EBA. Total Employee expenses include not only wages, but also statutory leave accruals. The level of staffing is dependent upon the level of service. All disclosures are made in line with the requirements of Australian Accounting Standards and the requirements of the <i>Local Government Act 1989</i> and the <i>Local Government (Planning and Reporting) Regulations 2014</i>. To quote the requirements of other legislation (i.e Corporations Act) is not relevant as it does not apply to this industry. The 2015-16 Draft Budget outlines how all monies, including rates levied by Council, are allocated to the provision of services and assets for the benefit of the community. Council is been very aware of the balance between service delivery and assets renewal with rating increases and the community's capacity to absorb these rate increases. The proposed rate increase for 2015-16 is the lowest for a decade. This has</p> |

| | | |
|---|---|---|
| | | been achieved despite significant real term funding reductions from other sources, in particular the ongoing freeze Financial Assistance Grants, whilst at least maintaining existing service levels and managing asset renewal. |
| 4 | Support for toilet and shower block at Apollo Bay foreshore. | Noted |
| 5 | Support for toilet and shower block at Apollo Bay foreshore. | Noted |
| 6 | Support for toilet and shower block at Apollo Bay foreshore. | Noted |
| 7 | Complaint about consultation meeting times not being suitable. Questions about Cape Otway Road. | Consultation times were set to appeal to the broadest range of ratepayers and residents as possible. The comment around the time being unsuitable for farmers is noted for future meeting and Council plans to implement daytime meetings as well as the nighttime meeting for next year. The submitter's comments around Cape Otway Road have been referred to the Strategic Road Review. The only works for this road scheduled for 2015/16 are relating to bridge renewal. |
| 8 | Support for toilet and shower block at Apollo Bay foreshore. | Noted. |
| 9 | Funding request for renewal of facilities at Colac Indoor Sports Centre. | <p>The Colac Indoor Tennis and Sports Centre provides an important community/recreation service that Council does not currently provide. It is however a privately operated facility and Council historically hasn't provided funding support to such facilities. The request for funds is for asset renewal to enable the courts to be suitable for participation. There is nothing currently budgeted to provide for this.</p> <p>Council will inspect the facility and review any possible external funding streams which may be suitable to a private centre such as this.</p> <p>As noted the Indoor Sports Centre provides a valuable</p> |

| | | |
|----|--|--|
| | | <p>contribution to sport in the Shire.</p> <p>Building on the strategic work identified in the recently adopted G21 Regional Tennis Strategy there is an opportunity to review the provision of Tennis Facilities in Colac, specifically in more detail with a view to possibly rationalizing facilities in the long term whilst also meeting future community needs. This work could include analysis of the contribution of private operators. This work could occur in 2016/17 subject to consideration as part of the budget process.</p> <p>Also as part of the 2050 Plan there will be an assessment of existing Social Infrastructure and long term needs. This work will also assist Council to determine the gaps and opportunities with respect to tennis and other sporting facilities.</p> |
| 10 | Support for toilet and shower block at Apollo Bay foreshore. | Noted. |

It was pleasing to note that there were five (5) submission in support of the draft budget, specifically relating to the inclusion of the proposed placement of a toilet/shower block at the Apollo Bay foreshore. Council is confident the \$50,000 allocated to this project will be sufficient to provide a clean, safe and effective unit.

One of the submissions questioned whether the commercial rate was too high and whether this was detrimental to commercial activity within the shire. Whilst the total number of rateable commercial/industrial assessments as detailed in the draft budget has declined very slightly by 3 businesses (0.3%) overall, this figure is not necessarily a reflection of business activity within the municipality. The number of assessments simply shows how many discrete property parcels which are regarded as being available for business or industrial use have rates levied on them by Council. It does not count the actual number of businesses. It is further noted that it is possible to have multiple business operating from one rateable assessment, or an individual business may which may have previously operated out of two or more assessments may have those assessments consolidated into one.

There is no evidence that the level of the commercial rate is deterring business coming to the municipality or is forcing businesses to close.

Council has also been very aware of the need to effectively manage its project delivery within budget cost and timeframes. The value of carried forward capital expenditure has reduced significantly from the previous year (from approx. \$6.0 million to \$2.99 million) as a result of this significantly increased focus on project management. Whilst Council will always attempt to reach a situation where no funds need to be carried forward to the following year, the draft budget for 2015-16 shows a significant improvement from the previous position.

Proposal

It is proposed that Council adopts the 2015-2016 Budget in accordance with s130 of the *Local Government Act 1989*.

Financial and Other Resource Implications

Refer to the attached 2015-16 Budget document.

Risk Management & Compliance Issues

The budget process (including adoption) has been undertaken within the following legislative framework:

Local Government Act 1989:

- Section 127 - "Council must prepare a budget"
- Section 129 - "Public notice"
- Section 130 - "Adoption of budget or revised budget"
- Section 223 - "Right to make submission"

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.

As per the requirements of s129 of the *Local Government Act 1989* Council called for written submissions on the Draft 2014-2015 Budget. Council gave public notice that the proposed document would be made available for inspection and that Council would receive submissions made under s223 of the *Local Government Act 1989* in respect of the budget.

Closing date for written submissions was Friday 29 May 2015.

Council recognised ten (10) submissions regarding the proposed budget within the time period with two submitters requesting to be heard. Council received and noted the submissions at the Special Council meeting held on Wednesday 10 June 2015.

It is considered that Council has addressed the matters raised in the submissions during the budget process.

Implementation

After adoption of the 2015-2016 Budget by Council, Council officers will raise the annual rates and charges and all officers will be made aware of the budget to enable projects that are included to be undertaken as soon as possible. Council services and activities will continue at the budgeted levels for the 2015-2016 financial year.

A copy of the Budget will also be forwarded to the Minister for Local Government.

Conclusion

The budget was prepared over a considerable period of time and has been a collaborative effort between staff and councillors. The 2015/16 Budget is framed around delivering the services our community wants and needs, while being mindful of the capacity to pay via their rates.

The budget reflects the effort made to find savings and to ensure that there is a strong focus on maintaining and upgrading our roads and footpaths and other essential assets. Significantly, a low rate rise has been achieved, despite a drop of almost \$1 million in operating grants and a \$700,000 decrease in capital grants from the state and federal governments.

In releasing the budget for public consideration, Council encouraged comments and submissions on the financial strategies contained within the Budget document.

Having considered submissions on Wednesday 10 June 2015 and acknowledging the suggestions and concerns raised, Council is in a position to formally adopt the 2015-2016 Annual Budget.

Key outcomes from the 2015-2016 Budget are:

- Achieving the objectives of the Council Plan
- Maintenance of a solid financial position with a budgeted working capital ratio of 1.42 at 30 June 2016
- Operating expenditure to the value of \$44.29 million
- Operating revenue to the value of \$49.12 million
- Maintenance of the range and level of services in the operating budget
- Proposed delivery of a capital works programme in the order of \$17.34 million, including \$11.31 million focussed on the renewal of assets
- Estimated rates and charges of \$27.98 million, including an average increase in rates and charges per assessment of 4.9%
- No additional borrowings
- Debt will decrease to a total of \$4.77 million at 30 June 2016

Overall, it is considered that the 2015/16 Budget is responsible and will ensure that Colac Otway remains in a sustainable, low-risk financial position.”

Attachments

1. Final Budget 2015-2016

Recommendation(s)

That Council:

- 1. Having considered all submissions received, adopts the 2015-2016 Budget annexed to this resolution as Attachment 1 in accordance with section 130 of the Local Government Act 1989 (the Act).***
- 2. Authorises the Chief Executive Officer to:***
 - a. Give public notice of this decision to adopt the 2015-2016 Budget, in accordance with section 130(2) of the Act;***

- b. Forward a copy of the adopted Budget to the Minister for Local Government, in accordance with section 130(4) of the Act;*
- c. Make available a copy of the adopted Budget at the Rae Street Office and the Apollo Bay Customer Service Centre for public inspection in accordance with section 130(9) of the Act; and*
- d. Thank persons making submissions to the budget in writing for their submission and advise them of the outcome of the budget decision.*

3. Authorises the amount intended to be raised:

An amount of \$ 27,926,934 be declared as the amount that Council intends to raise by general rates, municipal charge and service (Waste Management) charges, which is calculated as follows:

| <u>Category</u> | <u>Income</u> |
|---|----------------------|
| General Rates | \$ 22,665,036 |
| Municipal Charge | \$ 2,505,528 |
| Annual Service (Waste Management) Charges | \$ 2,756,370 |
| TOTAL | \$ 27,926,934 |

4. Authorises a general rate be declared for the period commencing 1 July 2015 to 30 June 2016 and that:

- 4.1 It be declared that the general rate be raised by the application of differential rates.**
- 4.2 A differential rate be respectively declared for rateable land having the respective characteristics specified below, which characteristics will form the criteria for each differential rate so declared:**

4.2.1 Residential Land – Colac

Any land whether vacant or built upon, which is located in Colac, Colac East, Colac West or Elliminyt that is not zoned for commercial or industrial use and which:

does not have the characteristics of:

- a) Rural Farm Land;*
- b) Holiday Rental Land; or*
- c) Commercial/Industrial Land – Colac, Colac East, Colac West or Elliminyt.*

4.2.2 Residential Land - Balance of Shire

Any land whether vacant or built upon or which is not located in Colac, Colac East, Colac West or Elliminyt that:

does not have the characteristics of:

- a) Rural Farm Land;*
- b) Holiday Rental Land;*
- c) Commercial/Industrial Land – Colac, Colac East, Colac West or Elliminyt; or*
- d) Commercial/Industrial Land – Balance of Shire.*

4.2.3 Rural Farm Land

Any land within the shire which is “Farm Land” within the meaning of Section 2 of the Valuation of Land Act 1960 and is zoned to allow land to be used for rural and/or farming purposes..

4.2.4 Holiday Rental Land

Any land that contains a dwelling, cabin or house or part of a house that:

- is used for the provision of holiday accommodation for the purpose of generating income; or***
- is made generally available for holiday accommodation and is a secondary or supplemental source of income for the owner.***

Note: Typically, the category will include absentee owned holiday houses, owner occupied “Bed and Breakfast” establishments, farm properties with accommodation cabins, holiday farms and the like.

The category will not include land used to provide tourist/holiday accommodation on an overtly commercial scale and basis where the provision of accommodation is an integral part of the use of the property. The types of properties excluded from this category would include motels, resorts, hotels with accommodation, caravan parks, centrally managed and promoted multi-unit developments and the like.

4.2.5 Commercial/Industrial Land - Colac, Colac East, Colac West or Elliminyt

Any land which is located in Colac, Colac East, Colac West or Elliminyt which:

does not have the characteristics of:

- a) Rural Farm Land;***
- b) Residential Land – Colac, Colac East, Colac West or Elliminyt; or***
- c) Holiday Rental Land; and***

is used primarily for:

- a) the sale of goods or services;***
- b) other commercial purposes; or***
- c) industrial purposes***

or which is vacant but zoned for commercial or industrial use.

4.2.6 Commercial/Industrial Land - Balance of Shire

Any land which is not located in Colac, Colac East, Colac West or Elliminyt which:

does not have the characteristics of:

- a) Rural Farm Land;***
- b) Residential Land – Balance of Shire; or***
- c) Holiday Rental Land; and***

is used primarily for:

- a) the sale of goods or services;***
- b) other commercial purposes; or***
- c) industrial purposes***

or which is vacant but zoned for commercial or industrial use.

- 4.3 Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described in Clause 4.2 of this Resolution) by the relevant rate in the dollar indicated in the following table:**

| Rating Category | Rate in the dollar of CIV |
|---|----------------------------------|
| Residential- Colac, Colac East, Colac West, Elliminyt | 0.004513 |
| Residential- Other | 0.003836 |
| Rural- Farm | 0.003565 |
| Holiday Rental | 0.004513 |
| Commercial/Industrial - Colac, Colac East, Colac West, Elliminyt | 0.007446 |
| Commercial/Industrial- Other | 0.006318 |

- 4.4 It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that:**

4.4.1 the respective objectives of each differential rate be those specified in Appendix B of the 2015-2016 Budget Document.

4.4.2 the respective types or classes of land which are subject to each differential rate be those defined in the Schedule to this Recommendation; and

4.4.3 the respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in the Schedule to this Recommendation; and

4.4.4 the relevant:

- uses of;**
- geographical locations of; and**
- planning scheme zonings of; and**
- types of buildings on the respective types or classes of land be those identified in Appendix B of the 2015-2016 Budget Document.**

- 5. Authorises a Municipal Charge be declared for the period commencing 1 July 2015 to 30 June 2016 to cover some of the administrative costs of the Council.**

5.1 The Municipal Charge be the sum of \$178 per annum for each rateable property in respect of which a municipal charge can be levied.

- 6. Authorises the following Annual Service (Waste Management) Charges:**

6.1 An annual service (waste management) charge of \$285 per annum be declared for:

- 6.1.1 all land used primarily for residential or commercial purposes; or**
 - 6.1.2 other land in respect of which a weekly waste collection and disposal service is provided, for the period 1 July 2015 to 30 June 2016.**
 - 6.2 An annual service (waste management) charge of \$189 per annum be declared for:**
 - 6.2.1 all land used primarily for residential or commercial purposes; or**
 - 6.2.2 other land in respect of which a fortnightly waste collection and disposal service is provided, for the period 1 July 2015 to 30 June 2016.**
- 7. Authorises a Special Charge for the Tirrengower drainage works previously declared by Council be fixed at \$2.50 per hectare for the period 1 July 2015 to 30 June 2016.**
- 8. Declares that it be recorded that Council requires any person to pay interest at the maximum rate fixed under section 2 of the Penalty Interest Rates Act 1983 as the rate set out in accordance with section 172(2) of the Act on any amounts of rates and charges which:**
 - 8.1 that person is liable to pay; and**
 - 8.2 have not been paid by the date specified for their payment.**
- 9. Authorises the General Manager Corporate & Community Services, Manager Finance and Customer Service and the Revenue Co-ordinator to levy and recover the general rates, municipal charge and annual service charges in accordance with the Act.**

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**OM152406-8**

**NAMING OF ROAD AS "DOWNES ROAD" GERANGAMETE**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Paul Carmichael                | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/95929     |

**Purpose**

To consider naming a previously unnamed road reserve as "Downes Road", Gerangamete.

**Declaration of Interests**

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

**Background**

Council on 25 March 2015 considered a report concerning this matter and resolved to commence statutory procedures pursuant to Clause 5, Schedule 10 of the Local Government Act 1989 to name this unnamed road as "Downes Road", Gerangamete. These provisions enable Council to apply names to road reserves such as this.

It was considered necessary to name this road reserve to enable a new house that is accessed via this road reserve to be accurately addressed.

The road reserve in question extends south easterly from alongside 545 Dewings Bridge Road to Seven Bridges Road (which is a distance of approximately 1.8kms). Whilst much of the road reserve is impenetrable for vehicles, it is advisable to apply a name to the entire road reserve to facilitate any future addressing issues that may arise.

The proposed name commemorates the Downes Family that were among early settlers in this locality.

**Council Plan / Other Strategies / Policy**

**Good Governance**

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

*Our Goal:*

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

**Issues / Options**

Allocating a name to the road reserve is the only feasible option and leaving the road reserve unnamed may create difficulties for emergency services and utilities etc in locating the newly constructed house referred to above.

**Proposal**

It is proposed to name the road reserve "Downes Road" Gerangamete in accordance with the provisions of clause 5 , schedule 10 of the Local Government Act 1989.

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

Council will be required to:-

- Publish its resolution to apply the name to the road reserve in the Victorian Government Gazette, and
- erect road name signs at both ends to the road reserve (ie: at its junction with both Dewings Bridge Road and Seven Bridges Road).

It is estimated these actions will cost less than \$1,000.

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

Not applicable.

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

Not applicable.

### **Community Engagement**

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

The method selected was to consult and included:-

- writing to immediately abutting owners to advise them of the proposal,
- writing to owners of other properties in the area advising them of the proposal ( ten owners were written to in total),
- advertising the proposal in the Colac Herald ( on 10 April 2015),
- allowing six weeks for submissions from interested persons to be lodged.

The submission period closed on 22 May 2015 and no formal submissions were received. A phone enquiry was received from the tenant of a dwelling in Dewings Bridge Road seeking clarification of the implications of naming the road reserve. In the end, the caller advised he supported the proposal.

### **Implementation**

Once Council resolves to the name the road reserve, the resolution will be published in the Victorian Government Gazette. This gives effect to the road name. Action will also be taken to update the State map base to show the new road name on the map base.

### **Conclusion**

As there have been no submissions opposing the naming of this road reserve and a name is required to enable a new dwelling to be accurately addressed, it is recommended Council resolve the road reserve be named "Downes Road".

### **Attachments**

Nil

**Recommendation(s)**

***That Council:***

- 1. Having received no submissions to the proposed naming of the unnamed road reserve extending south easterly from alongside 545 Dewings Bridge Road to Seven Bridges Road, Gerangamete, resolves to name this road reserve "Downes Road" Gerangamete in accordance with the provisions of clause 5, schedule 10 of the Local Government Act 1989.***
- 2. Notes that this resolution be published in the Victorian Government Gazette.***
- 3. Notes that the applicants who initiated the proposal be advised of this resolution.***

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OM152406-9

CONTRACT 1508 - ENGINEERING CONSULTANCY SERVICES

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

Purpose

To award Contract No. 1508 – Engineering Consultancy Services for which tenders have been received.

Declaration of Interests

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

Background

Tenders closed on 25 February 2015 for the provision of Engineering Consultancy Services to Council.

It is a schedule of rates tender with prices subject to rise and fall in accordance with the Australian Bureau of Statistics CPI index for All Groups Melbourne on the anniversary of the commencement of the Contract.

The Contract term is two years with an optional one-year extension that may be exercised at the sole discretion of Council.

Council utilises the services of engineering consultants from time to time. Council intends to engage a panel of consultants that cover a variety of services including project design and documentation, surveying, project management, contract management, geotechnical services, structural engineering and engineering advice.

The contract will ordinarily be utilised for smaller scale projects, with larger projects expected to be put to the market through requests for tenders.

Depending on the job allocated, payments under the contract may be based on a percentage of the capital cost of a project or hourly rates.

The following 31 tenders were received:

| Tenderer | Part A Project Engineering Design & Document- ation | Part B Engineering Consultancy | Part C Engineering Survey | Part D Geotechnical Services | Part E Structural Engineering |
|---------------------------------|--|--------------------------------------|---------------------------------|------------------------------------|-------------------------------------|
| AS James P/L | | | | X | |
| Brian Consulting P/L | X | X | X | X | |
| Construct & Review Services P/L | | X | | | |
| CT Management Group P/L | | X | | | |

| | | | | | |
|--|---|---|---|---|---|
| Driscoll Engineering Services P/L | X | X | X | X | |
| GHD P/L | X | X | X | X | X |
| Gilbert Consulting P/L | | X | | | |
| Inframangement P/L | X | X | | | |
| JJ Ryan Consulting P/L | X | X | | X | X |
| JRSconsult P/L | X | X | | | X |
| Kersulting P/L | X | X | X | X | X |
| Kinsley Group P/L | | X | | | X |
| Koukourou P/L t/as FMG Engineering | X | X | X | X | X |
| LR Pardo & Associates P/L | | | | X | |
| Lambert & Rehbein (Vic) P/L | X | X | | | X |
| Opal Project Solutions P/L | | X | X | | |
| Opus International Consultants (Australia) P/L | X | X | X | | X |
| PJ Yttrup & Associates P/L | X | X | X | X | X |
| Proform Civil | X | X | | | |
| Ross J Goyne Consulting | | X | | | |
| Rural Works P/L | | X | X | X | X |
| St Quentin Consulting P/L | X | X | X | X | |
| Sterling Group Consultants P/L | X | X | | | X |
| Storm Consulting P/L | X | X | | | |
| TGM Group P/L | X | X | X | X | X |
| The CSE Group Consulting Engineers P/L | X | X | X | X | X |
| Milward Engineering Management P/L | | X | | | |
| Laurie Watson Engineering P/L | | X | | | |
| Tonkin & Taylor P/L | | | | X | |
| Trafficworks | | X | | | |
| Van der Meer Consulting P/L | X | X | X | | X |

Tenders were evaluated and a recommendation made in accordance with Council's *Procurement Policy and Tenders/Quotations and Purchasing Procedure*.

All tenders were evaluated and scored using the following selection criteria:

| <u>Criteria</u> | <u>Weighting</u> |
|--|-------------------------|
| Tendered price | 50 |
| Demonstrated ability to successful complete similar projects | 25 |
| Demonstrated capacity and resources | 25 |

The Tender Evaluation Panel consisted of the following members:

Acting Manager Planning & Building
Asset Management Coordinator
Design Engineer
Contracts Officer

Council Plan / Other Strategies / Policy

Good Governance

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

Our Goal:

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

Issues / Options

The current tender process seeks to formalise a panel of engineering consultants which can be drawn upon as required by Council. By undertaking a tender process, the best value for money can be obtained through schedules of rates. Officers have reviewed the tenders submitted to determine a panel of engineering consultants that would best meet Council's needs. Engineering consultants can be sourced through the panel rather than having to call for individual quotations. This will significantly improve efficiency in obtaining these services.

Proposal

The Tender Evaluation Panel nominated a panel of preferred consultants that are expected to meet Council's needs in delivery a variety of projects.

The tenderers nominated as successful tenderers are as follows (in alphabetical order):

Part A – Project Engineering Design & Documentation

1. Driscoll Engineering Services P/L
2. Koukourou P/L t/as FMG Engineering
3. PJ Yttrup & Associates P/L
4. Storm Consulting P/L
5. The CSE Group Consulting Engineers P/L

Part B – Engineering Consultancy

1. Brian Consulting P/L
2. Construct & Review Services
3. CT Management Group P/L
4. Driscoll Engineering Services P/L
5. GHD P/L
6. Gilbert Consulting P/L
7. Kinsley Group P/L
8. Opal Project Solutions P/L
9. Opus International Consultants (Australia) P/L
10. PJ Yttrup & Associates P/L
11. Ross J Goyne Consulting
12. Rural Works P/L
13. St Quentin Consulting P/L
14. Sterling Group Consultants P/L
15. Storm Consulting P/L
16. The CSE Group Consulting Engineers P/L
17. Trafficworks
18. Van der Meer Consulting P/L

Part C – Engineering Survey

1. Brian Consulting P/L
2. Driscoll Engineering Services P/L
3. Koukourou P/L t/as FMG Engineering

4. Opal Project Solutions P/L
5. The CSE Group Consulting Engineers P/L

Part D – Geotechnical Services

1. Brian Consulting P/L
2. Driscoll Engineering Services P/L
3. GHD P/L
4. LR Pardo & Associates P/L
5. PJ Yttrup & Associates P/L

Part E – Structural Engineering

1. PJ Yttrup & Associates P/L
2. Rural Works P/L
3. Sterling Group Consultants P/L
4. The CSE Group Consulting Engineers P/L
5. Van der Meer Consulting P/L

Financial and Other Resource Implications

The use of engineering consultants will be as required and in accordance with allocated budgets. Council is under no obligation to engage one or more panellists for any quantity of work. A separate request for tenders or quotations may be issued for the provision of engineering consultancy services for a designated project where it is considered that it will produce a better outcome for Council.

Allocation of funding for engineering consultancy services is provided for as part of the budgeting for specific capital projects.

Risk Management & Compliance Issues

The Tender Evaluation Panel formed a view that the nominated panellists can adequately address issues of risk management and are capable of compliance with the specifications.

Before any appointment a panellist will be required to produce evidence of up-to-date insurance for public liability, professional indemnity, WorkCover and satisfactory occupational health and safety systems.

Environmental and Climate Change Considerations

Not applicable.

Community Engagement

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

The method selected would be to inform. The tender was advertised in the Colac Herald on 23 January and the Geelong Advertiser on 24 January 2015. Also the tender was advertised on Colac Otway Shire website and via Tenderlink.

Implementation

The Contract shall become effective from 1 July 2015 for a period of two years, with a one-year option to extend at the sole discretion of Council. Council will engage consultants under the Contract as required and in accordance with Council's *Procurement Policy* and *Quotations/Tendering and Purchasing Procedure*. This will usually require selected panellists to submit quotations based on a project specification and in accordance with rates tendered for this Contract.

Conclusion

A recommendation is made by the Tender Evaluation Panel to award the Contract for provision of Engineering Consultancy Services to the panel of engineering consultants nominated.

Attachments

Nil

Recommendation(s)

That Council:

1. Awards Contract 1508 – Engineering Consultancy Services – to the following tenderers:

a. for Part A – Project Engineering Design & Documentation

- ***Driscoll Engineering Services P/L***
- ***Koukourou P/L t/as FMG Engineering***
- ***PJ Yttrup & Associates P/L***
- ***Storm Consulting P/L***
- ***The CSE Group Consulting Engineers P/L***

b. for Part B – Engineering Consultancy

- ***Brian Consulting P/L***
- ***Construct & Review Services***
- ***CT Management Group P/L***
- ***Driscoll Engineering Services P/L***
- ***GHD P/L***
- ***Gilbert Consulting P/L***
- ***Kinsley Group P/L***
- ***Opal Project Solutions P/L***
- ***Opus International Consultants (Australia) P/L***
- ***PJ Yttrup & Associates P/L***
- ***Ross J Goyne Consulting***
- ***Rural Works P/L***
- ***St Quentin Consulting P/L***
- ***Sterling Group Consultants P/L***
- ***Storm Consulting P/L***
- ***The CSE Group Consulting Engineers P/L***
- ***Trafficworks***
- ***Van der Meer Consulting P/L***

c. for Part C – Engineering Survey

- ***Brian Consulting P/L***
- ***Driscoll Engineering Services P/L***
- ***Koukourou P/L t/as FMG Engineering***
- ***Opal Project Solutions P/L***
- ***The CSE Group Consulting Engineers P/L***

d. for Part D – Geotechnical Services

- ***Brian Consulting P/L***
- ***Driscoll Engineering Services P/L***
- ***GHD P/L***
- ***LR Pardo & Associates P/L***
- ***PJ Yttrup & Associates P/L***

e. Part E – Structural Engineering

- ***PJ Yttrup & Associates P/L***
- ***Rural Works P/L***
- ***Sterling Group Consultants P/L***
- ***The CSE Group Consulting Engineers P/L***
- ***Van der Meer Consulting P/L***

for the term 1 July 2015 to 30 June 2017 with an optional one-year extension to be exercised at the sole discretion of Council, adjusted for CPI.

2. ***Delegates to the General Manager, Infrastructure & Services authority to sign the contract documents following award of Contract 1508.***
3. ***Requests an assessment be undertaken by the relevant Council business unit of the appropriate consultant appointed to the panel for the specific work required and that the consultant who provides the best value to Council be engaged for the work.***

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**OM152406-10      CONTRACT 1520 - EXTERNAL PLANT HIRE**

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

**Purpose**

To award Contract No. 1520 – External Plant Hire for which tenders have been received.

**Declaration of Interests**

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

**Background**

Tenders closed on 15 April 2015 for the annual supply of plant with operator (wet hire) and plant without operator (dry hire). The contract is a schedule of rates contract not subject to rise and fall.

Council is expected to use the external plant hire contracts to select suitable plant, labour and equipment to supplement its own plant fleet both on road construction and maintenance programs.

The tender documents state that the Council intends to appoint various selected companies to undertake the required service. The Contract period is from 1 July 2015 to 30 June 2016.

The following 20 schedule of rates tenders were received:

- Bartletts Environmental
- Boyd & Lang Pty Ltd t/as Coragulac Quarries
- Carey Civil Contractors
- Coates Hire
- Diamond Earthmoving & Cartage
- Ducks Logging & Earthmoving Pty Ltd
- Environmental Services Group Pty Ltd
- Gavlex Pty Ltd t/as RSP Environmental Services
- Glenn Higgins Excavations
- Luxton Plant Pty Ltd
- McNaughton Excavations Pty Ltd
- Porter Excavations Pty Ltd t/as Porter Plant
- Qest Environments Pty Ltd
- R&L Richardson Transport Pty Ltd
- Richardson's Transport (Vic) Pty Ltd
- Ray G Welsh
- Sherrin Rentals Pty Ltd
- Streebson Pty Ltd t/as Ballarat Excavation & Transport
- Tutt Bryant Hire
- William Adams Pty Ltd

Tenders were evaluated and a recommendation made in accordance with Council's *Procurement Policy and Tenders/Quotations and Purchasing Procedure*.

All tenders were evaluated and scored using the following selection criteria:

| <u>Criteria</u>                       | <u>Weighting</u> |
|---------------------------------------|------------------|
| Tendered price                        | 50               |
| Plant type, suitability and condition | 25               |
| Experience and track record           | 25               |

The Tender Evaluation Panel consisted of the following members:

Manager, Services & Operations  
Contracts Coordinator  
Contracts Officer

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

#### **Good Governance**

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

#### *Our Goal:*

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

#### **Issues / Options**

The following options are available to Council:

##### Option 1

Appoint a panel of contractors.

The appointment of a number of contractors will allow Council to obtain the best value for money when undertaking a range of infrastructure projects throughout the Shire. By undertaking a tender process, the best value for money for particular services can be obtained through tendered rates. The tender evaluation panel has reviewed the tenders submitted to determine a list of contractors that would meet Council's needs and provide the required services. A panel of contractors will allow Council the flexibility in delivering its various projects and programs with capital works.

##### Option 2

Engage contractors outside of the tender process. By operating on this basis Council may not meet its obligations under the *Local Government Act 1989*.

##### Option 3

Engage one or two contractors. This is not practicable as each contractor is differently resourced and their suitability for a particular job will depend upon the availability of suitable plant and the nature and location of the project.

#### **Proposal**

The proposal of the Tender Evaluation Panel is to enter into an annual contract for external plant hire with a number of contractors. This is Council's current arrangement under Contract 1414 – External Plant Hire which is due to expire 30 June 2015.



The Tender Evaluation Panel having considered the tenders submitted has formed the view that all of the tenders should be accepted having presented competitive prices and been deemed satisfactory taking into account the selection criteria.

- Bartletts Environmental
- Boyd & Lang Pty Ltd t/as Coragulac Quarries
- Carey Civil Contractors
- Coates Hire
- Diamond Earthmoving & Cartage
- Ducks Logging & Earthmoving Pty Ltd
- Environmental Services Group Pty Ltd
- Gavlex Pty Ltd t/as RSP Environmental Services
- Glenn Higgins Excavations
- Luxton Plant Pty Ltd
- McNaughton Excavations Pty Ltd
- Porter Excavations Pty Ltd t/as Porter Plant
- Qest Environments Pty Ltd
- R&L Richardson Transport Pty Ltd
- Richardson's Transport (Vic) Pty Ltd
- Ray G Welsh
- Sherrin Rentals Pty Ltd
- Streebson Pty Ltd t/as Ballarat Excavation & Transport
- Tutt Bryant Hire
- William Adams Pty Ltd.

The use of a contractor for a particular project will depend upon the availability of suitable plant and the cost. The project manager will maintain a record on file of the evaluation process in selecting a contractor in respect of each project. Part of the assessment in determining the suitability of a contractor for a works program will relate to the contractor having acceptable occupational health and safety documentation and insurances. Contractors who do not provide supporting evidence of appropriate OH&S documentation and insurances will be precluded from engagement for works.

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

External plant hire is budgeted within the individual projects which is required to allow for adequate funding.

The use of the contractors will be determined on an individual project basis. Council is under no obligation to provide any or all of the services to a particular contractor and contractors will be engaged as required, with no guarantee of any particular quantity of work.

Individual projects or programs will be managed in accordance with the budget requirements for those projects or programs. Council officers are required to ensure that use of the contractors' services is carried out in accordance with the overall project brief and each particular project has sufficient funding.

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

Each tender submission included information to adequately address occupational health and safety, risk, insurance and other tendering requirements. All tenders have advised that they have the appropriate insurance. The works program manager is to ensure that the contractor provides evidence of suitable OH&S documentation and current insurances. Tenderers are to retain the necessary insurances for the duration of the Contract.

By following the tender process Council ensures its compliance with its responsibilities under the *Local Government Act 1989*.

**Environmental and Climate Change Considerations**

The specification for the supply of external plant hire (wet and dry) requires that all contractors comply with environmental management requirements and that adequate supervision is undertaken to minimise any potential adverse impacts to environmental values.

**Community Engagement**

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

The method selected would be inform. The tender was advertised in the Colac Herald on 13 March and the Geelong Advertiser on 14 March 2015. Also the tender was advertised on Colac Otway Shire website and via Tenderlink.

**Implementation**

The Contract shall become effective from 1 July 2015 until 30 June 2016. Council will engage contractors as required during the contract period.

**Conclusion**

A recommendation is made by the Tender Evaluation Panel to award the Contract for External Plant Hire from 1 July 2015 until 30 June 2016 to the panel of contractors as listed.

Contractors will be engaged based on their being suitably resourced for a particular project and offering best value to Council. Appointment for a particular project will be limited to contractors who prior to the commencement of works provide evidence of having suitable occupational health and safety documentation and systems and satisfactory insurances as specified in the tender documents.

**Attachments**

Nil

**Recommendation(s)**

***That Council:***

- 1. Awards Contract No. 1101 – External Plant Hire at the tendered schedule of rates as submitted to the following contractors:***

- Bartletts Environmental***
- Boyd & Lang Pty Ltd t/as Coragulac Quarries***
- Carey Civil Contractors***
- Coates Hire***
- Diamond Earthmoving & Cartage***
- Ducks Logging & Earthmoving Pty Ltd***
- Environmental Services Group Pty Ltd***
- Gavlex Pty Ltd t/as RSP Environmental Services***
- Glenn Higgins Excavations***
- Luxton Plant Pty Ltd***
- McNaughton Excavations Pty Ltd***
- Porter Excavations Pty Ltd t/as Porter Plant***
- Qest Environments Pty Ltd***
- R&L Richardson Transport Pty Ltd***
- Richardson's Transport (Vic) Pty Ltd***
- Ray G Welsh***
- Sherrin Rentals Pty Ltd***
- Streebson Pty Ltd t/as Ballarat Excavation & Transport***
- Tutt Bryant Hire***
- William Adams Pty Ltd***

***for the term 1 July 2015 to 30 June 2016.***

- 2. Delegates to the General Manager, Infrastructure & Services authority to sign the Contract documents following the awarding of Contract No. 1520.***
- 3. Requests that an assessment be undertaken by the relevant Council business unit of the appropriate contractor appointed to the panel for the specific work required and that the lowest priced contractor be engaged to supply the necessary services, providing acceptable occupational health and safety documentation and insurances are supplied prior to any engagement. Where lowest price contractor is not available the next lowest priced and suitable contractor be engaged.***

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OM152406-11**CONTRACT 1521 - SUPPLY OF CRUSHED ROCK, SEALING AGGREGATE & PAVEMENT MATERIALS**

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

Purpose

To award of Contract No. 1521 – Supply of Crushed Rock, Sealing Aggregate and Pavement Materials for which tenders have been received.

Declaration of Interests

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

Background

Tenders closed on 20 May 2015 for the schedule of rates tender for the supply of crushed rock, sealing aggregate and pavement materials. The tender was issued to suppliers that are suitably resourced to meet the Council's requirements for road construction and maintenance materials for various infrastructure projects throughout the Shire.

The scope of the contract includes the supply of pavement material, the loading of materials into Council and suppliers' trucks and the cartage of materials. The tender documents state that the Council intends to appoint various selected companies to undertake the required service. The proposed contract period is from 1 July 2015 to 30 June 2016.

Tenders were received from the following companies:

- Boyd & Lang Pty Ltd t/as Coragulac Quarries
- Clifford Excavations
- Colac Quarry Products Pty Ltd
- Ercildoune Sand Pty Ltd
- Frank R Russell Pty Ltd
- Local Mix Quarries
- Melis & Sons Pty Ltd

Tenders were evaluated and a recommendation made in accordance with Council's *Procurement Policy and Tenders/Quotations and Purchasing Procedure*.

All tenders were evaluated and scored using the following selection criteria:

| <u>Criteria</u> | <u>Weighting</u> |
|--|-------------------------|
| Tendered price | 75 |
| Capacity and resources | 15 |
| Experience, track record and performance | 10 |

The Tender Evaluation Panel consisted of the following members:

Manager, Services & Operations
Contracts Coordinator
Contracts Officer

The Tender Evaluation Panel nominated the following quarries as preferred suppliers:

- Boyd & Lang Pty Ltd t/as Coragulac Quarries
- Clifford Excavations
- Colac Quarry Products Pty Ltd
- Frank R Russell Pty Ltd
- Local Mix Quarries
- Melis & Sons Pty Ltd

Council Plan / Other Strategies / Policy

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

Our Goal:

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

Issues / Options

The current tender process seeks to formalise a panel of suppliers of crushed rock, sealing aggregate and pavement materials. By undertaking a tender process, the best value for money can be achieved for Council. The Tender Evaluation Panel has reviewed the tenders submitted to determine a panel of suppliers that would meet Council's needs.

Proposal

It is proposed that Council awards the Contract to the panel of suppliers nominated. The use of a supplier for a particular project will depend upon the type, quality and cost of material that the supplier is able to provide. The project manager will have the right to ask for material samples for determining suitability of material for specific projects. The project manager will maintain a record on file of the evaluation process in selecting a supplier for each project.

Financial and Other Resource Implications

The supply of road construction and maintenance materials is budgeted within individual projects and programs which are required to allow for adequate funding including an allowance for these materials.

Council is under no obligation to provide any or all of the services to a particular supplier and suppliers will be engaged as required with no guarantee of any particular work.

Risk Management & Compliance Issues

Each tender submission adequately addresses occupational health and safety, risk, insurance and other tendering requirements. All tenderers have advised that they have the appropriate insurance.

By following the tender process Council ensures its compliance with its responsibilities under the *Local Government Act 1989*.

Environmental and Climate Change Considerations

The Council may request a copy of a contractor's operating license and permit requirements to ensure that necessary permit and environmental criteria have been fulfilled.

Community Engagement

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

The method selected would be inform. The tender was advertised in the Colac Herald on 17 April and the Geelong Advertiser on 18 April 2015. Also the tender was advertised on Colac Otway Shire website and via Tenderlink.

Implementation

The Contract shall become effective from 1 July 2015 until 30 June 2016. Council will engage contractors as required during the contract period.

Conclusion

A recommendation is made by the Tender Evaluation Panel to award the Contract for Supply of Crushed Rock, Sealing Aggregate and Pavement Materials from 1 July 2015 until 30 June 2016 to the panel of contractors as listed.

Suppliers will be engaged based on suitable resources and best value for Council.

Attachments

Nil

Recommendation(s)

That Council:

- 1. Awards Contract No. 1521 – Supply of Crushed Rock, Sealing Aggregate & Pavement Materials to the following suppliers from 1 July 2015 to 30 June 2016 at the tendered schedule of rates:**
 - **Boyd & Lang Pty Ltd t/as Coragulac Quarries**
 - **Clifford Excavations**
 - **Colac Quarry Products Pty Ltd**
 - **Frank R Russell Pty Ltd**
 - **Local Mix Quarries**
 - **Melis & Sons Pty Ltd****for the term 1 July 2015 to 30 June 2016**
- 2. Delegates to the General Manager, Infrastructure & Services authority to sign the Contract documents following the awarding of Contract.**
- 3. Notes that an assessment will be undertaken by the relevant Council business unit of the appropriate supplier appointed by the panel for the specific work required and that the supplier who provides the required material and the best value to Council be engaged to perform the works.**

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**OM152406-12      CONTRACT 1522 - RECRUITMENT SERVICES - CASUAL STAFF**

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

**Purpose**

To award Contract No. 1508 – Recruitment Services – Casual Staff for which tenders have been received

**Declaration of Interests**

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

**Background**

Tenders closed on 20 May 2015 for a schedule of rates contract for the provision of casual staff recruitment services. Tenders were sought from recruitment agencies to provide qualified and experienced casual staff to a number of positions within Council, but with a primary focus towards outdoor staff.

The tender documents state that Council reserves the right to appoint more than one organisation under the proposed contract. The Contract period shall be two (2) years from 1 July 2015 to 30 June 2017, with a one-year option to extend at the sole discretion of Council.

The following three (3) tenders were received:

- **CQ Recruitment**
- **Tailored Workforce Pty Ltd**
- **Workforce Recruitment and Labour Services**

Tenders were evaluated and a recommendation made in accordance with Council's *Procurement Policy and Tenders/Quotations and Purchasing Procedure*.

All tenders were evaluated and scored using the following selection criteria:

| <b><u>Criteria</u></b>                 | <b><u>Weighting</u></b> |
|----------------------------------------|-------------------------|
| Tendered price                         | 40                      |
| Capacity and resources                 | 30                      |
| Experience, track record & performance | 20                      |
| Local content                          | 10                      |

The Tender Evaluation Panel consisted of the following members:

- Business Coordinator, Services & Operations
- Waste Management Officer
- Contracts Officer

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

### **Good Governance**

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

#### *Our Goal:*

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

### **Issues / Options**

The following options are available to Council:

#### **Option 1**

Engage a single recruitment firm or panel of recruitment firms to supply Council with casual staff. Tendering for services from suitably capable and resourced recruitment firms allows Council to achieve best value for money through an open, competitive process.

#### **Option 2**

Employ the services of recruitment companies without issuing a tender. By operating on this basis Council may fail to comply with its obligations under the *Local Government Act 1989*.

### **Proposal**

The Tender Evaluation Panel, having considered the tenders submitted, has formed the view that the following tenders should be accepted having submitted a competitive price and obtained a high score for the selection criteria;

- CQ Recruitment
- Workforce Recruitment and Labour Services

The services of the nominated panel will be utilised as required, taking into consideration price and how sufficiently resourced each recruitment firm is to supply suitable staff to fill a particular position.

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

The supply of casual staff is budgeted within individual projects.

The employment of staff will be managed in accordance with the budget requirements for those projects.

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

Each tender submission adequately addresses occupational health and safety, risk, insurance and other tendering requirements. All tenderers have advised that they have the appropriate insurance and those appointed to the supplier panel are required to retain the necessary insurances for the duration of the Contract.

By following the tender process Council ensures its compliance with the *Local Government Act 1989*.

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

Not applicable

### **Community Engagement**

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

The method selected would be to inform. The tender was advertised in the Colac Herald on 17 April 2015. Also the tender was advertised on Colac Otway Shire website and via Tenderlink.

### **Implementation**

The Contract shall operate from 1 July 2015 to 30 June 2017, with a one-year option to extend at Council's sole discretion.

Council will engage the contracted recruitment firms to provide casual staff as required during the contract period.

### **Conclusion**

A recommendation is made by the Tender Evaluation Panel to award the Contract for Recruitment Services – Casual Staff to CQ Recruitment and Workforce Recruitment and Labour Services for the term 1 July 2015 to 30 June 2017, subject to a one-year option to extend.

The panelists will be engaged on assessment by the relevant business unit of the suitability of staff available and best value for Council.

### **Attachments**

Nil

### **Recommendation(s)**

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

- 1. Awards Contract No. 1522 –Recruitment Services – Casual Employees to CQ Recruitment and Workforce Recruitment and Labour Services at their tendered schedule of rates for the term 1 July 2015 to 30 June 2017, subject to a one-year option to extend, adjusted for CPI.***
- 2. Delegates to the Chief Executive Officer authority to sign and place under Council Seal the Contract documents following the awarding of Contract No. 1522.***

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**OM152406-13 BLUEWATER FITNESS CENTRE REDEVELOPMENT
PROJECT - PROGRESS REPORT**

| | | | |
|-------------|---------------------------|-----------|--------------|
| AUTHOR: | Adam Lehmann | ENDORSED: | Phil Corluka |
| 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 Bluewater 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 Bluewater 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 to provide timely and accurate information specific to the delivery of the Bluewater 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 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 known issues relate to latent conditions associated with the condition of the existing building structure.

Environmental and Climate Change Considerations

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

Community Engagement

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

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

Implementation

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

Conclusion

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

Attachments

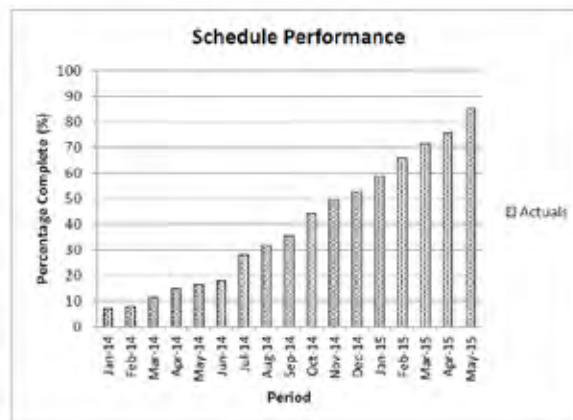
Nil

Recommendation(s)

That Council notes the monthly status report for the Bluewater Fitness Centre Redevelopment Project covering the period to 1 May 2015 to 31 May 2015.

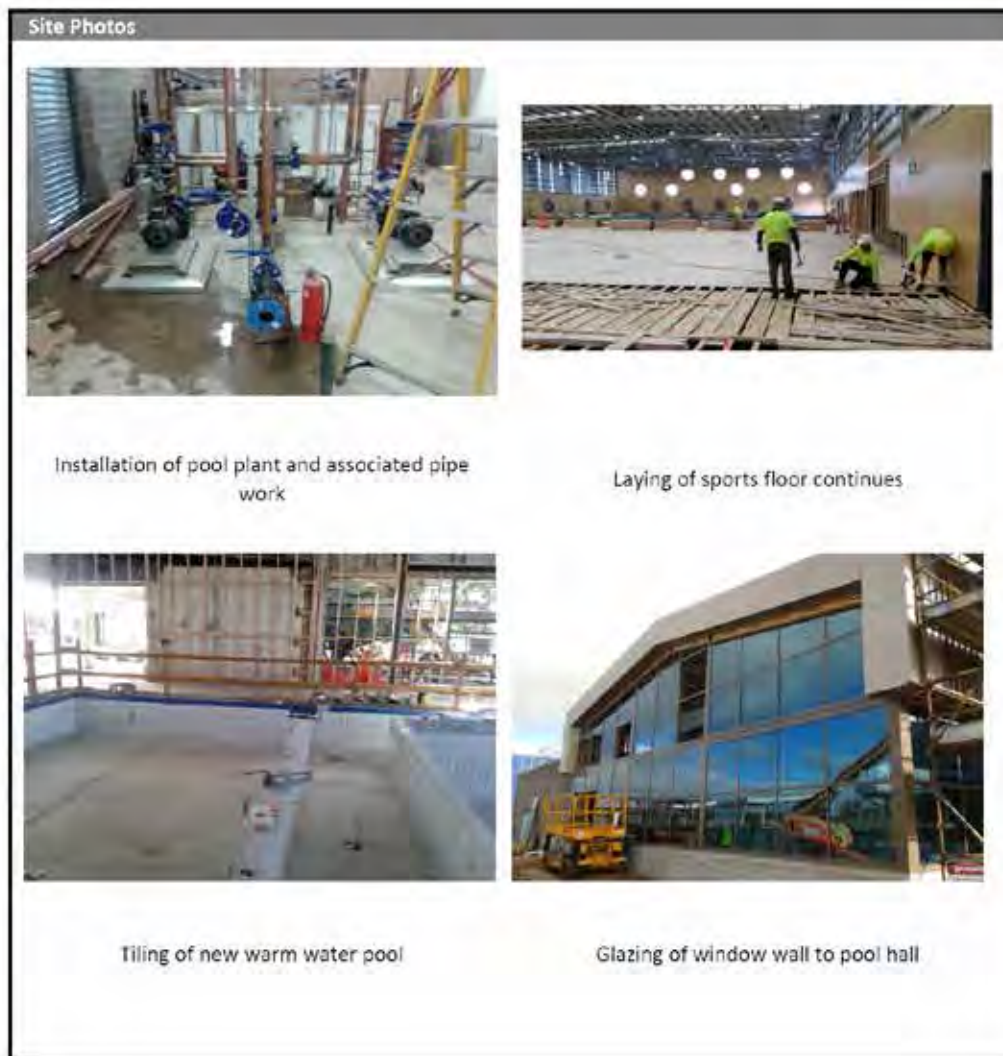
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| Monthly Project Status Report - BWFC Redevelopment                                                                                                                                                                                                                                |                                                                                                                                                                                 |              |                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------|
| For Period                                                                                                                                                                                                                                                                        | 1 May - 31 May 2015                                                                                                                                                             |              |                                                                                       |
| Prepared By                                                                                                                                                                                                                                                                       | Graeme Collins and Adam Lehmann                                                                                                                                                 |              |                                                                                       |
| Date Prepared                                                                                                                                                                                                                                                                     | 05-Jun-15                                                                                                                                                                       |              |                                                                                       |
| Project Description                                                                                                                                                                                                                                                               | Redevelopment of aquatic and sports facility to incorporate warm water pool, additional basketball court and compliant run off areas and general facility upgrades and renewal. |              |                                                                                       |
| Project Status                                                                                                                                                                                                                                                                    |                                                                                                                                                                                 |              |                                                                                       |
| Status Item                                                                                                                                                                                                                                                                       | Current Status                                                                                                                                                                  | Prior Status | Reason for Deviation                                                                  |
| Overall Project Status                                                                                                                                                                                                                                                            | Caution                                                                                                                                                                         | Caution      | Projected completion date currently being assessed in conjunction with the contractor |
| Schedule                                                                                                                                                                                                                                                                          | Caution                                                                                                                                                                         | Caution      |                                                                                       |
| Scope                                                                                                                                                                                                                                                                             | Controlled                                                                                                                                                                      | Controlled   |                                                                                       |
| Budget                                                                                                                                                                                                                                                                            | Caution                                                                                                                                                                         | Controlled   | Project presently within budget tolerances                                            |
| Project Risk                                                                                                                                                                                                                                                                      | Caution                                                                                                                                                                         | Caution      | Potential for further delays and associated costs                                     |
| Overall Summary/Comments                                                                                                                                                                                                                                                          |                                                                                                                                                                                 |              |                                                                                       |
| Great progress continues to be made on site. During the month of May the following milestones have been achieved; completion of laying of the timber sports floor; glazing of the window wall to the warm water pool hall; and commencement of tiling of the new warm water pool. |                                                                                                                                                                                 |              |                                                                                       |
| Budget Performance                                                                                                                                                                                                                                                                |                                                                                                                                                                                 |              |                                                                                       |
| <b>Building Contract Expenditure Summary</b>                                                                                                                                                                                                                                      |                                                                                                                                                                                 |              | <b>Project Expenditure Summary</b>                                                    |
| Contract Sum                                                                                                                                                                                                                                                                      | \$10,955,860                                                                                                                                                                    |              | Total Project Budget                                                                  |
| Contract Works Complete                                                                                                                                                                                                                                                           | \$8,130,822                                                                                                                                                                     |              | \$11,855,860                                                                          |
| Approved Variations Completed                                                                                                                                                                                                                                                     | \$739,507                                                                                                                                                                       |              | Total YTD Project Expenditure                                                         |
| Total Approved Works Completed                                                                                                                                                                                                                                                    | \$8,870,329                                                                                                                                                                     |              | \$10,111,066                                                                          |
| Contract Contingencies                                                                                                                                                                                                                                                            | \$850,000                                                                                                                                                                       |              | Percentage Budget Spent                                                               |
| Credits and Contract Contingencies Remaining                                                                                                                                                                                                                                      | \$110,493                                                                                                                                                                       |              | 85.3%                                                                                 |
| <b>Comments</b>                                                                                                                                                                                                                                                                   |                                                                                                                                                                                 |              |                                                                                       |
| At the end of May 2015, 85% of the total budget allocation has been expended. This is up from 76% as at the end of April 2015. This is a good indicator of the amount of progress that has been made on site during the past month.                                               |                                                                                                                                                                                 |              |                                                                                       |



| Schedule Performance                                                                                                                                                                                               |                   |                                                                                                 |                             |                        |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------|-----------------------------|------------------------|------------|
| Project Element                                                                                                                                                                                                    | Relocation of     | Construction                                                                                    | Equipment Purchases         | Landscaping            | Project    |
| Design (including<br>Contract<br>Administration)                                                                                                                                                                   | Dry<br>Programmes |                                                                                                 | for Redeveloped<br>Facility |                        | Management |
| Percentage Complete                                                                                                                                                                                                |                   |                                                                                                 |                             |                        |            |
| 103.2%                                                                                                                                                                                                             | 100.0%            | 81.9%                                                                                           | 0.0%                        | 0.0%                   | 135.9%     |
| Construction Correspondence                                                                                                                                                                                        |                   |                                                                                                 |                             |                        |            |
| No. of Requests For<br>Information (RFI) to<br>Date                                                                                                                                                                | 366               | No. Variation<br>Quotations<br>(VQ)<br>Submitted                                                |                             | 193                    |            |
| No. Unresolved RFIs<br>No. Site                                                                                                                                                                                    | 14                | No. VQs Approved                                                                                |                             | 159                    |            |
| Instructions Issued<br>(SI)                                                                                                                                                                                        | 791               | No. VQs Rejected                                                                                |                             | 44                     |            |
| Accomplishments Since Last Report                                                                                                                                                                                  |                   |                                                                                                 |                             |                        |            |
| Glazing of window wall to warm water pool hall<br>Completion of laying of new sports floor<br>Commencement of tiling of warm water pool<br>Continued construction of stadium grandstand seating                    |                   |                                                                                                 |                             |                        |            |
| Upcoming / Next Steps                                                                                                                                                                                              |                   |                                                                                                 |                             |                        |            |
| Preparation and sanding of new sports floor<br>Internal wall linings and painting across multiple areas<br>Laying of floor finishes across multiple areas<br>Erection of structural steel for splash pad extension |                   |                                                                                                 |                             |                        |            |
| Key Risks that May Affect the Project                                                                                                                                                                              |                   |                                                                                                 |                             |                        |            |
| RFI response times<br>Possible delays due to seasonal change and extent of works exposed to weather<br>Impacts to schedule due to additional works across aspects of the site                                      |                   |                                                                                                 |                             | Current Status         |            |
|                                                                                                                                                                                                                    |                   |                                                                                                 |                             | Caution                |            |
|                                                                                                                                                                                                                    |                   |                                                                                                 |                             | Controlled             |            |
|                                                                                                                                                                                                                    |                   |                                                                                                 |                             | Caution                |            |
| Key Issues that Currently Affect the Project:                                                                                                                                                                      |                   |                                                                                                 |                             |                        |            |
| RFIs pending response and current timeframes for finalisation<br>Project schedule impacted by redesign and documentation delivery<br>Progress of construction of splash pad area                                   |                   |                                                                                                 |                             | Current Status         |            |
|                                                                                                                                                                                                                    |                   |                                                                                                 |                             | Controlled             |            |
|                                                                                                                                                                                                                    |                   |                                                                                                 |                             | Caution                |            |
|                                                                                                                                                                                                                    |                   |                                                                                                 |                             | Caution                |            |
| Key Upcoming Milestones                                                                                                                                                                                            |                   |                                                                                                 |                             | Target Completion Date |            |
| Completion of sports floor (line marking and polishing)                                                                                                                                                            |                   |                                                                                                 |                             | 30-Jun-15              |            |
| Completion of tiling of warm water pool                                                                                                                                                                            |                   |                                                                                                 |                             | 19-Jun-15              |            |
| Erection of structural steel for splash pad area                                                                                                                                                                   |                   |                                                                                                 |                             | 30-Jun-15              |            |
| Key                                                                                                                                                                                                                |                   |                                                                                                 |                             |                        |            |
| Controlled                                                                                                                                                                                                         |                   | - Project or issue is within established milestones, scope, budget and is on schedule           |                             |                        |            |
| Caution                                                                                                                                                                                                            |                   | - Project has slightly deviated from the plan.                                                  |                             |                        |            |
|                                                                                                                                                                                                                    |                   | - Issue/risk has the potential to deviate project from defined time, cost, quality objectives.  |                             |                        |            |
|                                                                                                                                                                                                                    |                   | - Project not tracking to established milestones, or has taken on tasks out of scope or budget. |                             |                        |            |
| Critical                                                                                                                                                                                                           |                   | - Issue or risk likely to significantly impact on schedule and project costs.                   |                             |                        |            |







**OM152406-14 COLAC OTWAY SHIRE STRATEGIC ROAD REVIEW**

|             |                           |           |              |
|-------------|---------------------------|-----------|--------------|
| AUTHOR:     | Simon Vulcz               | ENDORSED: | Phil Corluka |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | F11/1809     |

**Purpose**

To consider the adoption of the Colac Otway Shire Strategic Road Network Review.

**Declaration of Interests**

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

**Background**

Council identified the need to conduct a review of the strategic freight routes within the Colac Otway Shire to assist in programming future strategic improvements of Council managed roads.

GHD were commissioned to complete the review which involved consultation with freight operators, identification of strategic roads and the development of a report and cost estimate for the improvement of identified roads to a suitable standard. The Consultation stage sought feedback from a range of industries including timber, construction, agriculture and tourism. The findings provided by this report are to be referenced in the development of Council's future capital works programs.

The draft Strategic Road Network Review was considered by Council at its March 2015 Ordinary Council Meeting where Council resolved to place the draft strategy on public exhibition for a six (6) week period to seek community feedback.

Following the completion of the exhibition period on 14 May 2015, Council had received 3 submissions.

**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 Strategic Road Review has been developed to identify Council managed roads that are of significant strategic importance for a range of industries within the Colac Otway Shire. This document will assist Council in providing roads of a standard appropriate for commercial vehicles using identified routes in Council's road network.

Following Council's consideration of the draft Strategic Road Network Review at the March 2015 Ordinary Council Meeting, the public consultation process was undertaken and completed on 14 May 2015. Council received three (3) written submissions.

A summary of the issues raised in the submissions and officer response is outlined below:

| Issue                                                                                                                                                            | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reduction of the current 100km/h speed limit on Collins Road, Irrewarra due to the seal width, level of development, heavy vehicle use and school bus movements. | <ul style="list-style-type: none"> <li>• A speed limit review is being conducted on Collins Road to assess if the existing speed limit is appropriate.</li> <li>• The document identifies widening Collins Road. Proposed improvements remove safety concerns noted in the submissions triggering the request for a reduced speed limit.</li> <li>• A note regarding school bus movements on the Collins Road route has been added to the document.</li> </ul> |
| Condition and maintenance of Collins Road, south of the Princes Highway.                                                                                         | <ul style="list-style-type: none"> <li>• Proposed improvement works would address the concerns relating to road widths, areas for bus pull off areas and ensure the road pavement strength is suitable for heavy vehicle traffic.</li> </ul>                                                                                                                                                                                                                   |
| Road alignment at the intersection of Warrowie Road and McKays Road, Irrewarra.                                                                                  | <ul style="list-style-type: none"> <li>• This has not been identified as a concern by GHD, however will be assessed during the road design process.</li> </ul>                                                                                                                                                                                                                                                                                                 |
| Narrow Bridge on Warrowie Road, Irrewarra.                                                                                                                       | <ul style="list-style-type: none"> <li>• Culverts/bridges are noted as a hazard in the assessment of Warrowie Road. Improvement works would address the issue of narrow bridges along Warrowie Road.</li> </ul>                                                                                                                                                                                                                                                |
| The promotion of Cape Otway Road for heavy vehicle use.                                                                                                          | <ul style="list-style-type: none"> <li>• This document is not intended to promote the use of local roads by heavy vehicles. It is identifying roads that are being used by heavy vehicles and require improvements to sustain this existing usage.</li> </ul>                                                                                                                                                                                                  |
| Concern with scope of strategy including section of Cape Otway Road which is located within Surf Coast Shire.                                                    | <ul style="list-style-type: none"> <li>• Colac Otway Shire will only undertake works on the section located within the shire boundary. The route has been highlighted for the entire length to reflect origin and destinations of traffic using this road.</li> </ul>                                                                                                                                                                                          |
| Concern with the current condition and safety of intersections at either end of Cape Otway Road.                                                                 | <ul style="list-style-type: none"> <li>• While the strategy does not detail exact improvement works required, improvement investigations will incorporate intersection layout and design. Necessary improvement works, as identified will be included in road improvement projects to provide appropriate road infrastructure to support heavy vehicle movements.</li> </ul>                                                                                   |

### **Proposal**

That Council adopts the Strategic Road Network Review.

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

Contained within the report is a list of five (5) routes recommended for road improvement works. It is proposed that these works be considered for funding within Council's 10 year Capital Works and Major Projects Program, however funding from State and Federal Government may be possible for some upgrades.

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

Risk and compliance issues relating to the design and alignment of the identified routes will be considered during detailed design stage.

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

The report identifies removal of roadside vegetation and significant earthworks required to meet minimum required road widths specified in relevant road design guidelines. Environmental issues will be considered and appropriate controls implemented as each project is delivered.

### **Community Engagement**

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

The method selected was consult and included exhibiting the draft Strategic Road Network Review and inviting comments and submissions from the public.

Advertisements were placed in the local media on 3 April 2015 inviting the public to comment on the draft document. The public review period was six (6) weeks, beginning on 3 April 2015 and concluding on 14 May 2015. The draft document was placed on Council's website, with hard copies in the Colac and Apollo Bay Customer Service Centres and the Colac Community Library and Learning Centre.

There were three (3) submissions received by Council during this review period which have been assessed by Council officers and incorporated into the document where considered appropriate.

### **Implementation**

Once the Strategic Road Network Review has been adopted, it will provide Council with a strategically developed list of roads which require improvement in order to sustain existing freight traffic. Roads listed in this document are accompanied by improvement scope and high level cost estimate on which a detailed design can be developed as funding becomes available for road improvement from Federal, State and Council sources.

### **Conclusion**

The intention of the Strategic Road Network Review is to identify the Council managed roads that are most important to freight movements within the Shire and possible improvements to these strategic road linkages.

The adoption of this document will provide a strategically developed list of roads for Council to focus funding towards which will improve access and transportation for industry within the Shire.

**Attachments**

1. Final Report for adoption - Strategic Road Network Review 20150610

**Recommendation(s)**

***That Council adopts the Strategic Road Network Review***

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**OM152406-15 2015/2016 SMALL TOWN IMPROVEMENT PROGRAM
(STIP) ALLOCATION OF FUNDS**

| | | | |
|-------------|---------------------------------------|-----------|--------------|
| AUTHOR: | Katrina Kehoe | ENDORSED: | Doug McNeill |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | F15/101 |

Purpose

To seek Council's approval for the proposed Small Town Improvement Program (STIP) allocation of funding recommended by the Program's Advisory Committee, subject to the adoption of the 2015/16 Council Budget.

Declaration of Interests

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

Background

Since 1999, Council has allocated funds annually towards the STIP. Small Town Progress Associations/Community Groups in the Shire are invited to submit proposals for projects to allow Council to decide on how best to allocate the funds. The annual allocation in 2014/15 was \$100,000.

Council resolved at its meeting on 25 March 2015 not to allocate \$18,000 of funds previously identified for a Birregurra project, and determined that these funds be carried forward to the 2015/16 STIP. The available budget for STIP in 2015/16 is therefore \$118,000, subject to adoption of the 2015/2016 budget, including the \$18,000 carry over from 2014/15.

Funding is typically allocated for community infrastructure projects that would not be funded as a priority through Council's Capital Works program. The Economic Development Unit, in conjunction with other Council departments, implements the selected projects.

For the 2015/16 STIP, proposals were sought from small town community groups which were then circulated to other Council departments to assess eligibility against each department's regulatory, statutory and strategic requirements and to ensure that there were no barriers to the project proceeding.

All proposals are collated with a detailed summary prepared for the Small Town Improvement Program Advisory Committee to consider on 20 May 2015. The recommendations of the Advisory Committee are presented in the recommended list of proposed projects for the 2015/16 STIP.

The approved projects to be completed under the STIP will commence following Council's endorsement of the recommendations of this report and subject to the adoption of the 2015/16 Council Budget.

Council Plan / Other Strategies / Policy

A Planned Future

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

Our Goal:

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

A Place to Live and Grow

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

Our Goal:

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

Issues / Options

Given the commitment of Council expenditure throughout the Shire, the STIP offers the opportunity for community infrastructure and community development projects to be undertaken in small communities which would otherwise have to compete for Council Capital Works funding. STIP projects have improved economic development in these small communities and engendered significant community enthusiasm and civic pride.

This year the value of funding requested from the STIP from all proposals combined was \$229,550. The budget available for STIP in 2015/16 is \$118,000 (subject to the adoption of the 2015/16 Council Budget). This will mean that some projects cannot be funded.

The following table summarises the projects recommended for funds in 2015/16 by the STIP advisory committee.

| Proposal | Amount |
|---|------------------|
| Beeac Lake walking track | \$25,000 |
| Carlisle River landscape upgrade | \$ 3,600 |
| Cressy Park seating & picnic table | \$ 7,400 |
| Forrest Public Hall – Roof & Sprinkler system | \$18,600 |
| Forrest Men's Shed fit-out | \$23,125 |
| Gellibrand Rex Norman Park Master Plan & infrastructure | \$15,000 |
| Lavers Hill to Crowes shared path concept plan | \$10,800 |
| Skenes Creek – shared path, bike racks, vegetation, signage | \$14,475 |
| Total | \$118,000 |

The following table summarises the proposals received which have not been recommended for STIP funds in 2015/16:

| Proposal | Comment | Amount requested |
|--|---|-------------------------|
| Apollo Bay – Otway Coast Committee Master Plan | Development of the Master Plan could proceed within the price range quoted by Consultant, without this STIP allocation. Colac Otway Shire has provided \$5,000 towards the development of the Master Plan | \$30,000 |

ORDINARY COUNCIL MEETING SUSTAINABLE PLANNING AND DEVELOPMENT
OM152406-152015/2016 SMALL TOWN IMPROVEMENT PROGRAM (STIP) ALLOCATION
OF FUNDS

| | | |
|--|---|---|
| Apollo Bay – Demountable Toilet Block & Shower | This proposal is included separately in the draft 2015/16 Council budget. | \$55,000 new unit \$25,000 - second hand unit |
| Forrest Recreation Reserve - Canteen upgrade | Proposal was third priority of Forrest Community. Other two proposals have been recommended for funding. | \$19,050 |
| Kawarren Recreation Reserve Playground Renewal | External grant required to complete the project (estimate project cost \$95,000). Sports Recreation Victoria grants are not available until 2016/17. | \$25,000 |

In respect of the Lavers Hill and Beeac proposals further information is provided as follows:

- The proposal received for development of concept plans for a shared pathway from Lavers Hill to Crowes is recommended for allocation of funds. This in no way is an indication that Council would or should support future funding of the design or construction of the pathway. The concept plans will provide sufficient details to enable the community to apply in the future for funding for design and construction phases of the project, whether from the Shire itself or external agencies.
- The Beeac Lake foreshore proposal is recommended for allocation of funds, subject to all regulatory approvals being completed. The design plans developed for a lake foreshore path through the 2014/15 STIP will be put on public exhibition for the community to provide comment to ensure they are supported by the community.

It has become apparent that the STIP guidelines have been interpreted by some to mean that amounts over \$25,000 can be sought for project proposals, and that this could be achieved by way of a letter written to the Chief Executive Officer requesting special consideration. Whilst the guidelines for STIP applications state this, it is not intended that applications lodged for consideration will exceed this amount. Rather, the Guidelines contain this provision in the event that should more than \$25,000 unexpectedly be required to complete a project (after commencement), a letter can be written to the Chief Executive Officer requesting special consideration.

It is recommended that this be clarified in the guidelines for the future.

Proposal

It is proposed that Council approves the proposed allocation of STIP funds recommended by the Small Town Improvement Program Advisory Committee subject to the adoption of the 2015/16 Council Budget. A minor clarification of the Guidelines is also proposed in relation to the value of applications that can be applied for.

Financial and Other Resource Implications

As noted above, subject to Council adopting the 2015/16 budget, the available budget for STIP is \$118,000, including the annual \$100,000 allocation and a further \$18,000 of unallocated STIP funds being carried forward.

Risk Management & Compliance Issues

All projects undertaken as part of the STIP follow Council's Risk Management processes, including preparation of a Risk Assessment Form and a completed and signed Job Safety

Analysis/Safe Work Method Statement from suitable qualified contractors engaged to complete the work on Council's behalf.

Planning and building requirements, as well as cultural heritage and environmental issues, are considered and where required, appropriate permits are sought prior to implementation.

Environmental and Climate Change Considerations

All works to be undertaken will be completed following discussions with Council's Environment and Community Safety, Infrastructure and Planning Units to ensure all issues are assessed.

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, consult or involve, depending on the type of project. The STIP proposals have been submitted by representative community organisations which have worked with Council officers throughout the assessment process.

Following approval of the STIP allocations, Council's resolution will be communicated to the Small Town Progress Associations/Community Groups via mail. In addition, press releases will be developed and issued to the relevant print media detailing projects to be undertaken in the respective small towns.

The Economic Development Unit will then liaise with the individual small town community groups to discuss the projects, in particular how any proposed in-kind contribution for the project can be provided and how Council will manage any cash contribution from the community group.

As noted earlier in the report, it is proposed to place on exhibition the design plans for the proposed Lake Beeac path to ensure that there is community support before proceeding.

Implementation

The Economic Development Unit will coordinate the projects in consultation with community groups, other applicable Council departments and State and Federal Government agencies.

The STIP Guidelines will also be adjusted to clarify the wording relating to applications for funding of more than \$25,000.

Conclusion

The STIP has allowed for small infrastructure projects to be completed in Council's smaller townships based on the priorities of respective local communities, and is well supported by the rural community.

The 2015/16 STIP projects recommended by the Small Town Improvement Program Advisory Committee will assist in improving economic and community development in the respective small towns.

Attachments

Nil

Recommendation(s)

That Council:

- 1. Approves the allocation of \$118,000 funding for the 2015/16 Small Town Improvement Program (STIP) recommended by the Small Town Improvement Program Advisory Committee, subject to the adoption of the 2015/16 Council Budget.***
- 2. Approves the allocation of funding to specific projects as follows:***
 - Beeac Lake walking track stage one (subject to all regulatory Approvals being completed and public exhibition of the design plans) \$25,000*
 - Carlisle River landscape upgrade \$ 3,600*
 - Cressy Park seating & picnic table \$ 7,400*
 - Forrest Public Hall – Roof & Sprinkler system \$18,600*
 - Forrest Men's Shed fit-out \$23,125*
 - Gellibrand Rex Norman Park Master Plan & infrastructure \$15,000*
 - Lavers Hill to Crowes shared path concept plan \$10,800*
 - Skenes Creek – shared path, bike racks, vegetation, signage \$14,475*
- 3. Confirms that the allocation of funds for the development of concept design plans for the Lavers Hill to Crowes shared path does not infer any commitment for future support for the design and construction of the Lavers Hill to Crowes shared path.***
- 4. Approves an amendment to the STIP Guidelines:***
 - To clarify that proposals up to \$25,000 (Council contribution) will be considered*
 - To contain a provision in the event that should more than \$25,000 unexpectedly be required to complete a project (after commencement), a letter can be written to the Chief Executive Officer requesting special consideration of additional funding.*

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**OM152406-16                      COLAC 2050 PROJECT CONTROL GROUP - COUNCILLOR  
NOMINATION**

|             |                                       |           |              |
|-------------|---------------------------------------|-----------|--------------|
| AUTHOR:     | Suzanne Barker                        | ENDORSED: | Doug McNeill |
| DEPARTMENT: | Sustainable Planning<br>& Development | FILE REF: | F11/3291     |

**Purpose**

To seek a nomination for a Councillor to the Colac 2050 Project Control Group.

**Declaration of Interests**

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

**Background**

The Colac 2050 Project commenced in January of this year, with the appointment of a project manager. The project will deliver a Growth Plan including a revised township Structure Plan, which will incorporate a vision statement, principles for growth and development, and identify areas for various land uses such as residential, industrial and commercial development. The Growth Plan will be informed by a number of background studies and technical assessments, including the Colac Economic Development and Land Use Strategy. The Project will be implemented by a number of Planning Scheme Amendments, primarily to implement: the Growth Plan (with its township Structure Plan); and the Colac Economic Development and Land Use Strategy.

The project phases for Colac 2050 are:

- Inception & Research Phase – **current phase** to be completed by June 2016
- Phase 1 – Visioning – June to October 2016 (community engagement will commence as part of this phase)
- Phase 2 – Planning Colac – October 2016 to December 2016 (further community engagement will occur)
- Phase 3 – Implementation – January 2017 to May 2017 (the Growth Plan with the township Structure Plan will be finalised in preparedness for formal adoption and exhibition).

**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 project is governed by a Project Control Group (PCG) which is responsible for:

- Approving the governance documents
- Taking ownership of the project and providing strategic direction, guidance and support for the project
- Monitoring project delivery against agreed funding milestones.

The PCG consists of:

- Project Manager – Strategic Planner
- Acting General Manager Development & Community Services
- Manager Planning, Building & Health
- Manager Economic Development and Events
- Manager Capital Works
- Manager Environment and Community Safety
- Manager Recreation, Arts and Culture
- Manager Community Services
- Manager Sustainable Assets
- Regional Development Victoria
- VicRoads

It would be desirable for a Councillor to become involved in the development of the project through the PCG in order to assist with project quality assurance, promotion, and community/stakeholder engagement, and ensure that there is strong engagement with the Council.

### **Proposal**

The Colac 2050 PCG is seeking a Councillor as a member. It is proposed that Council formally nominate a representative to become a member of the group and participate in ongoing meetings throughout the life of the Colac 2050 project.

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

The Colac 2050 Project commenced in mid-January this year with the appointment of a project manager. Council has committed a budget of \$260,000 as part of the RDV grant funding agreement: \$110,000 of Council funding is required over the 2014/15, 2015/16 and 2016/17 financial years for the project, which is matched by \$150,000 in grant funding under the RDV 'Putting Locals First' program.

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

A significant number of landholders who made submissions through Amendment C55 have been advised to await the outcomes of the Colac 2050 Plan before any decision can be made on rezoning their land. Some of these proposals rely on a flood study to determine if and how these areas should develop. Therefore, there are community expectations for the project to deliver up-to-date analysis and clear recommendations in relation to Colac's future growth.

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

The Colac 2050 Plan will have a positive effect on the environment by facilitating an integrated water management approach to land use planning, establishing higher standards for drainage and storm water management in and around Colac resulting in improved water quality of creeks and potentially Lake Colac, and facilitating an urban structure which would improve the walkability of the town.

### **Community Engagement**

A stakeholder engagement and communications framework has been prepared as one of the governance documents for the PCG. This highlights the need for effective stakeholder engagement and communications planning in line with Council's *Community Engagement Policy*. It also emphasises the need for engagement with a broad cross section of the community, which is representative of the social diversity and demographic spread within the town. The framework requires that stakeholder engagement plans are prepared for each relevant assessment or project phase. It seeks to utilise existing community connections and organisations in order to make sure that all sectors of the community have an opportunity to

participate in the project as it progresses. The level of engagement as per the IAP2 spectrum will be determined as part of the stakeholder engagement plans.

**Implementation**

Once a Councillor has been nominated as its representative for the Colac 2050 PCG, the Project Manager will arrange for the Councillor to be involved in future PCG meetings and discussions.

**Conclusion**

The 2050 Plan is a significant strategic project, which will require continued strong support and commitment from Councillors. It is hoped that Councillors will continue to be ‘champions’ of the project as it proceeds. A Councillor representative on the Project Control Group will assist with this.

**Attachments**

Nil

**Recommendation(s)**

***That Council nominates Councillor ..... as its representative on the Colac 2050 Project Control Group.***

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**OM152406-17 PROPOSED PRESCRIBED PLANNING SCHEME
AMENDMENT**

| | | | |
|-------------|---------------------------------------|-----------|--------------|
| AUTHOR: | Blaithin Butler | ENDORSED: | Doug McNeill |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | F13/4500 |

Purpose

To seek Council's approval to request the Minister for Planning to amend the Colac Otway Planning Scheme without public exhibition, in accordance with Clause 20(4) of the Planning and Environment Act, to correct an administrative error to include the Ordinance for the Industrial 3 Zone (INZ3).

Declaration of Interests

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

Background

Planning Scheme Amendment C74 was gazetted in February of this year, following adoption of the amendment by Council late in 2014. This Amendment included confirmation of the settlement boundary location for Apollo Bay, rezoning of land between Mariners Vue and Wild Dog Creek to the Neighbourhood Residential Zone, and the application of a Development Plan Overlay (DPO5) and Schedule 10 of the Design and Development Overlay control. The amendment also rezoned 3.9 hectares of land in the northern part of the Apollo Bay industrial estate (86 and 94 Montrose Avenue Apollo Bay) from the Industrial 1 Zone to Industrial 3 Zone – this rezoning had the intention of better protecting residential amenity for nearby housing from future industrial land use.

Amendment C74 went through a formal public exhibition process, review by an independent Planning Panel, adoption by Council and Ministerial approval, and the exhibited changes have been made to the Planning Scheme and mapping.

The Prescribed Amendment that forms the subject of this report applies to the land in the Apollo Bay industrial estate (86 and 94 Montrose Avenue, Apollo Bay) rezoned by Amendment C74 to Industrial 3 Zone. Due to an administrative error in Amendment C74 the relevant Clause 33.03 (i.e. the Industrial 3 Zone from the Victoria Planning Provisions) was not inserted into the Colac Otway Planning Scheme as it should have. Therefore, whilst the land has been rezoned, there is no matching provision in the Planning Scheme to guide use and development of the land. Whilst this is a technicality, it is an error that needs to be rectified by a further amendment.

Given the relatively minor nature of the issue, the Minister can be requested to prepare the Amendment. The Minister may determine to prepare an amendment in accordance with section 20A of the Planning and Environment Act if the amendment is in one of a number of prescribed classes, which include an amendment to correct an obvious or technical error.

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.

Issues / Options

As noted above, this report seeks approval to request the Minister to prepare an Amendment that will correct an obvious or technical error, as allowed by the Planning and Environment Act. In this case, due to an administrative error, the Industrial 3 Zone has been applied in the Planning Scheme without the accompanying standard Clause 33.03 of the Victoria Planning Provisions. This proposed Amendment will insert Clause 33.03 into the Colac Otway Planning Scheme.

It is recommended that the amendment be treated in this manner, as opposed to Council undergoing the full amendment process which includes public exhibition, given that it is correcting an obvious and technical error in the Planning Scheme. This recommendation has regard to the fact that the rezoning of the land to INZ3 was exhibited and submissions invited as part of Amendment C74, and the current Amendment would only correct an administrative error.

Proposal

It is proposed that a request be made to the Minister for Planning to prepare a prescribed amendment to insert Clause 33.03 into the Colac Otway Planning Scheme.

Financial and Other Resource Implications

A fee of \$798 is payable for amendments under Division 1 of Part 3 of the Planning and Environment Act. It is recommended that, given the nature of the amendment and the fact that Amendment C74 went through public exhibition, a Planning Panel review, adoption and Ministerial approval without the error being picked up, a request be made that the fee be waived by the Minister in this case.

Risk Management & Compliance Issues

The proposed Amendment will ensure that clause 33.03 is included in the Planning Scheme, as intended by Amendment C74, and as required given the rezoning of land at 86 and 94 Montrose Avenue, Apollo Bay.

Environmental and Climate Change Considerations

There are no environmental or climate change implications resulting from the proposed Amendment.

Community Engagement

The community engagement strategy for Amendment C74 followed the recommendations of the Colac Otway Shire Council Community Engagement Policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected for C74 was to inform and consult. The community had many opportunities to provide input into Amendment C74, with the development of the strategy in 2011/12, the exhibition of the amendment and the Panel process providing opportunities for community and landowner input.

The rezoning of the land at 86 and 94 Montrose Avenue formed part of the exhibited Amendment C74, and the land in question has been rezoned. Given the fact that the rezoning formed part of the exhibited Amendment, it is not considered necessary to carry out

any further community engagement for the proposed prescribed Amendment to correct an error in the implementation of the change.

Implementation

Should Council support the recommendation, officers will write to the Minister requesting that he prepare the prescribed amendment proposed.

Conclusion

Approval is sought to request the Minister to prepare an Amendment to correct an error in the Planning Scheme. In this case, the Industrial 3 Zone has been applied to land without the accompanying standard Clause 33.03 of the Victoria Planning Provisions. This proposed Amendment will insert Clause 33.03 into the Colac Otway Planning Scheme.

Attachments

1. C74 and C83 - revised version following comments from DELWP - Explanatory Report
2. C74 & C83 - revised version following DELWP comments - Instruction Sheet
3. C74 and C83 - Prescribed Amendment INZ3 Ordinance 33_03
4. C74 and C83 - revised version following comments from DELWP - Schedule to INZ3

Recommendation(s)

That Council:

- 1. Requests the Minister for Planning to prepare a Prescribed Amendment that inserts Clause 33.03 into the Colac Otway Planning Scheme.***
- 2. Requests a waiver of the fee for the Prescribed Amendment, given the minor administrative nature of the Amendment.***
- 3. Requests an exemption from giving notice of the amendment, in accordance with section 20(4) of the Planning and Environment Act 1987, given that notice of the rezoning of the land to the Industrial 3 Zone has already been given, and the amendment corrects an obvious or technical error.***

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**OM152406-18****ASSEMBLY OF COUNCILLORS**

|             |               |           |               |
|-------------|---------------|-----------|---------------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Sue Wilkinson |
| 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 Botanic Gardens                          | 14 May 2015  |
| • Councillor Briefing                                 | 20 May 2015  |
| • Small Towns Improvement Program Advisory Committee  | 20 May 2015  |
| • Councillor Briefing                                 | 27 May 2015  |
| • Councillor Briefing                                 | 3 June 2015  |
| • Festival & Events Support Scheme Advisory Committee | 3 June 2015  |
| • Community Funding Program Advisory Committee        | 3 June 2015  |
| • Councillor Briefing                                 | 10 June 2015 |
| • Colac Municipal Aerodrome Committee of Management   | 15 June 2015 |

**Attachments**

1. Assembly of Councillors - Friends of the Botanic Gardens - 20150514
2. Assembly of Councillors - Councillor Briefing - 20150520
3. Assembly of Councillors - 2015/2016 STIP Advisory Committee 20150520
4. Assembly of Councillors - Councillor Briefing - 20150527
5. Assembly of Councillors - Councillor Briefing - 20150603
6. Minutes of Meeting - Festival and Events Support Scheme 3 June 2015
7. Minutes of Meeting Community Funding Scheme 2015-16
8. Assembly of Councillors - Councillor Briefing - 20150610
9. Assembly of Councillors - Colac Municipal Aerodrome Committee of Management Meeting - 20150615

**Recommendation(s)**

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

- |                                                                         |                            |
|-------------------------------------------------------------------------|----------------------------|
| • <b><i>Friends of Botanic Gardens</i></b>                              | <b><i>14 May 2015</i></b>  |
| • <b><i>Councillor Briefing</i></b>                                     | <b><i>20 May 2015</i></b>  |
| • <b><i>Small Towns Improvement Program Advisory Committee</i></b>      | <b><i>20 May 2015</i></b>  |
| • <b><i>Councillor Briefing</i></b>                                     | <b><i>27 May 2015</i></b>  |
| • <b><i>Councillor Briefing</i></b>                                     | <b><i>3 June 2015</i></b>  |
| • <b><i>Festival &amp; Events Support Scheme Advisory Committee</i></b> | <b><i>3 June 2015</i></b>  |
| • <b><i>Community Funding Program Advisory Committee</i></b>            | <b><i>3 June 2015</i></b>  |
| • <b><i>Councillor Briefing</i></b>                                     | <b><i>10 June 2015</i></b> |
| • <b><i>Colac Municipal Aerodrome Committee of Management</i></b>       | <b><i>15 June 2015</i></b> |

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OM152406-19 MINUTES FROM YOUTH COUNCIL MEETINGS

| | | | |
|-------------|---------------|-----------|---------------|
| AUTHOR: | Maree Redmond | ENDORSED: | Sue Wilkinson |
| DEPARTMENT: | Executive | FILE REF: | 11/96640 |

Attached are the minutes of Youth Council meetings held on:

- 4 May 2015
- 18 May 2015
- 1 June 2015

Attachments

1. Minutes - Youth Council Meeting - 20150504
2. Minutes - Youth Council Meeting - 20150518
3. Minutes - Youth Council Meeting - 20150601

Recommendation(s)

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

- ***4 May 2015***
- ***18 May 2015***
- ***1 June 2015.***

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**OM152406-20      PROPOSED LEASE - PORT OF MELBOURNE (CR  
MICHAEL DELAHUNTY)**

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 24 June 2015:

“That Council writes to Premier Andrews and the Minister for Roads, Road Safety and Ports, the Hon Luke Donnellan MP, requesting:

1. A guarantee that exporting rural and regional food producers and processors will not incur stevedore and port handling charges that exceed those of our international competitors as a result of the proposed lease of the Port of Melbourne.
2. A clause be included in the Port of Melbourne lease that, as part of any consideration of any proposed increase in fees and/or charges associated with the leased facility, the appropriate regulatory authority apply a no disadvantage test with respect to export exposed industries.”

**Attachments**

Nil

**Recommendation**

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

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OM152406-21 REGIONAL NETWORK DEVELOPMENT PLAN FOR PUBLIC TRANSPORT (CR BRIAN CROOK)

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 24 June 2015:

That Council take a lead in supporting more train services for this region and particularly the Colac Otway Shire community through:

1. Promoting the State Government's Consultation process to develop a Network Development Plan for Public Transport in this region, so that our shire maximises this opportunity to state our case for extra train services.
2. Writing to key stakeholders in the fight to gain extra train services, so that they have representation at the consultation in Colac in early September. This promotion should at least reach the following groups:
 - All school communities and pre-schools throughout our shire.
 - Deakin University and The Gordon.
 - Major employers including ALC, AKD, Bulla, CAH, COS, CMTP
 - Community Groups including but not limited to all Neighbourhood Houses, Community Hub Inc, Apollo Bay Chamber of Commerce, OBI, Otway Forum, Youth Council,
 - Ambassadors for the Ageing.
 - All major sporting bodies across our Shire.
 - All Progress Associations eg Beeac Progress Association and Birregurra Community Group.
 - All medical practices.

Background Supporting Statement

We have known for many years that Colac Otway Shire and the wider south west region has had the worst serviced public transport service in the state. Our growth on many levels has been constrained with only three trains per day and only one weekday supporting bus service out of Geelong to Colac to fill in the gaps.

Whilst it is acknowledged that there are challenges with a single line, there are immediate solutions in order to provide a fourth train service at little cost.

In the short term, a fourth train service can be delivered using existing train sets, requiring no capital investment and minimal recurrent expenditure, by running a shuttle service between Warrnambool and Geelong. With the regional rail link now in operation, passengers will wait no more than 10 minutes(peak hour) for a connecting train to Melbourne which can be accessed by walking across the same platform.

In the medium term, we will need another passing loop near Camperdown to provide a fifth passenger service with the existing train sets and potential for growth in freight services.

The Minister for Transport, Jacinta Allan, through Public Transport Victoria, is embarking on a statewide consultation to deliver a Network Development Plan. The aim of this plan is to assess and then program services according to need, wants and budget. Our community will have an opportunity to inform the government regarding about the need for extra train services at the consultation planned for Colac in September 2015 (to be confirmed).

For Colac, we need a genuine commuter timed service into and out of Geelong. Jobs, education, tourism, health and regional connectedness are dependent on this outcome, so if you have been complaining about this issue, you need to put words into action by attending the consultation in Colac in September 2015 (to be confirmed).

Attachments

Nil

Recommendation

That Council consider the contents of this Notice of Motion.

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## IN COMMITTEE

### **Recommendation**

***That pursuant to the provisions of Section 89(2) of the Local Government Act, the meeting be closed to the public and Council move “In-Committee” in order to deal with:***

| <b><i>SUBJECT</i></b>                                                                 | <b><i>REASON</i></b>                                                                                                                              | <b><i>SECTION OF ACT</i></b> |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Minutes of the 27 May 2015 In-Committee Meeting                                       | because this matter deals with contractual matters.                                                                                               | Section 89 (2) (d)           |
| Contract 1520 - External Plant Hire                                                   | this matter deals with contractual matters                                                                                                        | Section 89 (2) (d)           |
| Contract 1508 - Engineering Consultancy Services                                      | this matter deals with contractual matters                                                                                                        | Section 89 (2) (d)           |
| Contract 1521 - Supply of Crushed Rock, Sealing Aggregate & Pavement Materials        | this matter deals with contractual matters                                                                                                        | Section 89 (2) (d)           |
| Contract 1522 - Recruitment Services - Casual Staff                                   | this matter deals with contractual matters                                                                                                        | Section 89 (2) (d)           |
| Confidential Item for Consideration - Audit Committee Chairperson's Report to Council | this matter deals with personnel matters; AND this matter deals with contractual matters; AND this matter may prejudice the Council or any person | Section 89 (2) (a) (d) (h)   |





# ORDINARY COUNCIL MEETING

WEDNESDAY, 24 JUNE 2015

## ATTACHMENTS

PAGE NO.

### CORPORATE AND COMMUNITY SERVICES

#### **OM152406-2 Festival & Events Support Scheme 2015-2016**

Attachment 1: FESS 2015-2016 Councillor Assessment 3

#### **OM152406-3 2015-2016 Community Funding Program**

Attachment 1: Assessment - 2015-16 COPACC Assistance - Councillor Assessments ..... 5

Attachment 2: Assessment - 2015-16 Small Equipment & Training - Councillor Assessments..... 6

Attachment 3: Assessment - 2015-16 Community Projects - Councillor Assessments ..... 10

Attachment 4: Assessment 2015-16 - Recreation Facilities - Councillor Assessments 12

#### **OM152406-4 Council Plan 2013-2017 Review**

Attachment 1: Council Plan 2013-2017 Revised 20150624 15

#### **OM152406-5 Access, Equity and Inclusion Plan 2015-2025**

Attachment 1: Final - Access Equity and Inclusion Plan 2015-2025 (Phase 1) 47

#### **OM152406-6 The 50+ Plan 2015-2025**

Attachment 1: Amended Final v1 -The 50+ Plan 2015-2025 (Phase 1) 65

#### **OM152406-7 Adoption of the 2015-2016 Annual Budget**

Attachment 1: COS Budget 2015-16 ..... 91

## **INFRASTRUCTURE AND SERVICES**

### **OM152406-14 Colac Otway Shire Strategic Road Review**

|                                                                                           |     |
|-------------------------------------------------------------------------------------------|-----|
| Attachment 1: Final Report for adoption - Strategic Road Network Review<br>20150610 ..... | 205 |
|-------------------------------------------------------------------------------------------|-----|

## **SUSTAINABLE PLANNING AND DEVELOPMENT**

### **OM152406-17 Proposed Prescribed Planning Scheme Amendment**

|                                                                                                         |     |
|---------------------------------------------------------------------------------------------------------|-----|
| Attachment 1: C74 and C83 - revised version following comments from<br>DELWP - Explanatory Report ..... | 275 |
| Attachment 2: C74 & C83 - revised version following DELWP comments -<br>Instruction Sheet.....          | 277 |
| Attachment 3: C74 and C83 - Prescribed Amendment INZ3 Ordinance<br>33_03 .....                          | 278 |
| Attachment 4: C74 and C83 - revised version following comments from<br>DELWP - Schedule to INZ3 .....   | 284 |

## **GENERAL BUSINESS**

### **OM152406-18 Assembly of Councillors**

|                                                                                              |     |
|----------------------------------------------------------------------------------------------|-----|
| Attachment 1: Assembly of Councillors - Friends of the Botanic Gardens -<br>20150514 .....   | 285 |
| Attachment 2: Assembly of Councillors - Councillor Briefing - 20150520 .....                 | 286 |
| Attachment 3: Assembly of Councillors - 2015/2016 STIP Advisory<br>Committee 20150520 .....  | 287 |
| Attachment 4: Assembly of Councillors - Councillor Briefing - 20150527 .....                 | 288 |
| Attachment 5: Assembly of Councillors - Councillor Briefing - 20150603 .....                 | 289 |
| Attachment 6: Minutes of Meeting - Festival and Events Support Scheme 3<br>June 2015.....    | 290 |
| Attachment 7: Minutes of Meeting Community Funding Scheme 2015-16 ...                        | 293 |
| Attachment 8: Assembly of Councillors - Councillor Briefing - 20150610                       | 300 |
| Attachment 9: Assembly of Councillors – Colac Municipal Aerodrome<br>Committee of Management | 301 |

### **OM152406-19 Minutes from Youth Council Meetings**

|                                                                |     |
|----------------------------------------------------------------|-----|
| Attachment 1: Minutes - Youth Council Meeting - 20150504 ..... | 303 |
| Attachment 2: Minutes - Youth Council Meeting - 20150518 ..... | 305 |
| Attachment 3: Minutes - Youth Council Meeting - 20150601 ..... | 306 |



| SUMMARY OF FESTIVAL & EVENTS SUPPORT SCHEME 2015/16     |                                               |                                |                  |                       |                                                                                                      |                  |              |                      |                  |                       |                         |                                                         |                                    |                                                                                         |
|---------------------------------------------------------|-----------------------------------------------|--------------------------------|------------------|-----------------------|------------------------------------------------------------------------------------------------------|------------------|--------------|----------------------|------------------|-----------------------|-------------------------|---------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------|
|                                                         |                                               |                                |                  |                       |                                                                                                      |                  |              |                      |                  |                       |                         |                                                         |                                    |                                                                                         |
| Event                                                   | Community Group/Organisation                  | Event Date                     | Amount Requested | Councillor Assessment | Councillor Comments                                                                                  | Total Event Cost | In Kind Cost | Commercial/Community | Category         | Anticipated attendees | No. of years of funding | Previous FESS Funding 2014/2015 - 2014/2013 - 2013/2012 | Comments                           |                                                                                         |
| 1 "Inheritance" - Bringing Rural Issues to centre Stage | Colic Players                                 | 28 to 31 October 2015          | \$1,500          | \$1,000               | Supported Recommendation<br>Supported mainly to include Shire logo on advertising for event          | \$26,555         | \$14,125     | Community            | Colic City Event | 700                   |                         |                                                         | Also applying for COPAC Assistance |                                                                                         |
| 2 Amy's Gran Fests                                      | Amy Grant Foundation                          | 13-September-2015              | \$5,000          | \$1,000               |                                                                                                      | \$980,130        | \$15,000     | Community            | Colic City Event | 6,000                 | 2                       | \$2,000                                                 | \$3,000                            | \$3,000                                                                                 |
| 3 Apollo Bay Australia Day Community Picnic             | Apollo Bay Chamber of Commerce and Tourism    | 26-January-2016                | \$2,000          | \$2,000               | Supported Recommendation                                                                             | \$6,000          | \$1,500      | Community            | Colic City Event | 500                   | 2                       |                                                         |                                    |                                                                                         |
| 4 Apollo Bay Seafood Festival                           | Apollo Bay Chamber of Commerce and Tourism    | 20-February-2016               | \$5,000          | \$5,000               | Supported Recommendation                                                                             | \$33,375         | \$15,000     | Community            | Colic City Event | 6,500                 | 2                       | \$3,000                                                 | \$4,500                            | \$4,000                                                                                 |
| 5 Australia Point Society Victoria Country Club BBQ     | Australia Point Society, Colic/Oranby Group   | 16 and 20 September 2015       | \$1,000          | \$400                 | Supported Recommendation                                                                             | \$2,975          | \$1,175      | Community            | Colic City Event | 100                   | 1                       |                                                         |                                    |                                                                                         |
| 6 Back to St Brendans                                   | St Brendans Parents and Friends Association   | March 2016 - Data TBC          | \$1,000          | \$1,000               | Supported Recommendation                                                                             | \$5,295          | \$4,500      | Community            | Colic City Event | 300                   | 1                       |                                                         |                                    |                                                                                         |
| 7 Berrigum Easter Arts at the Homebased                 | Berrigum Community Arts Group                 | 26 and 27 March 2016           | \$3,500          | \$2,000               | Supported Recommendation                                                                             | \$8,550          | \$10,000     | Community            | Colic City Event | 1,000                 | 2                       | \$1,500                                                 | \$1,000                            | \$1,000                                                                                 |
| 8 Berrigum Festival & Art Show 2015                     | Berrigum Festival & Art Show 2015             | 9, 10 and 11 October 2015      | \$5,000          | \$5,000               | Supported Recommendation                                                                             | \$74,100         | \$25,000     | Community            | Colic City Event | 13,000                | 2                       | \$7,500                                                 | \$4,000                            | \$3,000                                                                                 |
| 9 Berrigum School Choir at Berrigum Festival            | Berrigum Primary School                       | 10 and 11 October 2015         | \$1,800          | \$1,500               | Supported Recommendation but decided to increase to \$1,500                                          | \$3,600          | \$1,000      | Community            | Colic City Event | 2,000                 | 2                       | \$1,500                                                 | \$1,000                            | \$500                                                                                   |
| 10 Chase the Dog                                        | We Ride Bikes                                 | 17-October-2015                | \$5,000          | \$1,000               | Councillor decision to reduce to \$1,000                                                             | \$26,000         | \$2,000      | Community            | Colic City Event | 500                   | 2                       |                                                         |                                    |                                                                                         |
| 11 Colic City Bands 69th Canals By Candlelight          | Colic City Band                               | 14-December-2015               | \$5,000          | \$5,000               | Supported Recommendation                                                                             | \$1,100          | \$2,400      | Community            | Colic City Event | 500                   | 2                       | \$3,000                                                 | \$3,000                            | \$3,000                                                                                 |
| 12 Colic Garden & Lifestyle Expo                        | St Mary's Primary School                      | 19-September-2015              | \$2,500          | \$1,500               | Supported Recommendation                                                                             | \$10,943         | \$17,700     | Community            | Colic City Event | 3,000                 | 2                       | \$1,100                                                 | \$1,100                            | \$1,100                                                                                 |
| 13 Colic Kana Festival 2016                             | Colic Kana Festival Inc                       | 19-March-2016                  | \$5,000          | \$5,000               | Supported Recommendation                                                                             | \$71,650         | \$2,500      | Community            | Colic City Event | 4,000                 | 2                       | \$7,500                                                 | \$7,500                            | \$7,500                                                                                 |
| 14 Colic Orchard Annual Show                            | Colic Orchard Club Inc                        | 10 and 11 October 2015         | \$500            | \$500                 | Supported Recommendation                                                                             | \$2,800          | \$4,000      | Community            | Colic City Event | 300                   | 2                       | \$500                                                   | \$500                              | \$500                                                                                   |
| 15 Colic Oranby Wood Design Exhibition                  | Colic Woodcrafters Guild Inc.                 | 28 and 29 November 2015        | \$3,000          | \$2,500               | Supported Recommendation                                                                             | \$13,310         | \$13,750     | Community            | Colic City Event | 1,000                 | 1                       |                                                         | \$2,250                            | Barnet Event                                                                            |
| 16 EMI Local Month                                      | Tampa Farm Drivers                            | March/April 2016 - Data TBC    | \$2,000          | \$2,000               | Supported Recommendation                                                                             | \$7,050          | \$6,000      | Community            | Colic City Event | 500                   | 2                       |                                                         |                                    |                                                                                         |
| 17 Forrest Festival                                     | We Ride Bikes                                 | 28 and 29 November 2015        | \$5,000          | \$2,000               | Supported Recommendation                                                                             | \$28,000         | \$4,000      | Community            | Colic City Event | 1,000                 | 2                       | \$2,000                                                 | \$2,000                            | \$1,000                                                                                 |
| 18 Forrest Soufflet                                     | Lena Club of Forest & District                | 12-June-2016                   | \$5,000          | \$4,000               | Supported Recommendation                                                                             | \$13,500         | \$20,000     | Community            | Colic City Event | 2,000                 | 2                       | \$4,000                                                 | \$1,500                            | \$1,100                                                                                 |
| 19 Gellibrand Blues & Blueberry Festival                | Oranby Country to Coast Tourism Association   | 27-February-2016               | \$5,000          | \$4,000               | Supported Recommendation<br>Funding subject to outstanding acquittals to be completed and submitted. | \$23,200         | \$4,600      | Community            | Colic City Event | 800                   | 2                       | \$2,500                                                 | \$1,000                            | \$3,000                                                                                 |
| 20 Good Friday Family Fun Day & Market                  | Lena Club of Colic                            | 25-March-2016                  | \$2,000          | \$1,000               | Discussion around the amount.<br>Tourism benefits. Councillor decision to reduce to \$2,500          | \$2,500          | \$1,500      | Community            | Colic City Event | 500                   | 2                       | \$1,000                                                 | \$2,000                            |                                                                                         |
| 21 GOR Marathon                                         | MAO                                           | 14 and 15 May 2016             | \$5,000          | \$2,500               |                                                                                                      | \$500,000        | \$20,000     | Community            | Colic City Event | 6,000                 | 2                       | \$5,000                                                 | \$4,000                            | \$4,000                                                                                 |
| 22 Hunt for Golden Gumbot                               | Old Beechy Fair Trail Committee               | 19 September to 3 October 2015 | \$2,000          | \$2,000               | Supported Recommendation                                                                             | \$4,100          | \$2,100      | Community            | Colic City Event | 200                   | 2                       |                                                         |                                    |                                                                                         |
| 23 Oranby Oyster                                        | Rapid Ascent                                  | 20-February-2016               | \$5,000          | \$2,500               | Councillor decision to reduce to \$2,000                                                             | \$131,500        | \$3,500      | Community            | Colic City Event | 2,000                 | 2                       | \$2,000                                                 | \$3,000                            | \$1,000                                                                                 |
| 24 Run Forrest                                          | Southern Exposure                             | 12-June-2016                   | \$5,000          | \$2,500               | Councillor decision to reduce to \$2,500                                                             | \$30,000         | \$0          | Community            | Colic City Event | 1,000                 | 2                       | \$2,500                                                 | \$2,500                            | \$1,500                                                                                 |
| 25 Sustainable Living Day Gellibrand                    | Gellibrand Community House                    | 16-October-2015                | \$1,000          | \$1,000               | Supported Recommendation                                                                             | \$2,650          | \$2,500      | Community            | Colic City Event | 400                   | 2                       |                                                         |                                    |                                                                                         |
| 26 VFBF 2016 Rural State Championships                  | VFBF District 6 State Championships Committee | 2 and 3 April 2016             | \$5,000          | \$5,000               | Councillor decision to increase to \$5,000                                                           | \$16,000         | \$2,000      | Community            | Colic City Event | 4,000                 | 1                       |                                                         |                                    |                                                                                         |
| 27 Warm Winter Words                                    | Apollo Bay Arts Inc                           | August 2016 - Data TBC         | \$3,000          | \$3,000               | Supported Recommendation                                                                             | \$4,200          | \$600        | Community            | Colic City Event | 50                    | 2                       |                                                         |                                    | In second year of funding event will change to Writers Festival with increased funding. |
| 28 Warrion Flower Show                                  | Warrion Flower Show                           | 28-October-2015                | \$2,000          | \$1,000               | Supported Recommendation                                                                             | \$10,000         | \$5,500      | Community            | Colic City Event | 600                   | 2                       | \$1,000                                                 | \$2,500                            | \$1,800                                                                                 |
| 29 Youth Council Members meet                           | Colic Oranby Youth Council                    | November 2015 - Data TBC       | \$4,000          | \$4,000               | Councillor decision to increase to \$4,000                                                           | \$7,100          | \$2,250      | Community            | Colic City Event | 1,000                 | 2                       |                                                         |                                    |                                                                                         |
| 30 Youth Expo                                           | Colic Area Health                             | 09-October-2015                | \$5,000          | \$4,000               | Councillor decision to increase to \$4,000                                                           | \$8,350          | \$6,375      | Community            | Colic City Event | 2,000                 | 1                       |                                                         |                                    |                                                                                         |
|                                                         |                                               | Available Funds - \$75,000     | \$103,900        | \$75,000              |                                                                                                      |                  |              |                      |                  |                       |                         |                                                         |                                    |                                                                                         |
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|                         |             |
|-------------------------|-------------|
| TOTAL FUNDS             | \$10,000.00 |
| Total Funds Recommended | #REF!       |

COPACC ASSISTANCE MASTER 2015/16

Acquired Paid Unsuccessful

| ACCT NO | APP NO | ORGANISATION                                        | PROJECT                                 | AMOUNT REQUESTED | Date of Event         | QST REGISTERED | TOTAL PROJECT COST | Org Cash Cost | Org in Kind Cost | Misc Commission/ Sponsorship | ABN                | Previous Funding 2014/15 | Previous Funding 2015/16  | Previous Funding 2012/13 | OFFICER COMMENTS                                                                                                                                                            | COUNCIL ENDORSED COMMENTS                           | Officer Recommended Amount | Councillor Recommended Amount |
|---------|--------|-----------------------------------------------------|-----------------------------------------|------------------|-----------------------|----------------|--------------------|---------------|------------------|------------------------------|--------------------|--------------------------|---------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------|-------------------------------|
| N/A     | 1      | Blue Ribbon Foundation - Colac Branch               | Blue Ribbon Fundraising and Awareness   | \$692.50         | 01/11/15              | No             | \$1,365            | \$650         | N/A              | N/A                          | 40 715 029 916     | N/A                      | N/A                       | N/A                      | The event does not fit the grant criteria. The grant does not support fundraisers. The link with culture or promoting the Function is tenuous.                              | Support Recommendation                              | \$0                        | \$0.00                        |
| 199     | 2      | Colac Area Health                                   | The Cool Awards                         | \$771.50         | 11/09/15              | Yes            | \$6,543            | \$4,272       | \$1,500          | N/A                          | 39 087 165 191     | \$951                    | \$940                     | N/A                      | Strong application for a positive cultural event which is much anticipated and well supported by youth and families.                                                        | Support Recommendation                              | \$771.50                   | \$771.00                      |
| 199     | 3      | Colac Area Health                                   | Battle of the Bands 2015                | \$1,795.00       | 21/08/15              | Yes            | \$11,090           | \$7,795       | \$1,500          | N/A                          | 39 087 165 191     | \$1,409                  | \$1,096                   | \$500.00                 | The format of this event no longer reflects the tastes of the broader youth community which has led to declining audiences - 80 in 2014.                                    | Support Recommendation                              | \$1,000                    | \$1,000.00                    |
| 1644    | 4      | Colac Chorale                                       | Western District Choral Festival        | \$612.00         | 22/05/16              | No             | \$3,862            | \$0           | \$2,150          | N/A                          | Supplier Statement | \$1,600                  | \$1,000                   | \$600.00                 | Strong application for a unique event which draws from up to a 12 western district towns. Once a decade opportunity attract 350 people.                                     | Support Recommendation                              | \$612                      | \$612.00                      |
| 4618    | 5      | Colac Music Teachers' Association Inc               | CMTA 2015 Eisteddfod                    | \$958.00         | 8 & 9 August, 2015    | No             | \$11,158           | \$0           | \$5,400          | N/A                          | Supplier Statement | \$510                    | \$745                     | N/A                      | Unique event for the Shire which attracts 150 entrants, an audience of 300 and provides performance opportunities for local people.                                         | Support Recommendation                              | \$958                      | \$958.00                      |
| 4677    | 6      | Colac Secondary College                             | Senior Student Ball                     | \$1,000.00       | 14/08/15              | Yes            | \$6,341.00         | \$4,091.00    | \$1,250.00       | N/A                          | 37 139 668 534     | N/A                      | N/A                       | N/A                      | Much anticipated event for high school students and families. Has a traditional, strong following and is a well respected event.                                            | Decision was made to increase the amount to \$1,000 | \$900                      | \$1,000.00                    |
| 3995    | 7      | Colac Specialist School                             | The Wizard of Oz                        | \$1,000.00       | 09/12/15              | Yes            | \$4,610.00         | \$2,110.00    | \$1,500.00       | N/A                          | 35 926 136 268     | N/A                      | N/A                       | N/A                      | Cultural and performance based celebration for the school's 30th anniversary. Entitled to apply for \$900, not \$1,000                                                      | Support Recommendation                              | \$610                      | \$600.00                      |
| 217     | 8      | Colac West Primary School                           | Colac West Primary School Concert       | \$960.00         | 19-Nov-15             | Yes            | \$2,870.00         | \$960.00      | N/A              | N/A                          | 68 572 604 779     | \$960.00                 | \$540.00                  | \$700.00                 | The school sells out their original production based on each year's Kana theme. Highly rated event by the school community.                                                 | Decision was made to increase the amount to \$960   | \$664                      | \$660.00                      |
| 1632    | 9      | Colac Woodcrafters Guild Inc                        | Colac Olway Wood Design Exhibition 2015 | \$1,285.00       | 28 & 29 November 2015 | No             | \$27,060.00        | \$0.00        | \$13,750.00      | \$2,400.00                   | 13 644 633 216     | \$900.00                 | \$1071 COPACC \$2250 FESS | \$1,000.00               | Brilliant application. Outstanding event showcasing an exceptional standard of craftsmanship. Attracted more than 800 people in 2013.                                       | Support Recommendation                              | \$1,295                    | \$1,295.00                    |
| 77      | 10     | Sacred Heart Primary School                         | Performance in a Perfect Place          | \$2,916.00       | 18/11/15              | Yes            | \$5,832.00         | \$1,192.00    | \$2,250.00       | N/A                          | 84 043 519 185     | N/A                      | N/A                       | N/A                      | Strong application. School is planning an original production starring 400 students, supported by almost 250 families.                                                      | Decision was made to increase the amount to \$1,180 | \$1,075                    | \$1,180.00                    |
| 211     | 11     | The Colac Players Inc                               | Inheritance                             | \$4,897.00       | 25 to 31 October 2015 | No             | \$103,947.00       | \$0.00        | \$74,125.00      | \$4,925.00                   | 59 787 194 675     | N/A                      | \$3,761.00                | \$2,500.00               | The players have an excellent history dating back more than 70 years. They have a loyal following and will enhance skills of up to 40 Players.                              | Decision was made to increase the amount to \$2,000 | \$1,790                    | \$2,000.00                    |
| N/A     | 12     | VFBV District 6, 2016 State Championships Committee | VFBV 2016 Rural State Championships     | \$2,000.00       | 02-Apr-16             | Yes            | \$6,500.00         | \$0.00        | \$1,500.00       | N/A                          | 39 255 319 010     | N/A                      | N/A                       | N/A                      | This application doesn't meet the selection criteria. The proposed event is a fundraiser and is not a "cultural" event.                                                     | Not recommended                                     | \$0                        | \$0.00                        |
| N/A     | 13     | Colac Olway Residents Action Group                  | HandSpun Seminar                        | \$660.00         | 01-Oct-15             | No             | \$1,300.00         | \$4,650.00    | N/A              | N/A                          | 45 964 809 375     | N/A                      | N/A                       | N/A                      | The event is planned to form a steering committee to develop a team of volunteer Mental Health First Aiders. Doesn't meet the funding criteria of being a "cultural" event. | Perhaps use JUL as a free venue.                    | \$0                        | \$0.00                        |
|         |        |                                                     |                                         | \$19,547.00      |                       |                | \$192,298.00       | \$25,719.50   | \$104,925.00     |                              |                    |                          |                           |                          |                                                                                                                                                                             |                                                     | \$10,075.50                | \$10,676.00                   |



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| TOTAL PROJECT REQUESTS                                 |  | \$30,560.93 |  | Total Officer Recommended |  | \$26,175.00 |  | Total Councillor Recommended |  | \$24,670.00 |  |
| SMALL EQUIPMENT & TRAINING OFFICER ASSESSMENTS 2015/16 |  |             |  |                           |  |             |  |                              |  |             |  |
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| TOTAL PROJECT REQUESTS                                 |                                              | \$30,560.93                                |                  | Total Officer Recommended |         | \$26,175.00   |                                 | Total Councillor Recommended |                          | \$24,670.00              |                          |                                                               |                    |                         |         |                                                                                                                                                                                                                                                                                         |                                                                                                        |                            |                               |
| SMALL EQUIPMENT & TRAINING OFFICER ASSESSMENTS 2015/16 |                                              |                                            |                  |                           |         |               |                                 |                              |                          |                          |                          |                                                               |                    |                         |         |                                                                                                                                                                                                                                                                                         |                                                                                                        |                            |                               |
| APP NO                                                 | ORGANISATION                                 | PROJECT                                    | AMOUNT REQUESTED | TOTAL PROJECT COST        | GST REG | Org Cash Cont | Misc contributions/ Sponsorship | Org in Kind Cont             | Funding received 2014/15 | Funding received 2013/14 | Funding received 2012/13 | PERMITS/ PERMISSION REQUIRED Building-Planning-Infrastructure | ABN                | EFT, Chq or Certificate | OFFICER | Officer Comment:                                                                                                                                                                                                                                                                        | Councillor Comment                                                                                     | Officer Recommended Amount | Councillor Recommended Amount |
| 12                                                     | Colac Little Athletics Centre Inc            | Storage & Handling Trailer and Trolley     | \$605.00         | \$1,211.78                | No      | \$605.89      | \$0.00                          | \$0.00                       | N/A                      | N/A                      | N/A                      |                                                               | 19 049 201 157     | EFT, Certificate        | LV      | Project allows for improved safety and preservation of equipment.                                                                                                                                                                                                                       | Supported Recommendation                                                                               | \$605.00                   | \$605.00                      |
| 13                                                     | Colac Orway Shire Positive Aging Ambassadors | Rock Across the Ages performance           | \$1,000.00       | \$7,800.00                | Yes     | \$0.00        | \$6,800.00                      | \$0.00                       | N/A                      | N/A                      | N/A                      |                                                               | 32 430 819 765     | EFT, Certificate        | IS      | This is a Council project and if essential should be funded through Council operations budget.                                                                                                                                                                                          | Supported Recommendation                                                                               | \$0.00                     | \$0.00                        |
| 14                                                     | Colac Orway Residents Action Group Inc.      | Mental Health First Aid Course             | \$1,000.00       | \$2,000.00                | No      | \$1,000.00    | \$0.00                          | N/A                          | N/A                      | N/A                      | N/A                      |                                                               | 45 864 608 375     | EFT, Certificate        | LV      | Training would provide the initial first step towards creating a peer support group. It is important that people have a clear understanding of mental health before creating the group. By providing the training first, it will strengthen the ability to set up a peer support group. | Concerns of this funding for this group as mainly for suicide training. No letter of support from CAH. | \$1,000.00                 | \$0.00                        |
| 15                                                     | Colac Poultry Club Inc                       | Laptops/software                           | \$640.00         | \$1,276.00                | No      | \$638.00      | \$0.00                          | \$0.00                       | N/A                      | N/A                      | N/A                      |                                                               | Supplier Statement | EFT, Certificate        | LL      | Provides equipment to enhance Club operations and support volunteers                                                                                                                                                                                                                    | Supported Recommendation                                                                               | \$640.00                   | \$640.00                      |
| 16                                                     | Colac Quilters                               | Construction of quilt display frames       | \$1,000.00       | \$2,559.00                | No      | \$1,309.00    | \$0.00                          | \$250.00                     | N/A                      | N/A                      | N/A                      |                                                               | 87 327 353 907     | EFT, Certificate        | LV      | Project will supply display frames for quilters and will provide frames into the future.                                                                                                                                                                                                | Supported Recommendation                                                                               | \$1,000.00                 | \$1,000.00                    |
| 17                                                     | Colac SES                                    | Chainsaw purchase                          | \$550.00         | \$1,100.00                | Yes     | \$550.00      | \$0.00                          | \$0.00                       | N/A                      | N/A                      | \$1,500                  |                                                               | 67 086 405 850     | EFT, Certificate        | IS      | New small chainsaw so all members can use irrespective of strength.                                                                                                                                                                                                                     | Supported Recommendation                                                                               | \$550.00                   | \$550.00                      |
| 18                                                     | Colac Swim Club Inc                          | Training Equipment                         | \$689.95         | \$1,379.90                | No      | \$689.95      | \$0.00                          | \$0.00                       | N/A                      | \$949                    | 949                      |                                                               | 20 169 543 904     | EFT, Certificate        | IS      | New training equipment which will assist in meeting the needs of club and increased membership numbers.                                                                                                                                                                                 | Supported Recommendation                                                                               | \$690.00                   | \$690.00                      |
| 19                                                     | Colac Ten Pin Bowling Assoc Inc              | Purchase desktop and software              | \$980.00         | \$1,963.00                | No      | \$983.00      | \$0.00                          | \$0.00                       | N/A                      | N/A                      | N/A                      |                                                               | Supplier Statement | EFT, Certificate        | LL      | Essential equipment to enable successful running of the Association (scoring, record keeping, club operations)                                                                                                                                                                          | Supported Recommendation                                                                               | \$980.00                   | \$980.00                      |
| 20                                                     | Colac Veterans Cycling Club Inc              | Safety Improvement and Event Coordination  | \$545.00         | \$1,093.10                | No      | \$546.10      | \$0.00                          | \$0.00                       | \$520.00                 | N/A                      | N/A                      |                                                               | 38 927 274 971     | EFT, Certificate        | LV      | This project will encourage greater participation for events through increased safety and event coordination.                                                                                                                                                                           | Supported Recommendation                                                                               | \$545.00                   | \$545.00                      |
| 21                                                     | Colac Woodcrafters Guild Inc                 | Router Table plus accessories              | \$1,000.00       | \$2,043.05                | No      | \$1,043.05    | \$0.00                          | \$0.00                       | \$923.00                 | N/A                      | N/A                      |                                                               | 13 644 633 216     | EFT, Certificate        | IS      | New machinery which will be safer and ensure that club members won't have to bring own equipment.                                                                                                                                                                                       | Supported Recommendation                                                                               | \$1,000.00                 | \$1,000.00                    |
| 22                                                     | Community Hub Inc                            | Sound system for Community Learning Centre | \$1,000.00       | \$2,172.34                | Yes     | \$1,172.34    | \$0.00                          | \$0.00                       | \$804.00                 | N/A                      | N/A                      |                                                               | 72 520 616 643     | EFT, Certificate        | LV      | Project will enable this community facility to be able to facilitate training for a wide range of community groups and organisations and will also protect voices of speakers.                                                                                                          | Supported Recommendation                                                                               | \$1,000.00                 | \$1,000.00                    |
| 23                                                     | District 6 Championship Committee            | Trophies and training                      | \$1,000.00       | \$3,950.00                | No      | \$0.00        | \$1,500.00                      | \$0.00                       | N/A                      | N/A                      | N/A                      |                                                               | 39 255 319 010     | EFT, Certificate        | LV      | Incomplete application. No quotes attached.                                                                                                                                                                                                                                             | Supported Recommendation                                                                               | \$0.00                     | \$0.00                        |



Updated - 4/6/15

## SMALL EQUIPMENT &amp; TRAINING OFFICER ASSESSMENTS 2015/16

Page 8

|                                                        |              |             |                  |                           |         |               |                                 |                              |                          |                          |                          |                                                                   |     |                         |         |                 |                    |                            |                               |             |
|--------------------------------------------------------|--------------|-------------|------------------|---------------------------|---------|---------------|---------------------------------|------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------|-----|-------------------------|---------|-----------------|--------------------|----------------------------|-------------------------------|-------------|
| TOTAL PROJECT REQUESTS                                 |              | \$30,560.93 |                  | Total Officer Recommended |         | \$26,175.00   |                                 | Total Councillor Recommended |                          | \$24,670.00              |                          |                                                                   |     |                         |         |                 |                    |                            |                               |             |
| SMALL EQUIPMENT & TRAINING OFFICER ASSESSMENTS 2015/16 |              |             |                  |                           |         |               |                                 |                              |                          | Further requirements     |                          | Chq                                                               |     | Acquired                |         | Not Funded      |                    |                            |                               |             |
| APP NO                                                 | ORGANISATION | PROJECT     | AMOUNT REQUESTED | TOTAL PROJECT COST        | GST REG | Org Cash Cont | Misc contributions/ Sponsorship | Org In Kind Cont             | Funding received 2014/15 | Funding received 2013/14 | Funding received 2012/13 | PERMITS/ PERMISSION REQUIRED Building & Planning & Infrastructure | ABN | EFT, Chq or Certificate | OFFICER | Officer Comment | Councillor Comment | Officer Recommended Amount | Councillor Recommended Amount |             |
|                                                        |              |             | \$30,560.93      | \$75,708.88               |         | \$33,304.06   | \$9,300.00                      | \$2,725.00                   |                          |                          |                          |                                                                   |     |                         |         |                 |                    |                            | \$26,175.00                   | \$24,670.00 |

Updated - 4/6/15



| TOTAL PROJECT REQUESTS                         |        | \$84,404.60                             |                                                                            | TOTAL Officer recommendations |                    | \$55,440.00 |               | TOTAL Councillor recommendations |                  | \$45,340.00              |                          |                          |                                                                                    |                    |                         |         |                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                             |                            |                               |
|------------------------------------------------|--------|-----------------------------------------|----------------------------------------------------------------------------|-------------------------------|--------------------|-------------|---------------|----------------------------------|------------------|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------|--------------------|-------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------|
| COMMUNITY PROJECTS OFFICER ASSESSMENTS 2015/16 |        |                                         |                                                                            |                               |                    |             |               |                                  |                  |                          |                          |                          |                                                                                    |                    |                         |         |                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                             |                            |                               |
| ACCT NO                                        | APP NO | ORGANISATION                            | PROJECT                                                                    | AMOUNT REQUESTED              | TOTAL PROJECT COST | OST REG     | Org Cash Cont | Misc contributions/ Sponsorship  | Org In Kind Cont | Funding received 2014/15 | Funding received 2013/14 | Funding received 2012/13 | PERMITS/ REQUIRED Building- B Planning- B Infrastructure/ Health- H Environment- E | ABN                | EFT- CHQ OR Certificate | OFFICER | Officer Comments                                                                                                                                                                                                                                                                                                                                                                   | Councillor Comments                                                                                                                         | Officer Recommended Amount | Councillor Recommended Amount |
|                                                | 1      | Apollo Bay Community Website Inc        | Major Upgrade                                                              | \$5,000.00                    | \$10,000.00        | No          | \$1,200.00    | \$0.00                           | \$3,800.00       | \$1,000.00               | N/A                      | N/A                      | None                                                                               | 41 448 939 601     | EFT, Certificate        | IS      | Much needed and well planned project that will have significant benefits for the local community and visitors.                                                                                                                                                                                                                                                                     | Support Recommendation                                                                                                                      | \$5,000.00                 | \$5,000.00                    |
|                                                | 2      | Apollo Bay Health and Wellness Centre   | Sanding and painting of masonic hall for wellness and health classes       | \$5,000.00                    | \$12,920.00        | No          | \$1,000.00    | \$0.00                           | \$4,000.00       | N/A                      | N/A                      | N/A                      | None                                                                               | Supplier Statement | EFT, Certificate        | LV      | Project allows a number of community users groups to access the facility and hold health and wellbeing classes on a more permanent basis.                                                                                                                                                                                                                                          | Alternative therapies, business, yoga as a community building. Not supported by Councillors                                                 | \$5,000.00                 | \$0.00                        |
|                                                | 3      | Birregurra Motor Enthusiasts Club Inc   | Restoration 1927 bus                                                       | \$5,000.00                    | \$22,605.63        | No          | \$10,000.00   | N/A                              | \$2,605.63       | N/A                      | N/A                      | N/A                      | None                                                                               | 11 068 049 178     | EFT, Certificate        | LV      | Project preserves local history, whilst providing significant benefits to the community in the present.                                                                                                                                                                                                                                                                            | Support Recommendation                                                                                                                      | \$5,000.00                 | \$5,000.00                    |
|                                                | 4      | Colac & District Adult Riding Club      | Riding arena expansion                                                     | \$5,000.00                    | \$10,645.00        | No          | \$5,000.00    | N/A                              | \$645.00         | N/A                      | N/A                      | N/A                      | P7                                                                                 | Supplier Statement | EFT, Certificate        | LL      | Great club and economic benefits. Project has been well thought out and carefully planned by C&DARC Committee                                                                                                                                                                                                                                                                      | Support Recommendation                                                                                                                      | \$5,000.00                 | \$5,000.00                    |
|                                                | 5      | Colac & District Historical Society Inc | Historic Map & Sale Poster Digitization                                    | \$1,500.00                    | \$3,000.00         | No          | \$500.00      | N/A                              | \$1,000.00       | \$600.00                 | \$660.00                 | \$504.00                 | None                                                                               | 73 516 460 219     | EFT, Certificate        | LV      | Project allows for the preservation of history for generations to come.                                                                                                                                                                                                                                                                                                            | Support Recommendation                                                                                                                      | \$1,500.00                 | \$1,400.00                    |
|                                                | 6      | Colac Mens Shed                         | New Colac Mens Shed                                                        | \$10,000.00                   | \$90,000.00        | No          | \$9,000.00    | 77 Dept Human Services           | \$11,000.00      | N/A                      | N/A                      | N/A                      | B, P                                                                               | Supplier Statement | EFT, Certificate        | IS      | Relocating to the showground. No quotes or plans, \$80k from DHS which is not certain.                                                                                                                                                                                                                                                                                             | DHS grant for original shed. Current shed has usage difficulties, parking issues. Councillors supported recommendation                      | \$0.00                     | \$0.00                        |
|                                                | 7      | Colac Otway Residents Action Group Inc  | Support Group for Mental Health and suicide prevent in Colac and surrounds | \$3,150.00                    | \$6,200.00         | No          | \$650.00      | N/A                              | \$2,500.00       | N/A                      | N/A                      | N/A                      | None                                                                               | 45 864 608 375     | EFT, Certificate        | LV      | Budget relying on COPAC assistance grant for \$1,500 of expenditure, officer has spoken to president to let them know that this money is subject to assessment and not guaranteed. 3 applications submitted to the 2015/2016 grants program (COPAC, Small Equipment & Training and Community Projects. Whilst project has met needs further planning and greater support from CMH. | Support Recommendation                                                                                                                      | \$0.00                     | \$0.00                        |
|                                                | 8      | Colac SES                               | New Kitchen                                                                | \$8,018.20                    | \$12,026.40        | Yes         | \$4,018.20    | N/A                              | \$2,000.00       | \$1,000.00               | N/A                      | N/A                      | None                                                                               | 67 086 405 650     | EFT, Certificate        | LV      | This project will allow the current kitchen to be bigger and allow for a sustainable kitchen what will service the SES needs into the future.                                                                                                                                                                                                                                      | COS gives \$ for \$ operational costs. No rent. Meets criteria as a grant as the scheme currently dictates. Councillor supported no funding | \$5,000.00                 | \$0.00                        |
|                                                | 9      | Eliminyng Public Hall Inc               | Pumbing                                                                    | \$2,585.00                    | \$5,170.00         | No          | \$2,585.00    | N/A                              | N/A              | \$1,452.00               | \$3,229.00               | \$3285 + \$2740          | Premises is sewerd. No approval required.                                          | 89 806 693 146     | EFT, Certificate        | LL      | Reasonable project that delivers outcomes for community asset/users of the facility. Willing to accept partial funding of \$2,000. Committee has been funded through this program for consecutive years.                                                                                                                                                                           | Funded in the past 6 years. Supported Recommendation                                                                                        | \$2,585.00                 | \$2,585.00                    |
|                                                | 10     | Forrest & District Community Group      | Forrest website                                                            | \$5,000.00                    | \$10,000.00        | No          | \$1,095.00    | N/A                              | \$3,905.00       | \$25,000                 | N/A                      | N/A                      | None                                                                               | 49 134 361 006     | EFT, Certificate        | LV      | Forrest townsite already has a developed website <a href="http://www.forrestvic.com.au">http://www.forrestvic.com.au</a> . Committee should invest in updating and maintaining existing platform, therefore project not recommended receiving funding.                                                                                                                             | Support Recommendation                                                                                                                      | \$0.00                     | \$0.00                        |
|                                                | 11     | Glastonbury Community Services          | Wireded Nance Kindergarten Bathroom Renovation                             | \$5,000.00                    | \$15,840.00        | Yes         | \$10,840.00   | No                               | No               | \$5,000.00               | \$5,000.00               | N/A                      | E, I                                                                               | 99 057 582 733     | EFT/Certificate         | LV      | Project entails the improvement of a Colac Otway Shire owned facility, and brings about an improved state of health and safety for staff and clients.                                                                                                                                                                                                                              | Support Recommendation but move to Community Projects                                                                                       | \$5,000.00                 | \$5,000.00                    |
|                                                | 12     | Kawarren Roe Reserve Committee Inc      | Sealing at Echidna House                                                   | \$3,793.75                    | \$7,587.50         | Yes         | \$3,793.75    | N/A                              | N/A              | STIP \$25,000            | N/A                      | N/A                      | None                                                                               | 67 946 089 479     | EFT, Certificate        | LV      | Will result in the delivery of this important program in Colac Otway Shire, involves a local sporting committee and will tackle mental health awareness in young people.                                                                                                                                                                                                           | Support Recommendation                                                                                                                      | \$3,793.00                 | \$3,793.00                    |
|                                                | 13     | Read the Play                           | Read the Play Colac Otway                                                  | \$5,000.00                    | \$10,000.00        | Yes         | \$2,500.00    | N/A                              | \$               | N/A                      | N/A                      | N/A                      | None                                                                               | 30 406 884 176     | EFT/Certificate         | IS      |                                                                                                                                                                                                                                                                                                                                                                                    | Support Recommendation                                                                                                                      | \$5,000.00                 | \$5,000.00                    |



|                                                |        |                                 |                                                                  |                               |                    |             |               |                                  |                  |             |            |            |                            |                |                         |         |                                                                                                                                                                                                                                                                                                                                                                  |                        |                            |                               |
|------------------------------------------------|--------|---------------------------------|------------------------------------------------------------------|-------------------------------|--------------------|-------------|---------------|----------------------------------|------------------|-------------|------------|------------|----------------------------|----------------|-------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------|-------------------------------|
| TOTAL PROJECT REQUESTS                         |        | \$84,404.60                     |                                                                  | TOTAL Officer recommendations |                    | \$55,440.00 |               | TOTAL Councillor recommendations |                  | \$45,340.00 |            |            |                            |                |                         |         |                                                                                                                                                                                                                                                                                                                                                                  |                        |                            |                               |
| COMMUNITY PROJECTS OFFICER ASSESSMENTS 2015/16 |        |                                 |                                                                  |                               |                    |             |               |                                  |                  |             |            |            |                            |                |                         |         |                                                                                                                                                                                                                                                                                                                                                                  |                        |                            |                               |
| ACCT NO                                        | APP NO | ORGANISATION                    | PROJECT                                                          | AMOUNT REQUESTED              | TOTAL PROJECT COST | DST REG     | Org Cash Cont | Misc contributions/ Sponsorship  | Org In Kind Cont | Acquired    | Paid       | Not funded | Further requirements       | ABN            | EFT, CHQ OR Certificate | OFFICER | Officer Comments                                                                                                                                                                                                                                                                                                                                                 | Councillor Comments    | Officer Recommended Amount | Councillor Recommended Amount |
|                                                | 14     | Leisure Networks                | Sportstacosa - Colac                                             | \$5,000.00                    | \$8,000.00         | Yes         | \$0.00        | \$0.00                           | \$ 3,000.00      | N/A         | N/A        | N/A        | None                       | 30 406 884 176 | EFT/Certificate         | IS      | A proven program that provides small scholarships to disadvantaged youth to participate in formal sporting activities.                                                                                                                                                                                                                                           | Support Recommendation | \$4,000.00                 | \$4,000.00                    |
|                                                | 15     | Orway Health                    | Play well at the Apollo Bay Children's Centre                    | \$2,378.65                    | \$4,787.65         | Yes         | \$1,200.00    | \$0.00                           | \$1,209.00       | \$0.00      | \$0.00     | \$0.00     | None                       | 30 426 290 469 | EFT, Certificate        | LV      | Project allows for the improvement of play facilities to improve safety. This is the only child care facility which provides a vital service for the remote township.                                                                                                                                                                                            | Support Recommendation | \$2,380.00                 | \$2,380.00                    |
|                                                | 16     | Rotary Club of Colac West Inc   | Completion of planned pathways for Joseph Pausich Nature Reserve | \$5,000.00                    | \$7,500.00         | No          | \$0.00        | \$0.00                           | \$2,500.00       | \$5,000.00  | \$1,000.00 | \$500.00   | Advise from Infrastructure | 93 848 989 71  | EFT, Certificate        | LV      | Pathway project was funded 2014/2015 along with picnic facilities and seats. Finances show ability to contribute and complete project without grant assistance                                                                                                                                                                                                   | Support Recommendation | \$0.00                     | \$0.00                        |
|                                                | 17     | Southern Orway Landcare Network | Landcare Resilience Project                                      | \$3,800.00                    | \$7,600.00         | Yes         | \$1,000.00    | \$0.00                           | \$2,600.00       | \$0.00      | \$0.00     | \$0.00     | None                       | 60 675 195 251 | EFT, Certificate        | LV      | Budget indicates that they have already received a \$1,000.00 grant for this project, this in combination with the financial statement shows they could fund project. Application also refers to volunteer consultants providing preparation and ongoing support free of charge for the project. Project considered operations and therefore will not be funded. | Support Recommendation | \$0.00                     | \$0.00                        |
|                                                | 18     | Wye River Surf Lifesaving Club  | Swim for Safety                                                  | \$1,179.00                    | \$2,358.00         | Yes         | \$179.00      | \$0.00                           | \$1,000.00       | \$895.00    | \$1,000.00 | N/A        | None                       | 25 294 686 448 | EFT, Certificate        | LL      | Bus service Colac-Vivram Road Lifeline/Network for swim training required due to closure of BVF-C. Great project that provides essential services which support the community.                                                                                                                                                                                   | Support Recommendation | \$1,180.00                 | \$1,180.00                    |
|                                                | 19     | Wye to Wongarra Landcare        | Wye Community sustainable vegetation project                     | \$5,000.00                    | \$10,000.00        | No          | \$0.00        | \$0.00                           | \$5,000.00       | \$0.00      | \$0.00     | \$0.00     | None                       | 40 579 409 513 | EFT, Certificate        | LV      | Clear benefit to the community through education to future preserve land and removal and replanting of vegetation. Recommended to receive full amount of funding \$5,000.00.                                                                                                                                                                                     | Support Recommendation | \$5,000.00                 | \$5,000.00                    |
|                                                |        |                                 |                                                                  | \$84,404.60                   | \$256,350.18       |             | \$54,560.95   | \$0.00                           | \$43,464.63      |             |            |            |                            |                |                         |         |                                                                                                                                                                                                                                                                                                                                                                  |                        | \$55,440.00                | \$45,340.00                   |

|                        |             |
|------------------------|-------------|
| TOTAL PROJECT REQUESTS | \$95,753.96 |
|------------------------|-------------|

|                               |             |
|-------------------------------|-------------|
| TOTAL Officer Recommendations | \$63,304.00 |
|-------------------------------|-------------|

|                                  |             |
|----------------------------------|-------------|
| TOTAL Councillor Recommendations | \$64,314.00 |
|----------------------------------|-------------|

|     |               |            |          |     |
|-----|---------------|------------|----------|-----|
| Chq | Cert - permit | Not funded | Acquired | Est |
|-----|---------------|------------|----------|-----|

Updated

RECREATION FACILITIES OFFICER ASSESSMENTS 2015/16

| Act No | APP NO | ORGANISATION                           | PROJECT                                                      | AMOUNT REQUESTED | TOTAL PROJECT COST | GST REGISTERED | Org Cash Cont | Org In-Kind Cont | Misc Contributions/ Sponsorship | Funding received 2014/15 | Funding received 2013/14 | Funding received 2012/13 | REMARKS: RECOMMENDATION to be made by Council at Environmental Assessment | ASN                | CASH/RE EFT CERTIFICATE | OFFICER | Official Comments                                                                                                                                                                                                                                                                                                 | Official Recommended Amount                                                            | Councillor Recommended Amount |            |
|--------|--------|----------------------------------------|--------------------------------------------------------------|------------------|--------------------|----------------|---------------|------------------|---------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------|--------------------|-------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------|------------|
|        | 1      | Alvie Football Netball Club            | New Storage Shed                                             | \$5,000.00       | \$17,340.00        | No             | \$12,340.00   | \$0.00           | \$0.00                          | \$4,000.00               | N/A                      | N/A                      | B. P. I. H                                                                | Supplier Statement | EFT, Certificate        | LL      | Project will provide safe housing of machinery/chemicals for maintenance of Alvie Recreation Reserve.                                                                                                                                                                                                             | Support Recommendation                                                                 | \$5,000.00                    | \$5,000.00 |
|        | 2      | Alvie Recreation CoM                   | Security Lighting for Playground, BBQ, trees and landscaping | \$1,473.75       | \$2,947.50         | No             | \$873.75      | \$600.00         | \$600.00                        | N/A                      | N/A                      | N/A                      | I. E                                                                      | Supplier Statement | EFT, Certificate        | LL      | Security light to protect playground and enable users to access the facility during winter season. Wind break will support spectator comfort (shelter, wind break).                                                                                                                                               | Support Recommendation                                                                 | \$1,475.00                    | \$1,475.00 |
|        | 3      | Alvie Tree Planters                    | Safe access and pig for 5 cars at Nature Reserve             | \$4,900.00       | \$9,810.00         | No             | \$1,910.00    | \$3,000.00       | No                              | N/A                      | N/A                      | N/A                      | I. E                                                                      | 90 046 870 997     | EFT/Certificate         | IS      | Implementation of stage 3 of the approved Master Plan. Well planned project that includes a number of local partners.                                                                                                                                                                                             | Support Recommendation                                                                 | \$4,900.00                    | \$4,900.00 |
|        | 4      | Apollo Bay Surf Life Saving Club       | Security and Maintenance Project                             | \$5,000.00       | \$16,700.00        | Yes            | \$9,200.00    | \$2,500.00       | No                              | N/A                      | \$5,000                  | N/A                      | None                                                                      | 61 579 241 354     | EFT/Certificate         | LV      | Apollo Bay Surf Lifesaving Club has a project still outstanding from 2013/2014 funding round.                                                                                                                                                                                                                     | Support Recommendation                                                                 | \$0.00                        | \$0.00     |
|        | 5      | Bease Community Centre Inc             | New toilets and ceiling fans                                 | \$2,500.00       | \$5,150.42         | No             | \$2,650.42    | \$250.00         | No                              | \$1,250.00               | \$5,000.00               | \$1,300.00               | Advise from environment H                                                 | 63 084 750 436     | EFT/Certificate         | LL      | Improve aesthetics and upgrade existing toilets. Willing to accept partial funding. Ceiling fans not supported in this application. Committee can utilise Annual Regional Recreation Reserve Contribution Program                                                                                                 | Support Recommendation                                                                 | \$1,750.00                    | \$1,750.00 |
|        | 6      | Bease Golf Club Inc                    | Improved watering system for greens                          | \$5,000.00       | \$10,814.00        | No             | \$5,000.00    | \$800.00         | No                              | N/A                      | \$1,375.00               | \$2500 - FESS            | E                                                                         | 96 511 995 519     | EFT/Certificate         | LL      | Project will deliver sustainable benefits by reducing water consumption, reduce volunteer hours and provide facilities to maintain greens.                                                                                                                                                                        | Support Recommendation                                                                 | \$5,000.00                    | \$5,000.00 |
|        | 7      | Burrumbidgee Bowling Club              | Commercial Dishwasher                                        | \$2,007.50       | \$4,015.00         | No             | \$2,007.50    | N/A              | N/A                             | \$2,915.00               | \$4,260.00               | \$2,778.00               | Advice from Environment                                                   | 16 889 705 069     | EFT, Certificate        | IS      | Straight forward project that will result in installation of a new dishwasher.                                                                                                                                                                                                                                    | Support Recommendation                                                                 | \$2,008.00                    | \$2,008.00 |
|        | 8      | City United Cricket Club               | Lawn Turf Roller & roller for pitch covers                   | \$4,925.00       | \$9,850.00         | No             | No            | No               | No                              | N/A                      | \$609                    | \$924 & \$3245           | None                                                                      | 31 676 516 123     | EFT/Certificate         | IS      | Much needed project that will benefit the club along with a number of other partners including Celvic Cricket Club and Celvic District Cricket Association. If funds right, could just fund the roller @ \$3000.                                                                                                  | Support Recommendation: Cr Brian Crook left the room at 3.35pm and returned at 3.37pm. | \$4,925.00                    | \$4,925.00 |
|        | 9      | Celvic Basketball Assoc Inc            | Scoreboards for basketball courts at Blowerwater             | \$4,750.00       | \$9,500.00         | No             | \$4,750.00    | \$0.00           | No                              | N/A                      | N/A                      | \$1,000                  | None                                                                      | 44 664 152 176     | EFT/Certificate         | IS      | Will enable the installation of a much larger scoreboard at Blowerwater than what was allowed for in the project. Will assist with major events and tournaments.                                                                                                                                                  | Support Recommendation                                                                 | \$4,750.00                    | \$4,750.00 |
|        | 10     | Celvic Central Bowling Club Inc        | Replacement of blinds                                        | \$710.00         | \$1,420.00         | No             | \$710.00      | No               | No                              | N/A                      | N/A                      | \$875                    | None                                                                      | 87 064 124 314     | EFT/Certificate         | LL      | Good project that will assist with energy saving and visual improvements.                                                                                                                                                                                                                                         | Support Recommendation                                                                 | \$710.00                      | \$710.00   |
|        | 11     | Celvic Football Netball Club Inc       | Essential Equipment Items                                    | \$4,076.00       | \$8,152.70         | No             | \$4,076.70    | No               | No                              | \$680.00                 | N/A                      | \$4000 + \$1370          | None                                                                      | 11 146 253 145     | EFT/Certificate         | IS      | Will result in purchase of essential items for the club. Considered a higher priority than their other application. Removed request for match balls, considered operational cost.                                                                                                                                 | Support Recommendation                                                                 | \$3,055.00                    | \$3,055.00 |
|        | 12     | Celvic Football Netball Club Inc       | Netball Portable Electronic Scoreboard                       | \$2,495.00       | \$4,990.00         | No             | \$2,495.00    | No               | No                              | \$680.00                 | N/A                      | \$4000 + \$1370          | None                                                                      | 11 146 253 145     | EFT/Certificate         | IS      | Second application from this group but worthwhile project.                                                                                                                                                                                                                                                        | Support Recommendation                                                                 | \$2,495.00                    | \$2,495.00 |
|        | 13     | Celvic Imparials Football Netball Club | Netball Changeroom Extension                                 | \$5,000.00       | \$16,000.00        | No             | \$7,500.00    | \$3,500.00       | No                              | \$5,000.00               | N/A                      | \$5,000.00               | B. I. P                                                                   | 69 505 347 131     | EFT/Certificate         | LL      | Incomplete submission. Consider applying through State Govt funding program that enhances women's change facilities                                                                                                                                                                                               | Support Recommendation                                                                 | \$0.00                        | \$0.00     |
|        | 14     | Celvic Table Tennis Assoc              | Two high-quality table tennis tables for competition         | \$1,450.00       | \$2,300.00         | No             | \$690.00      | N/A              | \$600.00                        | N/A                      | N/A                      | N/A                      | None                                                                      | Supplier Statement | EFT, Certificate        | LV      | Small club with limited amount of resources. Clear application stating what the project will achieve and what the benefits are.                                                                                                                                                                                   | Support Recommendation                                                                 | \$1,450.00                    | \$1,450.00 |
|        | 15     | Corerooke Tennis Club                  | Community Club Rooms                                         | \$5,000.00       | \$27,990.00        | No             | \$19,290.00   | \$3,700.00       | No                              | N/A                      | \$2,500.00               | N/A                      | B. P. I. H. E                                                             | 65 432 105 028     | EFT/Certificate         | LV      | N/A recommended for funding for the housing program. The main reason for the public space is still being completed. Tennis courts for the space are a priority project as opposed to club rooms. Club financial statement does not support the \$19,290.00 required in cash to see the completion of the project. | Support Recommendation                                                                 | \$0.00                        | \$0.00     |
|        | 16     | Corerooke Tennis Club                  | Replacement of Umpire Chairs                                 | \$2,849.00       | \$5,698.00         | No             | \$2,849.00    | N/A              | \$200.00                        | N/A                      | N/A                      | \$2500 - FESS            | None                                                                      | Supplier Statement | EFT, Certificate        | LV      | Project offers sun protection and enhanced safety for umpires. Chairs will be able to be allocated to new tennis courts when built.                                                                                                                                                                               | Support Recommendation                                                                 | \$2,850.00                    | \$2,850.00 |
|        | 17     | Elliminyt Tennis Club                  | Culbroom Renovations                                         | \$2,336.56       | \$4,673.12         | No             | \$736.56      | \$1,600.00       | No                              | \$395.00                 | N/A                      | \$150 + \$189            | I. E. H                                                                   | 37 419 042 664     | EFT/Certificate         | LL      | Enhance clubhouse, to include: kitchen upgrade, replace floor coverings and install new tables. Applied to Councils 2016-17 Building Renewal Budget.                                                                                                                                                              | Support Recommendation                                                                 | \$0.00                        | \$0.00     |



| App No | ORGANISATION                                  | PROJECT                                             | AMOUNT REQUESTED | TOTAL PROJECT COST | COST REGISTERED | Org Cash Cost | Org In Kind Cost | Misc Contributions, Sponsorships | Funding received 2015/16 | Funding received 2017/18 | Funding received 2018/19 | Indicators: PROJECTED, BUDGETED, FUNDING, INFORMATIONAL, RECOMMENDATION | APP                | CHECKLIST: EFT, CERTIFICATE | OFFICER | Other Comments                                                                                                                                                                                                                                                  | Councillor Recommendation                                                                                                                                                                                                                               | Councillor Recommended Amount | Councillor Recommended Amount |
|--------|-----------------------------------------------|-----------------------------------------------------|------------------|--------------------|-----------------|---------------|------------------|----------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------|--------------------|-----------------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|
| 18     | Ireawarra Cricket Club Inc                    | Ireawarra Cricket Club Relocation                   | \$4,600.00       | \$9,600.00         | No              | \$4,600.00    | No               | No                               | N/A                      | N/A                      | N/A                      | P2                                                                      | 72 524 070 677     | EFT/Certificate             | IS      | Will assist the club with relocating to the new Secondary College oval. Will provide future cricket facilities for the broader community.                                                                                                                       | Support Recommendation                                                                                                                                                                                                                                  | \$4,600.00                    | \$4,600.00                    |
| 19     | Johanna Public Purposes Reserve Inc           | Johanna Reserve Refurbishment                       | \$3,200.00       | \$6,367.00         | No              | \$2,536.00    | No               | No                               | N/A                      | N/A                      | \$2,650                  | E, H                                                                    | Supplier Statement | EFT/Certificate             | LV      | Project offers improvements to outdoor picnic area to increase usability from community and public. Can be funded from Public Open Space Reserve Fund.                                                                                                          | Application meets the guidelines. Councillors recommended changed amount                                                                                                                                                                                | \$0.00                        | \$3,185.00                    |
| 20     | Karyana Senior Citizens Centre Inc            | Dining Room Chairs                                  | \$2,175.00       | \$4,350.00         | No              | \$2,175.00    | No               | No                               | N/A                      | \$300.00                 | N/A                      | None<br>L, E, B, P<br>H: Premises is seawered. No approval required.    | 90 061 102 282     | EFT/Certificate             | LL      | Similar project received funding from last year's grants program, the project has not yet commenced.                                                                                                                                                            | Support project. To be funded from HMCC Minor Capital Allocation.                                                                                                                                                                                       | \$2,175.00                    | \$0.00                        |
| 21     | Lake Colac Rowing Club                        | Renovating boy, male toilets and clubrooms          | \$4,248.90       | \$8,497.80         | No              | \$1,248.90    | \$3,000.00       | No                               | \$5,000.00               | N/A                      | N/A                      |                                                                         | 77 404 377 491     | EFT/Certificate             | LV      | Significant benefits to hall users in terms of safe guarding against theft and the risk of falls. Due to committee's financial position, it is recommended to receive full amount of funding of \$ 3,146.00.                                                    | Support Recommendation                                                                                                                                                                                                                                  | \$0.00                        | \$0.00                        |
| 22     | Lampert Hall Committee                        | Heating and cooling for hall                        | \$3,146.00       | \$6,292.00         | No              | \$3,146.00    | No               | No                               | \$675.00                 | N/A                      | \$525                    | L, E                                                                    | 32 430 819 755     | EFT/Certificate             | LV      | Recommend funding for one set of coloured bowls. Club funded in 2012/13 and 2013/14 for bowlsman. Suggested club apply to Victorian Active Club grants for synthetic bowls mat.                                                                                 | Support Recommendation                                                                                                                                                                                                                                  | \$3,146.00                    | \$3,146.00                    |
| 23     | Lampert Indoor Bowls Club                     | Synthetic mat and new set and coloured bowls        | \$1,390.00       | \$2,780.00         | No              | \$1,390.00    | N/A              | N/A                              | \$1,000.00               | \$1,000.00               | \$312.00                 | None                                                                    | Supplier Statement | EFT, Certificate            | LL      | Thorough application that clearly identifies the need for and benefits this project will have and helps promote a major attraction to the Colac Onlay Shore. Recommended to receive a full amount of funding requested of \$2,450.00                            | Support Recommendation                                                                                                                                                                                                                                  | \$750.00                      | \$290.00                      |
| 24     | Old Beechy Rail Trail Comm of Mgt             | CBRT Enrichment Program                             | \$2,450.00       | \$4,900.00         | No              | \$950.00      | \$1,500.00       | No                               | \$3,000.00               | \$1,164.50               | N/A                      | L, P7                                                                   | Supplier Statement | EFT/Certificate             | LV      | Woodville project that will deliver good community outcome and mark celebrating of 150 anniversary of Colac Botanic Gardens. Willing to accept partial funding – hand pump play equipment purchase (ie, \$3971). To be funded by Playground Maintenance budget. | Councillors supported this application in full. Cr Brian Crook left the room at 3.42pm and returned at 3.44pm. Returned to this application at the end of the meeting. Cr Brian Crook left the room at 4.55pm and returned 4.56pm. Later changed to \$0 | \$2,450.00                    | \$2,450.00                    |
| 25     | Rotary Club of Colac West Inc                 | Playground hand water pump                          | \$5,000.00       | \$10,263.00        | No              | \$5,250.00    | \$0.00           | \$0.00                           | \$1,000.00               | \$900.00                 | \$3,000.00               | E, SMO, H                                                               | 93 848 989 771     | EFT, Certificate            | LL      | High priority project. Well planned and brought out at Club level. Encouraged consultation from other user groups of Eternity's Recreation Reserve to have input into the development and future of the facilities                                              | Support Recommendation                                                                                                                                                                                                                                  | \$5,000.00                    | \$5,000.00                    |
| 26     | South Colac Sports Club Inc                   | Master Plan                                         | \$5,000.00       | \$10,000.00        | No              | \$5,000.00    | No               | No                               | \$950.00                 | N/A                      | N/A                      | None                                                                    | 29 489 876 303     | EFT/Certificate             | LL      | Provide partial funding for fridge only. Will provide a new gas fridge for use in the kitchen. A viable project considering the facility doesn't have access to power.                                                                                          | Support Recommendation                                                                                                                                                                                                                                  | \$2,000.00                    | \$2,000.00                    |
| 27     | Victorian Field & Game Assoc Colac Inc        | Fridge and additional storage                       | \$10,000.00      | \$16,078.00        | No              | \$3,678.00    | \$2,400.00       | No                               | \$1,015.30               | N/A                      | \$4,500.00               | E                                                                       | 78 057 640 995     | EFT/Certificate             | IS      | Project delivers long term community benefit and supports facility users and retention of historic data                                                                                                                                                         | Support Recommendation                                                                                                                                                                                                                                  | \$1,345.00                    | \$1,345.00                    |
| 28     | Warrior Hall Committee                        | Window installation, new chairs and fire proof safe | \$1,345.00       | \$2,691.00         | No              | \$446.00      | \$900.00         | No                               | \$2,500.00               | N/A                      | \$1,600.00               | L, B                                                                    | 65 051 918 329     | EFT/Certificate             | LL      | Committee has limited financial resources. The works will see building maintained. Recommended to receive full amount of \$1750.00                                                                                                                              | Support Recommendation                                                                                                                                                                                                                                  | \$750.00                      | \$750.00                      |
| 29     | Warrior Recreation Reserve Comm of Management | Painting of Pavilion                                | \$750.00         | \$1,500.00         | Yes             | \$0.00        | \$750.00         | No                               | \$800.00                 | N/A                      | \$4,000.00               | None                                                                    | 11 687 610 507     | EFT/Certificate             | LV      | Clear application that outlines the project, why it is needed and the benefits for users for building a new car park area. Recommended to receive full amount of funding, \$680.00.                                                                             | Support Recommendation                                                                                                                                                                                                                                  | \$980.00                      | \$980.00                      |
| 30     | Warriville Recreation Reserve                 | Gravel Road / Parking                               | \$980.00         | \$1,960.00         | No              | \$980.00      | \$0.00           | \$0.00                           | \$3,650.00               | \$0.00                   | \$0.00                   | H                                                                       | 33 026 403 516     | EFT, Certificate            | LV      |                                                                                                                                                                                                                                                                 | Support Recommendation                                                                                                                                                                                                                                  | \$980.00                      | \$980.00                      |
|        |                                               |                                                     | \$95,753.96      | \$242,829.54       |                 | \$94,995.08   | \$23,881.00      |                                  |                          |                          |                          |                                                                         |                    |                             |         |                                                                                                                                                                                                                                                                 | \$43,304.00                                                                                                                                                                                                                                             | \$44,314.00                   |                               |





# Council Plan 2013-2017

*Revised 24 June 2015*



Otway Coast. Photo: Tynelle Catalano

## Contents

|                                                   |    |
|---------------------------------------------------|----|
| Executive Summary .....                           | 3  |
| Our Vision, Mission and Values .....              | 4  |
| Mayor and CEO's Message .....                     | 5  |
| Our Council.....                                  | 6  |
| How Council Operates .....                        | 6  |
| Our Organisation.....                             | 8  |
| Our Shire Profile .....                           | 9  |
| Challenges Facing Council .....                   | 11 |
| Council's Integrated Planning Framework .....     | 14 |
| Pillars, Goals and Key Strategic Activities ..... | 15 |
| Reference Documents .....                         | 21 |
| Strategic Resource Plan .....                     | 22 |
| Objectives of the Strategic Resource Plan .....   | 22 |
| Key Strategies.....                               | 22 |
| Resourcing the Council Plan.....                  | 23 |
| Comprehensive Income Statement .....              | 24 |
| Balance Sheet .....                               | 25 |
| Statement of Cash Flows .....                     | 26 |
| Statement of Capital Works .....                  | 27 |
| Statement of Changes in Equity.....               | 28 |
| Statement of Human Resources .....                | 29 |
| Financial Performance Indicators.....             | 30 |



## Executive Summary

Welcome to our Council Plan 2013-2017, which is a high level strategic document responding to the issues faced by our community and sets out our goals, key strategic activities and performance indicators for the next four years.

The key issues faced by our community have informed the choice of major projects/activities that Council has identified as its highest priority. Council has committed to complete these projects over the life of this plan, supporting the achievement of our stated goals.

The Council Plan does not contain the detail of day to day operational activities, short term projects or recurrent work programs. These additional activities/projects that also underpin our goals and strategies are contained in our Annual Operational Plan.

### Our Community

The Shire contains the major urban centre of Colac, the coastal resort towns of Apollo Bay and Skenes Creek, the rural townships of Birregurra, Beeac, Cressy and Forrest, and a large rural hinterland. A large proportion of the Shire is made up of and National Park and Forest Park.

Our estimated population for 2013 is 20,973. Our Shire experiences a higher employment rate, 97% (full time, 57%; part time, 40%) than for regional Victoria, at 94.8%.

### Our Vision - Our Challenges

Our vision for the community is for a sustainable, vibrant future. Along the way we face a number of key challenges, these are:

- *Financial constraints.* Financial sustainability is a key challenge with limited capacity to raise funds through traditional means, resulting in the need to find a balance between the financial burden faced by the community and the ability to meet future needs and aspirations. The introduction of rate capping by the State Government, to take effect from July 2016, will increase the pressure on our capacity to provide services.
- *Complex Regulatory Environment.* Colac Otway Shire operates in a highly regulated environment, with complex planning and building control systems administered by the State Government. These have an important purpose but in some instances have the effect of discouraging development and being unnecessarily complex for the public and Council alike.
- *Ageing population.* Our demographic indicates a significant ageing population, which presents challenges for the future provision of services.
- *Significant levels of disadvantage.* Research highlights that the particular challenges faced by our community are in the areas of Early Years, Youth, access to technology and diverse housing types.
- *Public transport networks.* Poor public transport infrastructure impacts those groups in our community that need to travel to access health, tourism, recreation facilities and other services.
- *Climate change.* The effects of climate change will have social and environmental impacts, effect current infrastructure and has implications for future planning and development along with social and environ.
- *Assets – renewal, maintenance and new.* The challenge of addressing infrastructure assets is multi-faceted dealing with assets that are at the end of their useful life and the need to construct new infrastructure that meets modern service requirements and future demand as population grows.

### Our response

We will address these challenges through a combination of direct action and strong advocacy by Council. We will also strengthen partnerships with our community, State and Federal Government and the private sector.

## Our Vision, Mission and Values

### Vision

A sustainable community with a vibrant future

### Mission

Council will work with our community and partners to provide:

- Innovative leadership, good governance and financial accountability
- Value for money, accessible and appropriately targeted services
- A strong advocacy and engagement approach to achieve a truly liveable community

### Values

|           |                                                                                                                                                                                                                                                                   |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Respect   | Be open and consistent in our dealings with people and respect their views.<br>Continually work on developing relationships built on trust. Treat others as we would like others to treat us. Acknowledge the opinions of others and their right to be different. |
| Integrity | We will work in an open and transparent way, ensuring our processes, decisions and actions are ethical, responsible and honest.                                                                                                                                   |
| Goodwill  | We will have an attitude of kindness or friendliness and build a good relationship with our customers and community.                                                                                                                                              |
| Honesty   | We will be consistent, keep our promises, admit our mistakes and clearly communicate our decisions.                                                                                                                                                               |
| Trust     | We will act honestly, openly and fairly to build levels of trust.                                                                                                                                                                                                 |

### Our Commitment

We commit to being open and responsive to community needs; to being an effective Council, and to strive to make our Shire an inclusive, safe and desirable place to live.



## Mayor and CEO's Message



Mayor, Cr Frank Buchanan and CEO Sue Wilkinson

### **We welcome you to the 2013-2017 Council Plan.**

The Council Plan is based on what Council understands to be most important to people's lives, their hopes and aspirations, and what kind of Shire we all want in the years ahead. This information comes from community consultation and research.

The Council Plan 2013-2017 is Colac Otway Shire's key corporate document; it is a high level plan that sets out our goals, key strategic activities and performance indicators for the next four years. It will be underpinned by annual operational plans (financial year based) that provide the detail of the works and activities to be achieved.

Our plan is structured around four key themes or 'pillars'. These are: Good Governance, A Planned Future, A Place to Live and Grow and A Healthy Community and Environment.

### **The important things**

Council has developed this Plan through a collaborative process with its key stakeholders: elected Councillors, the organisation, the general community, business groups and progress associations. We conducted 14 community forums around the Shire during February/March 2013 to help us build this Plan. For the first time we used social media and our website to help us more actively engage the younger members of our community. Also taken into consideration were the results of detailed research undertaken on key factors and issues impacting on the future growth and development of the Shire.

The Council Plan guides our financial plans, the annual budget, annual operational plans and continuous improvement of our services. Other key plans such as the Municipal Public Health Plan, Strategic Resource Plan, Long Term Financial Plan and Budget as well as business plans and specific topic strategies are aligned to the Council Plan.

Progress against our performance indicators will be measured quarterly. Results will be reported to Council and in the publication of our Annual Report.

This document also describes how the Council organisation is managed to achieve benefits for the community. It also provides some information about the Colac Otway Shire community itself.

**Cr Frank Buchanan**  
Mayor

**Sue Wilkinson**  
Chief Executive Officer

## Our Council



**Cr Frank Buchanan**  
Mayor

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## How Council Operates

Our seven Councillors make up Colac Otway Shire Council, a statutory body constituted under the *Local Government Act 1989*. Council is responsible for setting the organisation's strategic objectives and for making decisions on the activities and key issues that impacts the liveability of our community. It also promotes policy and ensures that the organisation performs effectively on behalf of the community.

The Mayor is elected by the other councillors and is the leader of the Council, chairs council meetings and represents the Shire at important government, business and community meetings. The Mayor acts as the ceremonial head at civic events.

Councillors attend formal council meetings and community meetings. They also represent the council at civic events and functions and attend to issues raised by the community. The Council is responsible for making statutory decisions, approval of policy, advocacy and the appointment of the Chief Executive Officer.

### Council Meetings

Council meetings are generally held on the 4<sup>th</sup> Wednesday of each Month and are open to the public. Council meetings are held at the Council offices in Colac, with two meetings a year held in Apollo Bay and one in Birregurra. Council's meeting agendas and minutes are available on the Colac Otway Shire website [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au).

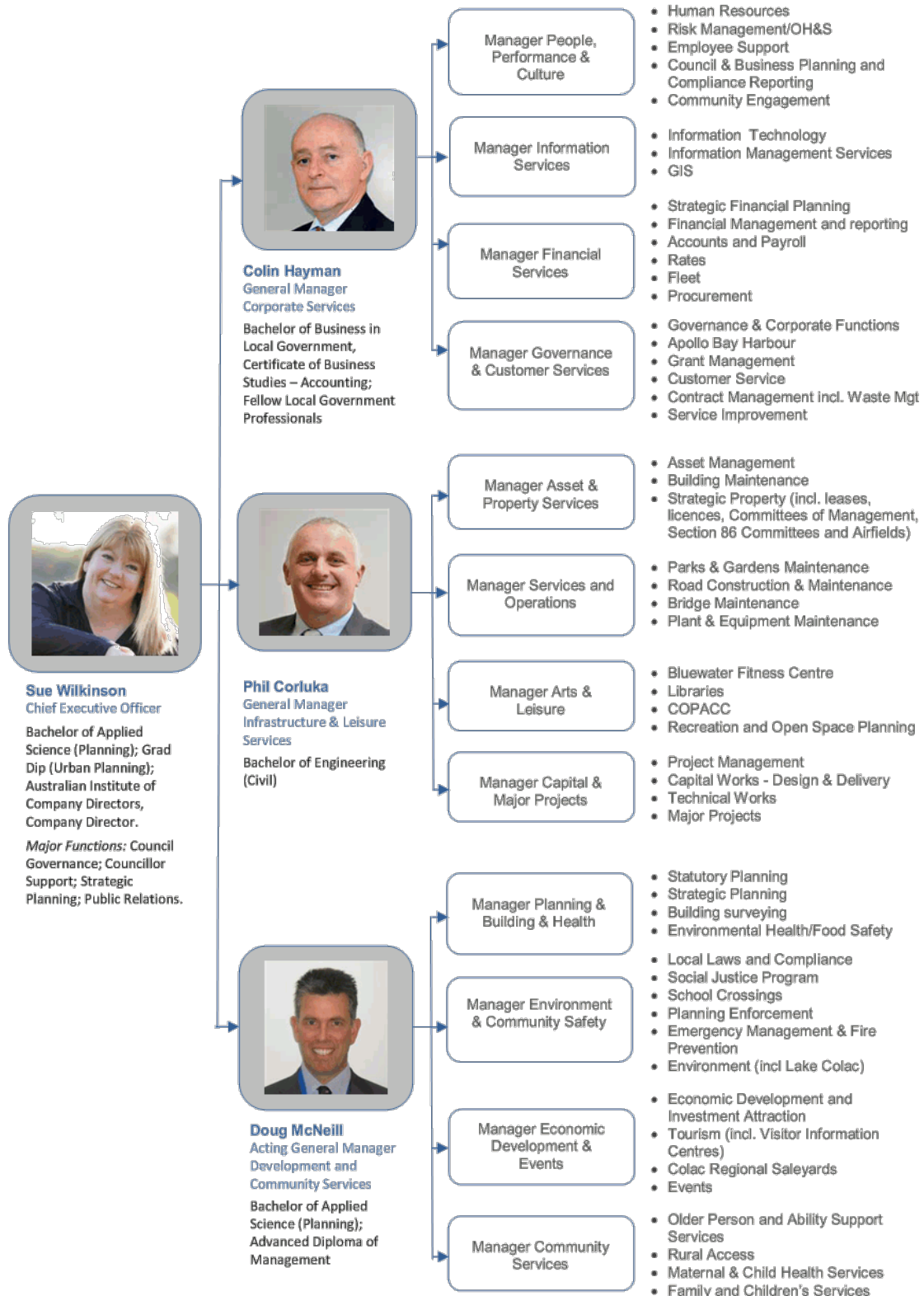
Committee appointments are made annually by Council. Committees of Council are as follows:

| Committee                                              | Purpose/Comments                                                                                                                                                                                                                                       |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Audit Committee<br>(Advisory Committee)                | To review financial and risk management systems and assist Council to carry out its corporate governance responsibilities. It has an independent member as the chairperson.                                                                            |
| Australia Day Advisory Committee                       | To review nominations and select Australia Day Award winners in the various categories.                                                                                                                                                                |
| Festival & Events Support Scheme<br>Advisory Committee | To consider the applications received for the Festival & Events Support Scheme and make any recommendations to Council on any strategic directions for specific events or the Support Scheme.                                                          |
| Grants/Community Funding<br>Advisory Committee         | To consider the applications received for the Community Funding program and make recommendations on any strategic directions for the specific projects or funding programs.                                                                            |
| Planning Committee<br>(Special Committee)              | To consider and determine all matters referred to it pursuant to the instrument of delegation, matters relating to strategic issues, receiving regular reports on key performance indicators, and other matters referred to the Committee as seen fit. |
| Small Town Improvement Program<br>Advisory Committee   | To consider the applications received for the Small Town Improvement Program.                                                                                                                                                                          |

**Note:** A number of the committees include external members and staff.

On an annual basis, Council also appoints Councillors to a number of other committees and external bodies.

## Our Organisation



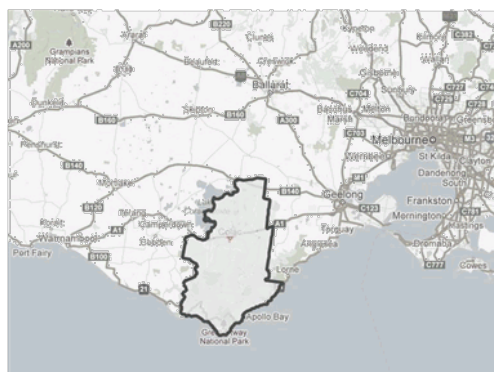
General Manager Jack Green resigned effective 15 October 2014.

## Our Shire Profile

### Location and history

Colac Otway Shire is located in Victoria's south west within a two hour drive of Melbourne, and approximately an hour to the large regional cities of Geelong to the east and Warrnambool to the west.

The Shire contains the major urban centre of Colac, the coastal resort towns of Apollo Bay and Skenes Creek, the rural townships of Birregurra, Beeac, Cressy and Forrest, and a large rural hinterland. A large proportion of the Shire is made up of Forest Park and National Park.



Development in the Shire dates from the 1850s when pastoralists and timber-getters established themselves in the areas around Colac. Colac experienced significant growth in the first half of the 20th century as it became the major service centre to the agricultural areas to the north and the timber getting areas to the south. Apollo Bay was established in the 1860s as a port for the timber being harvested in the Otway Ranges. The construction of the Great Ocean Road in the 1930s opened up the coastal strip for development and in more recent years Apollo Bay has established itself as a holiday destination.

### People

Our estimated population for 2013 is 20,973. The forecast through to 2031 is for a growth of approximately 1% per annum. We expect this to increase once the dual highway to Geelong is completed as it will open up the region making commuting an attractive option for both the local population and for those seeking a lifestyle change.

Growth over the coming 18 years is also predicted to be steady; however with an increasingly ageing population.



### Age Structure

Age structure is an important indicator of an area's residential role and function and how it is likely to change in the future. The age structure of a population is usually indicative of an area's era of settlement and provides key insights into the level of demand for services and facilities, as most services and facilities are age-specific.

|               |       |
|---------------|-------|
| 0 – 4 years   | 6.2%  |
| 5 – 19 years  | 19.4% |
| 20 – 34 years | 14.8% |
| 35 – 59 years | 34.0% |
| over 60 years | 25.6% |

### The Shire at a Glance

Area: 3,427 sq kilometres.  
Length of Local Roads: 1,632 kilometres.  
Coastline: 95 kilometres.  
Forest and National Park: 110,000 hectares.  
Estimated population: 20,973  
Population born overseas: 7.5%  
Population growth rate: 1.2%  
Employment rate: 97% (full time, 57%)  
Rateable properties: 14,768



### **Education and Employment**

Young people in Colac Otway Shire tend to leave school earlier and are less inclined to go to university, compared with regional Victoria. Overall, 41.9% of the population left school at Year 10 or below, and 31.9% went on to complete Year 12 or equivalent, compared to 39.0% and 35.6% respectively for regional Victoria.

On the other hand, our Shire experiences a higher employment rate, 97% (full time, 57%; part time, 40%) when compared with regional Victoria, at 94.8%.

The major industry sectors are:

- Manufacturing (1,204 persons or 12.7%)
- Health Care and Social Assistance (1,197 persons or 12.6%)
- Agriculture, Forestry & Fishing (1,134 persons or 12.0%)
- Retail Trade (992 persons or 10.5%)
- Tourism (807 persons or 8.5%)
- Education and Training (568 persons or 6%)
- Public Administration and Safety (includes Local Government) (460 persons or 4.8%)

In combination, these industries employed a total of 6,248 people or 74% of the employed resident population.

### **Housing**

The housing market in our Shire shows distinct variations. Colac and the rural areas primarily provide housing for families, with rural areas recording some population decline in recent years due to ongoing structural change in agriculture and the ageing of the population.

By contrast, our coastal areas have a dual housing market focussed on families and retirees. However, the vacancy rates are extremely high, reflecting their role and function as holiday destinations. It is expected that demand for housing in the coastal areas will predominantly come from further afield, such as Geelong and Melbourne.

There are significant differences in the supply of residential property within the Shire, which will have a major influence during the next five to ten years due to changing needs. New development opportunities have been identified in Elliminyt and the coastal areas, while the established areas of Colac and the rural areas have relatively low numbers of new dwellings expected over the forecast period.

#### **Sources**

Australian Bureau of Statistics Census 2011  
.id Consulting, Melbourne 2013  
REMPAN 2012

## Challenges Facing Council

The challenges we face can be clustered into two broad areas, these are:

1. **Council specific challenges** – these challenges are directly under the control or responsibility of Council and Council will need to decide if the challenge requires a strategic response and resource allocation.
2. **Broad Shire community challenges** – these liveability issues are faced by the whole Shire, not just the Council as a Local Government Authority, and therefore require multi-agency collaboration if they are to be addressed. Council therefore has a choice whether it gets involved through a leadership, advocacy, facilitation or participant role in addressing the challenge.

Our major current and future challenges are identified below. We will address these challenges through a combination of direct action and strong advocacy by Council. We will also strengthen partnerships and collaboration with our community and the State and Federal Government, along with the private sector. The challenges identified below have informed the development of our Council Plan, our Goals and Key Strategic Activities.

### Financial Constraints

Council has limited capacity to raise funds through traditional means i.e. rates. This results in a tension in finding a balance between the financial burden faced by the community and the ability to meet future needs and aspirations. The introduction of rate capping by the State Government, to take effect from July 2016, will increase the pressure on our capacity to provide services.

### Complex Regulatory Environment

Colac Otway Shire operates in a highly regulated environment, with complex planning and building control systems administered by the State Government.

Given the topography and location of the Shire, properties along the southern extent of the Shire are burdened by an array of zones and overlay controls that apply to ensure that important land use and development issues are addressed. These issues range from protecting water quality in declared water catchments, protection of nationally significant landscapes, avoiding landslip potential, protecting significant flora and fauna, responding to bushfire threat and protecting the valued neighbourhood character of the smaller coastal towns. In many areas there is a concentration of these planning controls.

Whilst these controls have an important purpose, they in some instances have the effect of discouraging development and being unnecessarily complex for the public and Council alike.

### Ageing Population

Colac Otway Shire has a growing ageing population, which presents challenges to future planning for:

- community care services
- arts, culture and open space facilities and events
- infrastructure to ensure accessibility
- pressure will increase for access to:
  - age-friendly built environment
  - appropriate housing
  - health services, especially outlying areas
  - transport opportunities throughout the shire
  - internet throughout the shire
  - community events throughout the shire.

An ageing population also has workforce implications, with a potential mass exodus of 'baby boomers' related to retirement and consequent loss of talent and experience.

### **Significant Levels of Disadvantage**

Colac Otway Shire has pockets of high socio-economic disadvantage characterised by lower incomes, education and skill levels, alongside higher levels of unskilled occupations, family and health issues.

The median net income of couple families is comparatively low, the proportion of sole parent families is higher than that for the rest of Victoria and education attainment for parents is lower.

### *Early Years*

This has implications for early years' development including:

- Early years' service provision. Overall demand for services is higher and the proportion of complex cases is greater. It is critical that services are affordable and physically accessible.
- A higher level of children in Colac specifically vulnerable in physical health and well being; social competence; and communication skills and general knowledge.

### *Youth*

- We lose significant numbers of young adults as they seek employment and education and training opportunities in larger centres. This is a trend common to most rural and regional areas in Australia; however it is a particular issue for our Shire.
- Ongoing issues with helping young people find a sense of place and connection.
- South West Local Learning & Employment Network (SWLLEN) reports that the need to increase educational achievement in the region is a community issue because it is a limiting factor for both the life chances of individuals and the regional economy.

### *Access to technology*

- Colac Otway has the highest proportion of homes without internet connection of all Great South Coast municipalities, 19% below the Victorian average and the lowest in the Barwon South West.
- Growing community demand to communicate with Council via social media.
- Demand for increased online services.
- Access to the National Broadband Network (NBN) is expected to be available in Colac, Colac East and Elliminyt beginning in February 2016 and across the Shire by mid 2016.

### *Access to diverse housing types*

There is a growing demand for different types of residential property within the Shire to meet the needs of different age groups, especially the older section of the population. This will increase over the next five to ten years.

### **Transport Network**

There is increasing pressure and growing need to increase public transport services (bus, rail etc), including:

- Connection with Geelong
- Connection within the Shire e.g. Apollo Bay – Colac
- Within the city of Colac

The potential for significant increases in road freight volumes will impact on liveability and tourism values across the shire. Responses to this may need to include:

- Supporting VicRoads to develop an alternate truck route for Colac
- Improved pedestrian and cycling infrastructure



### **Climate Change**

Implications for future planning and development:

- Minimise the impact of human settlement on the environment and protect significant landscapes and natural assets, including the natural functions of the region's waterways, wetlands, riparian areas (on or relating to the banks of a natural watercourse) and floodplains.
- Continued pressure for development along the coast for lifestyle choice and holiday destinations creates environmental and service delivery challenges.
- Development of the area immediately surrounding coastal settlements and further development of existing, old subdivisions will continue to generate policy challenges and can create long-term transport, health service and employment issues.
- Potential need to relocate infrastructure and assets.
- Increase community resilience to extreme climate events such as heatwaves, floods and drought.

### **Assets – Renewal, Maintenance and New**

The challenge of addressing infrastructure assets is multi-faceted dealing with assets that are at the end of their useful life and the need to construct new infrastructure that meets modern service requirements and future demand as population grows. Other issues include:

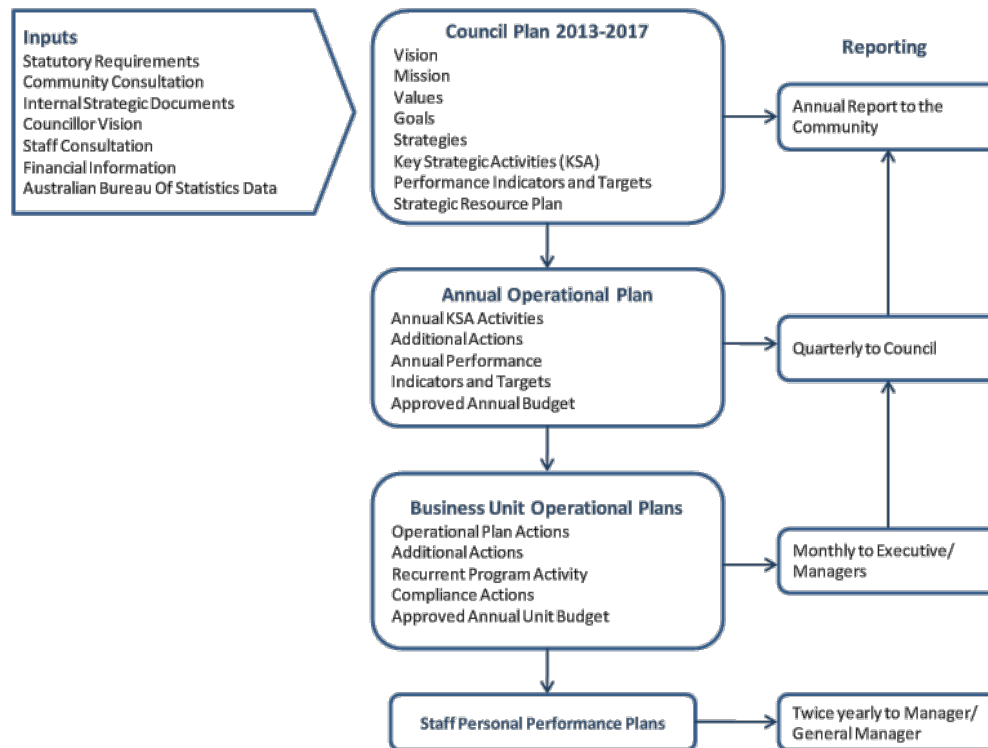
- Major drainage issues across the Shire.
- Asset renewal, maintenance and provision of new infrastructure. Assets include roads, footpaths, drainage, bridges, public spaces, buildings and recreation facilities.
- The current standards do not meet community expectations.
- There is an unfunded community infrastructure renewal gap.



*Cape Otways forestry*

## Council's Integrated Planning Framework

Our integrated planning framework illustrates Council's planning and reporting cycle, which is structured around the Council Plan, our key corporate strategic document. It is underpinned by the Colac Otway Shire Annual Operational Plan, along with Business Unit Operational Plans that support the achievement of our Council Plan strategies.



### Continuous Improvement

Colac Otway Shire is committed to continuous improvement; ensuring we derive the best value from the resources we use and deliver the best possible services for our community.

Councils are required by the *Local Government Act 1989* to ensure their services take into account the following Best Value principles:

- Specific quality and cost standards for every Council service
- Responsiveness to community needs
- Accessibility and appropriately targeted services
- Continuous improvement
- Regular community consultation on all services and activities
- Frequent reporting to the community

Council will apply these principles to continuously improve strategic and service planning as well as service delivery. This ongoing improvement will assist Council to maintain flexibility and provide resources to meet the community's needs, thereby building on our commitment to provide high quality, value for money services and facilities that promote community wellbeing.

## Pillars, Goals and Key Strategic Activities

The Council Plan is a high level strategic document responding to the issues faced by our community and sets out our goals, key strategic activities and performance indicators for the next four years from 2013 to 2017. The Council Plan will be underpinned by annual operational plans (financial year based) that provide the detail of the works and activities to be achieved.

The Council Plan does not contain the detail of day to day operational activities, short term projects or recurrent work programs. These additional activities/projects that also underpin our goals and strategies are contained in our Annual Operational Plan (see page 13 for Council's integrated planning framework).

Our plan is structured around four key themes or 'pillars'. These are:

### 1. Good Governance

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

#### **Our Goal:**

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

### 2. A Planned Future

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

#### **Our Goal:**

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

### 3. A Place to Live and Grow

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

#### **Our Goal:**

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

### 4. A Healthy Community and Environment

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

#### **Our Goal:**

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

## Key Strategic Activities

The key issues faced by our community have informed the choice of major projects/activities that Council has identified as its highest priority. Council has committed to complete these projects over the life of this plan, supporting the achievement of our stated goals.

## Pillar 1: Good Governance

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

### This is about:

- Effective Governance
- Excellence in Local Government
- The Best Place to Work
- Engaging with the Community
- Customer Focus

### Services/Activities:

- Governance
  - Corporate
  - Democratic
- Local Laws (ensuring adequacy and currency of laws)
- Resource Management (maintaining the assets we use to deliver services to the community):
  - Assets e.g.:
    - ✓ Plant
    - ✓ Vehicles
    - ✓ Information Management Systems
- Our People
- Finance
- Triple bottom line

### Our Goal:

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

### Strategies

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

### Key Strategic Activities

|                                                                   | Performance Indicators                                   | Targets |
|-------------------------------------------------------------------|----------------------------------------------------------|---------|
| Implement Council's Risk Management System.                       | Incident reporting and management system implemented.    | 100%    |
|                                                                   | Budget met with a tolerance of                           | +/- 5%  |
|                                                                   | Risk Register reviewed by the Risk Management Committee. | 100%    |
|                                                                   | Compliance audits completed.                             | 100%    |
|                                                                   | New risk register management system implemented.         | 100%    |
|                                                                   | Budget met with a tolerance of                           | +/- 10% |
| Implement Council's internal audit program.                       | Complete internal audits as per audit schedule.          | 100%    |
|                                                                   | Respond to all audit recommendations.                    | 100%    |
|                                                                   | Budget met with a tolerance of                           | +/- 5%  |
| Staged implementation of the National Asset Management Framework. | Stage 1: Asset Management system implemented.            | 100%    |
|                                                                   | Budget met with a tolerance of                           | +/- 3%  |



## Pillar 2: A Planned Future

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

### This is about:

- Places and Buildings
- Travel and Transport
- Activity and Economy

### Services/Activities:

- Land use and planning
- Economic development
- Tourism
- Infrastructure (planning for the built environment and future growth needs – improving access to services)
- Emergency management planning

### Our Goal:

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

### Strategies

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

### Key Strategic Activities

|                                                             | Performance Indicators                                                                                       | Targets |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------|
| Colac 2050 Project                                          | Stage 1: Prepare retail and industrial strategies.                                                           | 100%    |
|                                                             | Stage 2: Exhibition of the Planning Scheme Amendment to implement retail and industrial strategies.          | 100%    |
| Economic Development Strategy                               | Stage 1: Develop a four year strategy.                                                                       | 100%    |
|                                                             | Stage 2: Complete implementation of year 1 actions.                                                          | 100%    |
| Community infrastructure and asset renewal plan.            | Develop Asset Management Plans for key community infrastructure types.                                       | 100%    |
|                                                             | Develop an Asset Renewal Plan with forward projections of funding requirements.                              | 100%    |
|                                                             | Identified asset renewal priorities funded.                                                                  | 100%    |
| Develop a Colac Otway Shire Footpath Strategy.              | Strategy Developed                                                                                           | 100%    |
| Staged implementation of the Colac CBD & Entrances Project. | Stage 1: Detailed design completed.                                                                          | 100%    |
|                                                             | Stage 2: Funding bid successful.                                                                             | 100%    |
|                                                             | Stage 3: Inner Eastern Entrance completed.                                                                   | 100%    |
|                                                             | Budget (stage 3) met with a tolerance of                                                                     | +/- 5%  |
| Apollo Bay Harbour Master Plan.                             | Stage 1: Master Plan completed and adopted as a reference document in the Colac Otway Shire Planning Scheme. | 100%    |
|                                                             | Stage 2: Implementation strategy developed.                                                                  | 100%    |
| Redevelopment of the former Colac High School site.         | Portion of land handed over to Colac Otway Shire for public open space                                       | 100%    |

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

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

#### This is about:

- Health and Wellbeing services
- Places and Buildings
- Skills development and Education

#### Services/Activities:

- Arts and culture (management of COPACC facility)
- Sport and Recreation facilities (management of BWFC facility etc)
- OPASS
  - Community ambassadors (improving liveability for older people in small communities)
  - Home Care
  - Home maintenance
  - Meals on wheels
- Maternal and Child Health
- Family Services
- Infrastructure (maintaining the built environment):
  - Roads
  - Footpaths
  - Bridges
  - Buildings
  - Parks and gardens

#### Our Goal:

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

#### Strategies

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

#### Key Strategic Activities

|                                                                   | Performance Indicators                                            | Targets  |
|-------------------------------------------------------------------|-------------------------------------------------------------------|----------|
| Develop and implement the Public Health and Wellbeing Plan.       | Plan developed.                                                   | 100%     |
|                                                                   | Plan implemented.                                                 | 100%     |
|                                                                   | Budget met with a tolerance of                                    | +/- 5%   |
| Staged implementation of the Beechy Precinct development program. | \$11.86 million Bluewater Fitness Centre redevelopment completed. | 100%     |
|                                                                   | Budget met with a tolerance of                                    | +/- 2.5% |
| Staged implementation of the Open Space Strategy.                 | Stage 1: Strategy incorporated into the Planning Scheme.          | 100%     |
|                                                                   | Stage 2: Implementation strategy developed.                       | 100%     |
|                                                                   | Stage 3: Priority actions implemented.                            | 100%     |
|                                                                   | Budget (stage 3) met with a tolerance of                          | +/- 5 %  |

Pillar 3: A Place to Live and Grow (continued)

|                                                       | Performance Indicators                                                                               | Targets  |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------|
| Implement the asset renewal and maintenance programs. | Asset renewal project completion                                                                     | 90%      |
|                                                       | Budget met with a tolerance of                                                                       | +/- 3%   |
|                                                       | Inspect and maintain Council's road and footpath assets in accordance with the Road Management Plan: |          |
|                                                       | • Inspections completed as per schedule.                                                             | 100%     |
|                                                       | • Maintenance responsiveness.                                                                        | 85%      |
|                                                       | Road and footpath maintenance budget met with a tolerance of                                         | +/- 1.5% |



Enjoying the great outdoors.

## Pillar 4: A Healthy Community and Environment

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

### This is about:

- Places and Buildings
- Community Wellbeing
- Events
- Sport and Recreation
- The Environment

### Services/Activities:

- Sport and Recreation activities
- Events
- Arts and Culture activities
- Local Laws (keeping the community safe)
- Emergency management coordination
- Environmental Health activities
- Onsite Wastewater Management
- Food inspections
- Immunisation
- Environmental Sustainability
  - Waste Management
  - Water use
  - Power consumption
  - Climate change
  - Street lighting

### Our Goal:

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

### Strategies

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

### Key Strategic Activities

|                                                                    | Indicators                                               | Target  |
|--------------------------------------------------------------------|----------------------------------------------------------|---------|
| Implement the relevant stages of the Environment Strategy 2010-18. | Develop bi-annual action plans.                          | 100%    |
|                                                                    | Completion of bi-annual plan actions.                    | 80%     |
|                                                                    | Budget met with a tolerance of                           | +/- 5%  |
| Implement the Active Transport Strategy.                           | Strategy adopted.                                        | 100%    |
|                                                                    | Implementation plan developed.                           | 100%    |
|                                                                    | Budget met with a tolerance of                           | +/- 10% |
| Implement the Municipal Emergency Management Plan.                 | Annual review and realignment completed.                 | 100%    |
|                                                                    | Colac Otway Shire Municipal Fire Plan actions completed. | 80%     |
|                                                                    | Budget met with a tolerance of                           | +/- 10% |



## Reference Documents

During the development of the Council Plan for the Colac Otway Shire (COS), the following Strategies and Plans were used as reference documents:

- Apollo Bay Structure Plan
- Colac Otway Public Open Space Strategy
- COS Arts & Culture Strategic Plan
- COS Positive Ageing Strategy Research Paper
- COS Recreation Strategy
- Early Years Plan 2010-2013
- Environment Strategy 2010-2018
- G21 Strategy
  - G21 Regional Growth Plan
- Health and Wellbeing Pillar – Community Health and Wellbeing Profile 2009
- ID Profile - Colac Otway Shire Community Profile
- Local Government Area Profiles – Department of Health – 2011
- Road Management Plan
- Public Health Plan & Wellbeing Plan 2010 - 2013
- State of the Regions Report 2012-13
- The Great South Coast Regional Strategic Plan

## Strategic Resource Plan

The Strategic Resource Plan (SRP) is a requirement under the *Local Government Act 1989*. The SRP details the financial and non-financial (includes people and assets) resources required to achieve Council's goals, as outlined in the Council Plan. The Strategic Resource Plan is updated annually and is reflected in Council's annual budget.

### Objectives of the Strategic Resource Plan

- Establish a financial framework and an assessment of the resources (financial and non-financial) to ensure Council achieves the goals of the Council Plan 2013-2017.
- Establish a basis to measure Council's adherence to financial policies and strategies.
- Support Council's compliance with sound financial management principles.
- Support the medium to long-term financial sustainability of the municipality.

### Key Strategies

The SRP builds a sustainable framework containing strategies, including financial and non-financial resources, to support the achievement of Council Plan goals. These are:

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Colac Otway financial indicators</b>    | <ul style="list-style-type: none"> <li>• That Colac Otway Shire Council continues to benchmark with other Victorian councils and those within the large council category.</li> <li>• That Colac Otway Shire Council applies the outcomes of this SRP to the 2015-2016 Budget.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Long-term borrowing strategies</b>      | <ul style="list-style-type: none"> <li>• That Colac Otway Shire Council, based on previous Prudential Guidelines, borrows funds for capital investment projects that provide intergenerational equity.</li> <li>• That Colac Otway Shire Council retains its debt servicing and redemption costs at or below 5 cents in the rate &amp; charges revenue dollar, towards interest and principal, over the life of this SRP.</li> <li>• That Colac Otway Shire Council commits to a maximum ten (10) year term for all new borrowings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Notional reserves</b>                   | <ul style="list-style-type: none"> <li>• That Colac Otway Shire Council builds and maintains cash reserves to both support working capital and ensure funds are available for Council activities as scheduled.</li> <li>• Reserves are fully backed with cash at the end of each financial year.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Rating and other revenue strategies</b> | <ul style="list-style-type: none"> <li>• That Colac Otway Shire Council pursues operational grant funding and strategic capital funding aligned with Council Plan objectives.</li> <li>• That Colac Otway Shire Council pursues a consistent and rigorous methodology for the creation and setting of fees and charges.</li> <li>• That Colac Otway Shire Council undertakes detailed analysis on the level of existing fees and charges, investigates new revenue sources and report recommendations to Council.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Asset management</b>                    | <ul style="list-style-type: none"> <li>• That Colac Otway Shire Council, having established its critical renewal investment levels, completes detailed Asset Management Plans for all major classes of Council assets.</li> <li>• That Colac Otway Shire Council, as part of the development of its Asset Management Plans, consults with the community to determine how service levels will be reached including a combination of improved revenue raising, review of existing service levels, asset disposal and composition of the asset portfolio.</li> <li>• That Colac Otway Shire Council continues to prioritise the allocation of funds to the renewal of existing assets rather than constructing new assets where possible, noting that as the Shire's population expands and other demands increase, it will be necessary to provide appropriate infrastructure to promote further development.</li> </ul> |

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Capital works</b>                  | <ul style="list-style-type: none"> <li>That Colac Otway Shire Council maintains its capital works commitment to levels that align with the funding spread established in this SRP, and incorporate into the developing 10-year capital works programme.</li> <li>That Colac Otway Shire Council initially focuses capital works expenditure on maintaining a critical renewal level based on acceptable levels of service, with the next priority on upgrade and expansion, followed by provision of new.</li> </ul> |
| <b>Service provision and planning</b> | <ul style="list-style-type: none"> <li>That Colac Otway Shire Council annually determines the range and level of service provision through the budget process incorporating an analysis of organisational and financial capability.</li> </ul>                                                                                                                                                                                                                                                                       |
| <b>Strategic Financial Plan</b>       | <ul style="list-style-type: none"> <li>That Colac Otway Shire Council finalises its preferred rating option for its strategic financial model to fund the Council Plan, capital expenditure and service delivery through the annual budget process.</li> </ul>                                                                                                                                                                                                                                                       |

## Resourcing the Council Plan

Financial statements depict how the Plan is resourced.

- **Comprehensive Income Statement** shows the operating costs and income during the period.
- **Balance Sheet** provides the value of Council's assets and obligations or liabilities for the period.
- **Statement of Cash Flows** indicates the cash expenses paid and cash income received for the period.
- **Statement of Capital Works** outlines the value of the capital works and capital purchases during the period.
- **Statement of Changes in Equity** indicates movement in investments in net assets.
- **Statement of Human Resources** indicates the anticipated human resource requirements for the period.
- **Financial Performance Indicators** show current and projected performance across a range of key financial performance indicators.

The following table summarises the key financial results for the next four years, as set out in the SRP.

## Comprehensive Income Statement

For the four years ending 30 June 2019

|                                                                                                               | Forecast<br>Actual | Budget  | Strategic Resource Plan<br>Projections |         |         |
|---------------------------------------------------------------------------------------------------------------|--------------------|---------|----------------------------------------|---------|---------|
|                                                                                                               | 2014/15            | 2015/16 | 2016/17                                | 2017/18 | 2018/19 |
|                                                                                                               | \$'000             | \$'000  | \$'000                                 | \$'000  | \$'000  |
| <b>Income</b>                                                                                                 |                    |         |                                        |         |         |
| Rates and charges                                                                                             | 26,623             | 27,987  | 28,654                                 | 29,370  | 30,104  |
| Statutory fees and fines                                                                                      | 449                | 534     | 565                                    | 582     | 600     |
| User fees                                                                                                     | 3,792              | 4,628   | 4,790                                  | 4,958   | 5,131   |
| Grants - Operating                                                                                            | 10,189             | 9,203   | 9,742                                  | 9,836   | 9,933   |
| Grants - Capital                                                                                              | 6,590              | 5,893   | 3,546                                  | 3,579   | 3,612   |
| Contributions - monetary                                                                                      | 620                | 149     | 150                                    | 152     | 154     |
| Contributions - non-monetary                                                                                  | -                  | -       | -                                      | -       | -       |
| Net gain/(loss) on disposal of property, infrastructure,<br>plant and equipment                               | 81                 | 83      | 0                                      | 0       | 0       |
| Fair value adjustments for investment property                                                                | -                  | -       | -                                      | -       | -       |
| Share of net profits/(losses) of associates and joint<br>ventures                                             | -                  | -       | -                                      | -       | -       |
| Other income                                                                                                  | 742                | 643     | 547                                    | 553     | 558     |
| <b>Total income</b>                                                                                           | 49,086             | 49,120  | 47,994                                 | 49,030  | 50,092  |
| <b>Expenses</b>                                                                                               |                    |         |                                        |         |         |
| Employee costs                                                                                                | 16,980             | 18,168  | 19,076                                 | 20,030  | 21,032  |
| Materials and services                                                                                        | 15,836             | 14,274  | 14,695                                 | 15,172  | 15,665  |
| Bad and doubtful debts                                                                                        | 2                  | 2       | 2                                      | 2       | 2       |
| Depreciation and amortisation                                                                                 | 9,635              | 9,338   | 10,067                                 | 10,508  | 10,974  |
| Borrowing costs                                                                                               | 410                | 346     | 276                                    | 225     | 184     |
| Other expenses                                                                                                | 2,746              | 2,163   | 1,201                                  | 1,242   | 1,281   |
| <b>Total expenses</b>                                                                                         | 45,609             | 44,291  | 45,317                                 | 47,179  | 49,138  |
| <b>Surplus/(deficit) for the year</b>                                                                         | 3,477              | 4,829   | 2,677                                  | 1,851   | 954     |
| <b>Other comprehensive income</b>                                                                             |                    |         |                                        |         |         |
| <b>Items that will not be reclassified to surplus or deficit in<br/>future periods:</b>                       |                    |         |                                        |         |         |
| Net asset revaluation increment /(decrement)                                                                  | -                  | -       | -                                      | -       | 15,762  |
| Share of other comprehensive income of associates and<br>joint ventures                                       | -                  | -       | -                                      | -       | -       |
| <b>Items that may be reclassified to surplus or deficit in<br/>future periods<br/>(detail as appropriate)</b> | -                  | -       | -                                      | -       | -       |
| <b>Total comprehensive result</b>                                                                             | 3,477              | 4,829   | 2,677                                  | 1,851   | 16,716  |

## Balance Sheet

For the four years ending 30 June 2019

|                                                | Forecast<br>Actual | Budget         | Strategic Resource Plan<br>Projections |                |                |
|------------------------------------------------|--------------------|----------------|----------------------------------------|----------------|----------------|
|                                                | 2015               | 2016           | 2017                                   | 2018           | 2019           |
|                                                | \$'000             | \$'000         | \$'000                                 | \$'000         | \$'000         |
| <b>Assets</b>                                  |                    |                |                                        |                |                |
| <b>Current assets</b>                          |                    |                |                                        |                |                |
| Cash and cash equivalents                      | 103,314            | 7,843          | 7,910                                  | 7,137          | 5,419          |
| Trade and other receivables                    | 2,411              | 2,419          | 2,943                                  | 3,059          | 3,143          |
| Other financial assets                         | -                  | -              | -                                      | -              | -              |
| Inventories                                    | 182                | 182            | 182                                    | 182            | 182            |
| Non-current assets classified as held for sale | -                  | -              | -                                      | -              | -              |
| Other assets                                   | -                  | -              | -                                      | -              | -              |
| <b>Total current assets</b>                    | <b>12,907</b>      | <b>10,444</b>  | <b>11,035</b>                          | <b>10,378</b>  | <b>8,744</b>   |
| <b>Non-current assets</b>                      |                    |                |                                        |                |                |
| Trade and other receivables                    | -                  | -              | -                                      | -              | -              |
| Investments in associates and joint ventures   | 398                | 398            | 398                                    | 398            | 398            |
| Property, infrastructure, plant & equipment    | 283,049            | 289,743        | 291,448                                | 293,502        | 311,361        |
| Investment property                            | -                  | -              | -                                      | -              | -              |
| Intangible assets                              | 218                | 218            | -                                      | -              | -              |
| <b>Total non-current assets</b>                | <b>286,665</b>     | <b>290,359</b> | <b>291,846</b>                         | <b>293,900</b> | <b>311,759</b> |
| <b>Total assets</b>                            | <b>296,572</b>     | <b>300,803</b> | <b>302,881</b>                         | <b>304,278</b> | <b>320,503</b> |
| <b>Liabilities</b>                             |                    |                |                                        |                |                |
| <b>Current liabilities</b>                     |                    |                |                                        |                |                |
| Trade and other payables                       | 1,666              | 1,491          | 1,353                                  | 1,402          | 1,461          |
| Trust funds and deposits                       | 248                | 248            | 248                                    | 248            | 248            |
| Provisions                                     | 4,763              | 4,858          | 4,955                                  | 5,054          | 5,156          |
| Interest-bearing loans and borrowings          | 591                | 636            | 683                                    | 732            | 1,711          |
| <b>Total current liabilities</b>               | <b>7,268</b>       | <b>7,233</b>   | <b>7,239</b>                           | <b>7,436</b>   | <b>8,576</b>   |
| <b>Non-current liabilities</b>                 |                    |                |                                        |                |                |
| Provisions                                     | 3,654              | 3,727          | 3805                                   | 3886           | 3966           |
| Interest-bearing loans and borrowings          | 4,773              | 4,137          | 3,454                                  | 2,722          | 1,011          |
| <b>Total non-current liabilities</b>           | <b>8,427</b>       | <b>7,864</b>   | <b>7,259</b>                           | <b>6,608</b>   | <b>4,977</b>   |
| <b>Total liabilities</b>                       | <b>15,695</b>      | <b>15,097</b>  | <b>14,498</b>                          | <b>14,044</b>  | <b>13,553</b>  |
| <b>Net assets</b>                              | <b>280,877</b>     | <b>285,706</b> | <b>288,383</b>                         | <b>290,234</b> | <b>306,950</b> |
| <b>Equity</b>                                  |                    |                |                                        |                |                |
| Accumulated surplus                            | 121,833            | 130,106        | 132,583                                | 134,234        | 134,988        |
| Reserves                                       | 158,568            | 155,124        | 155,324                                | 155,524        | 171,486        |
| <b>Total equity</b>                            | <b>280,877</b>     | <b>285,706</b> | <b>288,383</b>                         | <b>290,234</b> | <b>306,950</b> |

## Statement of Cash Flows

For the four years ending 30 June 2019

|                                                                     | Forecast<br>Actual | Budget          | Strategic Resource Plan<br>Projections |                 |                 |
|---------------------------------------------------------------------|--------------------|-----------------|----------------------------------------|-----------------|-----------------|
|                                                                     | 2014/15            | 2015/16         | 2016/17                                | 2017/18         | 2018/19         |
|                                                                     | \$'000             | \$'000          | \$'000                                 | \$'000          | \$'000          |
|                                                                     | Inflows            | Inflows         | Inflows                                | Inflows         | Inflows         |
|                                                                     | (Outflows)         | (Outflows)      | (Outflows)                             | (Outflows)      | (Outflows)      |
| <b>Cash flows from operating activities</b>                         |                    |                 |                                        |                 |                 |
| Rates and charges                                                   | 26,623             | 27,888          | 28,654                                 | 29,370          | 30,104          |
| Statutory fees and fines                                            | 494                | 604             | 622                                    | 640             | 660             |
| User fees                                                           | 4,036              | 5,156           | 4,693                                  | 5,326           | 5,552           |
| Grants - operating                                                  | 10,917             | 9,203           | 9,742                                  | 9,836           | 9,933           |
| Grants - capital                                                    | 6,163              | 5,893           | 3,546                                  | 3,579           | 3,612           |
| Contributions - monetary                                            | 682                | 164             | 165                                    | 167             | 169             |
| Interest received                                                   | 503                | 428             | 350                                    | 350             | 350             |
| Dividends received                                                  | -                  | -               | -                                      | -               | -               |
| Trust funds and deposits taken                                      | -                  | -               | -                                      | -               | -               |
| Other receipts                                                      | 1,935              | 1,307           | 1,889                                  | 1,895           | 1,902           |
| Net GST refund / payment                                            | 0                  | 0               | 0                                      | 0               | 0               |
| Employee costs                                                      | (16,816)           | (17,999)        | (18,901)                               | (19,850)        | (20,849)        |
| Materials and services                                              | (17,436)           | (17,229)        | (16,707)                               | (17,096)        | (17,643)        |
| Trust funds and deposits repaid                                     | -                  | -               | -                                      | -               | -               |
| Other payments                                                      | -                  | -               | -                                      | -               | -               |
| <b>Net cash provided by/(used in) operating activities</b>          | <b>17,101</b>      | <b>15,415</b>   | <b>14,053</b>                          | <b>14,217</b>   | <b>13,790</b>   |
| <b>Cash flows from investing activities</b>                         |                    |                 |                                        |                 |                 |
| Payments for property, infrastructure, plant and equipment          | (20,014)           | (17,376)        | (13,074)                               | (14,082)        | (14,592)        |
| Proceeds from sale of property, infrastructure, plant and equipment | 375                | 427             | -                                      | -               | -               |
| Payments for investments                                            | -                  | -               | -                                      | -               | -               |
| Proceeds from sale of investments                                   | -                  | -               | -                                      | -               | -               |
| Loan and advances made                                              | -                  | -               | -                                      | -               | -               |
| Payments of loans and advances                                      | -                  | -               | -                                      | -               | -               |
| <b>Net cash provided by/ (used in) investing activities</b>         | <b>(19,639)</b>    | <b>(16,949)</b> | <b>(13,074)</b>                        | <b>(14,082)</b> | <b>(14,592)</b> |
| <b>Cash flows from financing activities</b>                         |                    |                 |                                        |                 |                 |
| Finance costs                                                       | (410)              | (346)           | (276)                                  | (225)           | (184)           |
| Proceeds from borrowings                                            | 1,000              | -               | -                                      | -               | -               |
| Repayment of borrowings                                             | (553)              | (591)           | (636)                                  | (683)           | (732)           |
| <b>Net cash provided by/(used in) financing activities</b>          | <b>37</b>          | <b>(937)</b>    | <b>(912)</b>                           | <b>(908)</b>    | <b>(916)</b>    |
| <b>Net increase/(decrease) in cash &amp; cash equivalents</b>       | <b>(2,501)</b>     | <b>(2,471)</b>  | <b>67</b>                              | <b>(773)</b>    | <b>(1,718)</b>  |
| Cash and cash equivalents at the beginning of the financial year    | 12,815             | 10,314          | 7,843                                  | 7,910           | 7,137           |
| <b>Cash and cash equivalents at the end of the financial year</b>   | <b>10,314</b>      | <b>7,843</b>    | <b>7,910</b>                           | <b>7,137</b>    | <b>5,419</b>    |

## Statement of Capital Works

For the four years ending 30 June 2019

|                                                | Forecast<br>Actual | Budget  | Strategic Resource Plan<br>Projections |         |         |
|------------------------------------------------|--------------------|---------|----------------------------------------|---------|---------|
|                                                | 2014/15            | 2015/16 | 2016/17                                | 2017/18 | 2018/19 |
|                                                | \$'000             | \$'000  | \$'000                                 | \$'000  | \$'000  |
| <b>Property</b>                                |                    |         |                                        |         |         |
| Land                                           | -                  | -       | -                                      | -       | -       |
| Land improvements                              | 16                 | -       | -                                      | -       | -       |
| <b>Total land</b>                              | 16                 | 0       | 0                                      | 0       | 0       |
| Buildings                                      | 8,502              | 3,128   | 1,884                                  | 1,985   | 2,096   |
| Heritage buildings                             | -                  | -       | -                                      | -       | -       |
| Building improvements                          | -                  | -       | -                                      | -       | -       |
| Leasehold improvements                         | -                  | -       | -                                      | -       | -       |
| <b>Total buildings</b>                         | 8,502              | 3,128   | 1,884                                  | 1,985   | 2,096   |
| <b>Total property</b>                          | 8,518              | 3,128   | 1,884                                  | 1,985   | 2,096   |
| <b>Plant and equipment</b>                     |                    |         |                                        |         |         |
| Heritage plant and equipment                   | -                  | -       | -                                      | -       | -       |
| Plant, machinery and equipment                 | 1,798              | 1,917   | 1,131                                  | 1,191   | 1,258   |
| Fixtures, fittings and furniture               | 60                 | 30      | 40                                     | 50      | 60      |
| Computers and telecommunications               | 281                | 278     | 714                                    | 744     | 780     |
| Library books                                  | -                  | -       | -                                      | -       | -       |
| <b>Total plant and equipment</b>               | 2,139              | 2,225   | 1,885                                  | 1,985   | 2,098   |
| <b>Infrastructure</b>                          |                    |         |                                        |         |         |
| Roads                                          | 5,787              | 5,600   | 7,410                                  | 7,805   | 8,242   |
| Bridges                                        | 991                | 672     | 126                                    | 132     | 139     |
| Footpaths and cycleways                        | 1,068              | 654     | 251                                    | 265     | 280     |
| Drainage                                       | 162                | 150     | 126                                    | 132     | 139     |
| Recreational, leisure and community facilities | 196                | 2,860   | 300                                    | 310     | 320     |
| Waste management                               | -                  | -       | -                                      | -       | -       |
| Parks, open space and streetscapes             | 142                | 1,478   | 454                                    | 484     | 518     |
| Aerodromes                                     | 91                 | -       | -                                      | -       | -       |
| Off street car parks                           | -                  | -       | -                                      | -       | -       |
| Other infrastructure                           | 774                | 570     | 126                                    | 132     | 139     |
| <b>Total infrastructure</b>                    | 9,211              | 11,984  | 8,793                                  | 9,260   | 9,777   |
| <b>Total capital works expenditure</b>         | 19,868             | 17,337  | 12,562                                 | 13,230  | 13,971  |
| <b>Represented by:</b>                         |                    |         |                                        |         |         |
| New asset expenditure                          | 1,774              | 1,029   | -                                      | -       | -       |
| Asset renewal expenditure                      | 10,327             | 11,523  | 10,769                                 | 11,375  | 12,012  |
| Asset expansion expenditure                    | -                  | -       | -                                      | -       | -       |
| Asset upgrade expenditure                      | 7,767              | 4,785   | 1,793                                  | 1,855   | 1,959   |
| <b>Total capital works expenditure</b>         | 19,868             | 17,337  | 12,562                                 | 13,230  | 13,971  |

## Statement of Changes in Equity

For the four years ending 30 June 2019

|                                             | Total<br>\$'000 | Accumulated<br>Surplus<br>\$'000 | Revaluation<br>Reserve<br>\$'000 | Other<br>Reserves<br>\$'000 |
|---------------------------------------------|-----------------|----------------------------------|----------------------------------|-----------------------------|
| <b>2016</b>                                 |                 |                                  |                                  |                             |
| Balance at beginning of the financial year  | 280,877         | 121,833                          | 150,421                          | 8,623                       |
| Surplus/(deficit) for the year              | 4,829           | 4,829                            | -                                | -                           |
| Net asset revaluation increment/(decrement) | -               | -                                | -                                | -                           |
| Transfer to other reserves                  | -               | (7,602)                          | -                                | 7,602                       |
| Transfer from other reserves                | -               | 11,523                           | -                                | (11,523)                    |
| <b>Balance at end of the financial year</b> | <b>285,706</b>  | <b>130,583</b>                   | <b>150,421</b>                   | <b>4,702</b>                |
| <b>2017</b>                                 |                 |                                  |                                  |                             |
| Balance at beginning of the financial year  | 285,706         | 130,583                          | 150,421                          | 4,702                       |
| Surplus/(deficit) for the year              | 2,677           | 2,677                            | -                                | -                           |
| Net asset revaluation increment/(decrement) | -               | -                                | -                                | -                           |
| Transfer to other reserves                  | -               | (200)                            | -                                | 200                         |
| Transfer from other reserves                | -               | -                                | -                                | -                           |
| <b>Balance at end of the financial year</b> | <b>288,383</b>  | <b>133,060</b>                   | <b>150,421</b>                   | <b>4,902</b>                |
| <b>2018</b>                                 |                 |                                  |                                  |                             |
| Balance at beginning of the financial year  | 288,383         | 133,060                          | 150,421                          | 4,902                       |
| Surplus/(deficit) for the year              | 1,851           | 1,851                            | -                                | -                           |
| Net asset revaluation increment/(decrement) | -               | -                                | -                                | -                           |
| Transfer to other reserves                  | -               | (200)                            | -                                | 200                         |
| Transfer from other reserves                | -               | -                                | -                                | -                           |
| <b>Balance at end of the financial year</b> | <b>290,324</b>  | <b>134,711</b>                   | <b>150,421</b>                   | <b>5,102</b>                |
| <b>2019</b>                                 |                 |                                  |                                  |                             |
| Balance at beginning of the financial year  | 290,324         | 134,711                          | 150,421                          | 5,102                       |
| Surplus/(deficit) for the year              | 954             | 954                              | -                                | -                           |
| Net asset revaluation increment/(decrement) | 15,762          | -                                | 15,762                           | -                           |
| Transfer to other reserves                  | -               | (200)                            | -                                | 200                         |
| Transfer from other reserves                | -               | -                                | -                                | -                           |
| <b>Balance at end of the financial year</b> | <b>306,950</b>  | <b>135,465</b>                   | <b>166,183</b>                   | <b>5,302</b>                |



## Non-financial Resources

In addition to the financial resources to be consumed over the planning period, Council will also consume non-financial resources, in particular human resources. A summary of Council's anticipated human resources requirements is shown below:

### Statement of Human Resources

For the four years ending 30 June 2019

|                                | Forecast<br>Actual | Budget        | Strategic Resource Plan<br>Projections |               |               |
|--------------------------------|--------------------|---------------|----------------------------------------|---------------|---------------|
|                                | 2014/15            | 2015/16       | 2016/17                                | 2017/18       | 2018/19       |
|                                | \$'000             | \$'000        | \$'000                                 | \$'000        | \$'000        |
| <b>Staff expenditure</b>       |                    |               |                                        |               |               |
| Employee costs - operating     | 16,980             | 18,168        | 19,076                                 | 20,030        | 21,032        |
| Employee costs - capital       | 832                | 578           | 607                                    | 637           | 669           |
| <b>Total staff expenditure</b> | <b>17,812</b>      | <b>18,746</b> | <b>19,683</b>                          | <b>20,667</b> | <b>21,701</b> |
|                                | FTE                | FTE           | FTE                                    | FTE           | FTE           |
| <b>Staff numbers</b>           |                    |               |                                        |               |               |
| Employees                      | 213.1              | 221.1         | 221.1                                  | 221.1         | 221.1         |
| <b>Total staff numbers</b>     | <b>213.1</b>       | <b>221.1</b>  | <b>221.1</b>                           | <b>221.1</b>  | <b>221.1</b>  |

## Financial Performance Indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives.

| Indicator                  | Measure                                                                                   | Notes | Forecast |         | Strategic Resource Plan |         |         |       |
|----------------------------|-------------------------------------------------------------------------------------------|-------|----------|---------|-------------------------|---------|---------|-------|
|                            |                                                                                           |       | Actual   | Budget  | Projections             |         |         | Trend |
|                            |                                                                                           |       | 2014/15  | 2015/16 | 2016/17                 | 2017/18 | 2018/19 | +/-o/ |
| Operating position         |                                                                                           |       |          |         |                         |         |         |       |
| Adjusted underlying result | Adjusted underlying surplus (deficit) / Adjusted underlying revenue                       | 1     | 6.8%     | 10.9%   | 5.7%                    | 3.8%    | 1.7%    | -     |
| Liquidity                  |                                                                                           |       |          |         |                         |         |         |       |
| Working Capital            | Current assets / current liabilities                                                      | 2     | 177.6%   | 144.4%  | 152.4%                  | 139.6%  | 102.0%  | -     |
| Unrestricted cash          | Unrestricted cash / current liabilities                                                   | 3     | 77.2%    | 43.4%   | 44.3%                   | 32.7%   | 8.3%    | -     |
| Obligations                |                                                                                           |       |          |         |                         |         |         |       |
| Loans and borrowings       | Interest bearing loans and borrowings / rate revenue                                      | 4     | 20.1%    | 17.1%   | 14.4%                   | 11.8%   | 9.0%    | +     |
| Loans and borrowings       | Interest and principal repayments on interest bearing loans and borrowings / rate revenue |       | 3.6%     | 3.3%    | 3.2%                    | 3.1%    | 3.0%    | o     |
| Indebtedness               | Non-current liabilities / own source revenue                                              |       | 26.7%    | 23.3%   | 21.0%                   | 18.6%   | 13.7%   | +     |
| Asset renewal              | Asset renewal expenditure / depreciation                                                  | 5     | 107.2%   | 123.4%  | 107.0%                  | 108.3%  | 109.5%  | o     |
| Stability                  |                                                                                           |       |          |         |                         |         |         |       |
| Rates concentration        | Rate revenue / adjusted underlying revenue                                                | 6     | 54.9%    | 57.2%   | 59.9%                   | 60.1%   | 60.3%   | -     |
| Rates effort               | Rate revenue / CIV of rateable properties in the municipality                             |       | 0.4%     | 0.4%    | 0.4%                    | 0.4%    | 0.4%    | o     |
| Efficiency                 |                                                                                           |       |          |         |                         |         |         |       |
| Expenditure level          | Total expenditure / no. of property assessments                                           |       | \$3,075  | \$2,968 | \$3,037                 | \$3,140 | \$3,249 | +     |

| Indicator          | Measure                                                                                                    | Notes | Forecast | Budget  | Strategic Resource Plan |         |         | Trend |
|--------------------|------------------------------------------------------------------------------------------------------------|-------|----------|---------|-------------------------|---------|---------|-------|
|                    |                                                                                                            |       | Actual   |         | Projections             |         |         |       |
|                    |                                                                                                            |       | 2014/15  | 2015/16 | 2016/17                 | 2017/18 | 2018/19 |       |
| Revenue level      | Residential rate revenue / No. of residential property assessments                                         |       | \$1,157  | \$1,206 | \$1,219                 | \$1,249 | \$1,269 | +     |
| Workforce turnover | No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year |       | 13.5%    | 12.7%   | 11.9%                   | 12.3%   | 12.3%   | o     |

#### Key to Forecast Trend

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

#### Notes to indicators

**1 Adjusted underlying result** – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. As significant deterioration on Council's underlying result is expected over the period as rate capping dramatically affects Council's revenue raising capacity. Council has insufficient capacity raise alternative revenue streams to offset the effect of rate capping.

**2 Working Capital** – The proportion of current liabilities represented by current assets. Working capital is forecast to increase somewhat in 2015/16 year and then fall significantly as the cumulative effect of rate capping has a negative effect upon Council's cash reserves.

**3 Unrestricted Cash** - Trend indicates Council's reducing cash balance as a result of rate capping is having a significant negative effect on the cash available to Council for discretionary spending.

**4 Debt compared to rates** - Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.

**5 Asset renewal** - This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Despite the restrictions being placed on Council from rate capping, Council is maintaining a positive renewal level.

**6 Rates concentration** - Reflects extent of reliance on rate revenues to fund all of Council's ongoing services. Trend indicates Council will become more reliant on rate revenue compared to all other revenue sources.





Colac Otway Shire  
Access, Equity and Inclusion Plan  
2015-2025  
(Phase 1: 2015-2017)

24 June 2015

## Executive Summary

### Focus

This Access, Equity and Inclusion Plan is aimed at all residents. However, it is a particularly for groups/individuals who experience some form of disadvantage or isolation. These groups/individuals include: Aboriginal and Torres Strait Islander residents, people from culturally and linguistically diverse (CALD) backgrounds, refugees and asylum seekers, people on low income, people with disabilities and/or mental illness, older adults, people from the Gay, Lesbian, Bisexual, Transgender, Intersex (GLTBI) community and people living in isolated and/or poor circumstances.

### Vision for access, equity and inclusion

*'Colac Otway will be a fair, caring, respectful and inclusive community. The community will embrace and celebrate diversity and all residents will have the same opportunities to participate in the life of the community to the extent they choose'.*

### Underpinning SHAPED Principles

- Social justice – Council will attempt to remove any barriers which prevent residents from accessing services and participating in community life.
- Human Rights – Council will treat all residents with dignity and respect and encourage the protection of human rights so they can live free from discrimination and prejudice.
- Accountability - Council will be open and accountable and regularly evaluate the fairness and effectiveness of its policies and practices. Council will set an example for the rest of the community by being responsive, fair and inclusive in all its practices.
- Participation – Council will ensure that residents have the opportunity to participate in decisions that affect their lives and support activities that foster social and civic interaction.
- Equity – Council will distribute its resources in a fair and equitable manner. Council will

especially target resources at activities that are aimed at reducing disadvantage.

- Diversity – Council will openly embrace and celebrate difference and diversity.

### Key Goals

- Council – An organisation that knows its people and demonstrates a deep commitment to social justice, the protection of human rights, equity and fairness.
- Community – A community which embraces diversity, is fair, welcoming and respectful, and where all people have the opportunity to participate in community life.
- Services and buildings – The provision of services and buildings that are inclusive, responsive, accessible and address disadvantage.

### Priorities in the first 2 years

**Priority 1 – Council demonstrating a deep and genuine commitment to social justice, the protection of human rights, equity and fairness and taking a leadership role in the promotion of social justice, access, equity and inclusion within the broader Colac-Otway Shire community.**

**Priority 2 – Council engaging and communicating effectively with its community.**

**Priority 3 – Council developing effective and strong relationships with agencies/community groups that provide services/support to people experiencing disadvantage.**

**Priority 4 – Council and the community developing an understanding of the nature and level of disadvantage and isolation in the Colac Otway community and responding effectively to this understanding.**

**Priority 5 – Colac Otway being a welcoming community, and acknowledging and celebrating its cultural diversity.**

**Priority 6 – Colac Otway Shire having a built environment which is accessible to people of all abilities.**

## Table of Contents

|                                                                                                         |           |
|---------------------------------------------------------------------------------------------------------|-----------|
| <b>1. Context and Aim .....</b>                                                                         | <b>4</b>  |
| <b>2. Definitions .....</b>                                                                             | <b>4</b>  |
| <b>3. Methodology .....</b>                                                                             | <b>4</b>  |
| <b>4. Legislative environment and policy context .....</b>                                              | <b>5</b>  |
| 4.1 Legislative environment .....                                                                       | 5         |
| 4.2 Policies/Strategies .....                                                                           | 5         |
| 4.3 Implications for Colac Otway Access, Equity and Inclusion Plan .....                                | 6         |
| <b>5. Achievements/learnings from previous plan (Access, Equity and Inclusion Plan 2010-2013) .....</b> | <b>7</b>  |
| 5.1 Priorities.....                                                                                     | 7         |
| 5.2 Status of Actions.....                                                                              | 7         |
| <b>6. Other Local Government Plans/Practice .....</b>                                                   | <b>7</b>  |
| <b>7. Consultation Outcomes .....</b>                                                                   | <b>8</b>  |
| 7.1 Councillors and Council Staff.....                                                                  | 8         |
| 7.2 Community agencies.....                                                                             | 9         |
| 7.3 Residents.....                                                                                      | 9         |
| <b>8. Plan .....</b>                                                                                    | <b>9</b>  |
| 8.1 Vision .....                                                                                        | 9         |
| 8.2 Principles.....                                                                                     | 9         |
| 8.3 Special Target Groups .....                                                                         | 10        |
| 8.4 Key Goals/Priorities/Objectives.....                                                                | 10        |
| 8.5 Action Plan .....                                                                                   | 10        |
| <b>Appendix A – Action Plan.....</b>                                                                    | <b>11</b> |
| <b>Appendix B – Other Council Practice/Plans .....</b>                                                  | <b>15</b> |

## 1. Context and Aim

The Colac Otway Shire Council Plan (2013-2017) outlines the Council's vision for the Shire and the goals it aims to achieve. The Plan is framed around 4 key themes or 'Pillars'. Two Pillars and their associated goals relate directly to access, equity and inclusion. These Pillars and goals are:

- **Pillar 3** - A Place to Live and Grow: The Shire is a place 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.

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

- **Pillar 4** - A Healthy Community and Environment: The Shire has an inclusive community in which people of all backgrounds feel connected and provides and promotes a healthy, vibrant and safe lifestyle.

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

The recently developed Colac Otway Shire Public Health and Well-being Plan outlines Council's priorities and goals with respect to community health and well-being. Three priorities and their supporting goals and actions relate to access, equity and inclusion. These priorities are: promoting healthy eating and food security, increasing community connectedness and improving mental health.

This document outlines the actions that Council will take to achieve the goals and priorities of the Council and Health and Well-being Plans listed above. It includes a definition of the words 'access', 'equity' and 'inclusion'; a discussion about the legislative environment and policy context surrounding access, equity and inclusion; an outline of the achievements and learnings from the Council's previous Access and Equity Plan (2009-2013) and a summary of the findings of the community consultation process. It concludes with a set of

actions which are aimed at making Colac Otway Shire more equal, inclusive and accessible.

## 2. Definitions

For the purpose of this strategy, access, equity and inclusion are defined as follows:

- **Access** is creating the necessary conditions so that individuals or groups desiring to use Council services, facilities, works and/or programs have access to them – regardless of their race, language, age, sex, geographic isolation, financial disadvantage or disability.
- **Equity** is ensuring that all residents and groups are treated fairly by Council and share appropriately in the resources that Council manages on behalf of the community.
- **Inclusion** is ensuring that all residents are treated with respect and dignity and feel part of the community.

## 3. Methodology

The study methodology involved the following steps:

- Review of the legislative, policy and planning context for access, equity and inclusion.
- Review of access and inclusion plans developed by other local councils.
- Review of the status of the recommendations in the Shire's Access and Inclusion Plan (2009-2013).
- Consultation with key Council staff and service providers about the positive and negative aspects of access, equity and inclusion in the Shire and the key priorities that Council should focus on.
- Preparation of the Access, Equity and Inclusion Plan which draws on the findings of the above steps.



#### 4. Legislative environment and policy context

The Access, Equity and Inclusion Plan will be guided by the following national, state and local government legislation and policies.

##### 4.1 Legislative environment

###### National

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Equal Opportunity for Women in the Workplace Act 1999
- Human Rights and Equal Opportunity Commission Act 1986
- Disability Discrimination Act 1992
- Human Rights (Sexual Conduct) Act 1994
- Racial Hatred Act 1995
- Age Discrimination Act 2004

###### State

- Building Code of Australia 1996
- Victorian Charter of Human Rights and Responsibilities Act 2006
- Local Government Act 1989
- Victorian Equal Opportunity Act 1995
- Racial and Religious Tolerance Act 2001
- Disability Act 2006
- Multicultural Act 2004

The Acts listed above make it unlawful for any person or group (including local Councils) to:

- Discriminate against any other group or person on the grounds of race, colour, descent or national or ethnic origin, sex, marital status, religion, pregnancy or family responsibility
- Incite hatred against or vilify groups or persons on the basis of race, colour, descent or national or ethnic origin, religion or sexual preference
- Discriminate against women in the workplace
- Interfere with sexual activity between consenting adults in the privacy of their own homes
- Harass or discriminate against people with physical, intellectual, psychiatric, sensory, neurological or learning disabilities, physical disfigurement or a communicable disease (e.g. HIV virus)
- Discriminate against the elderly in the areas of accessing goods and services, education,

accommodation, premises, land and requests for information.

- Make it unlawful for any Government Department or agency (including local Councils) to discriminate against any person on the basis of political opinion, age, medical record, criminal record, sexual preference and/or trade union activity.
- Require all new or refurbished public buildings to comply with the access requirements outlined in the Building Code.
- Require local Councils to ensure that their services and facilities are accessible and equitable, foster community cohesion and encourage active participation in civic life.
- Provide a framework for enabling people with a disability to more actively participate in the community.
- Require public sector bodies to prepare Disability Action Plans.
- Enshrine principles which recognise that all Victorians are entitled to mutual respect and understanding regardless of their cultural or religious affiliation.
- Set out the specific human rights that the State Government wants to protect - freedom of thought, conscience, religion and belief; freedom of expression; protection of children; the opportunity to participate in public life without discrimination; and the freedom to celebrate cultural, religious, racial and linguistic backgrounds.

##### 4.2 Policies/Strategies

###### National

- A Stronger Fairer Australia 2009
- Human Rights Framework 2010
- Charter of Public Service in a Culturally Diverse Society 1998

###### State

- Growing Victoria Together – A Vision for Victoria to 2010 and Beyond
- A Fairer Victoria 2010
- Disability Plan 2013-2016
- All of Us: Victoria's Multicultural Policy
- Victorian Government Aboriginal Inclusion Framework 2010
- Victorian Local Government Women's Charter
- Strengthening diversity planning and practice – A guide for Victorian Home Care Services 2011

### Local

- Australian Local Government Association Statement of Cultural Inclusiveness
- MAV: Creating a more inclusive community for people with a disability
- Colac Otway Council Plan 2013-17
- Colac Otway Municipal Public Health and Wellbeing Plan 2013-2017
- Colac Otway Positive Ageing Strategy 2008-12
- Colac Otway Early Years Plan 2009-12
- Colac Otway Arts and Culture Strategic Plan 2007-2011

These policies and strategies:

- Contain the Federal Government's vision and strategies for social inclusion.
- Commit all levels of Government in Australia to meeting the particular needs of people from diverse linguistic and cultural backgrounds so that they can participate fully in economic, social and cultural life.
- Contain the Victorian Government's vision, goals, commitments and priorities with respect to making Victoria more accessible and inclusive.
- Commit the Victorian Government to reducing racial and religious discrimination and promoting the benefits of multiculturalism.
- Outline the approach that the Victorian Government will take to ensuring the successful roll out of the National Disability Insurance Scheme (NDIS).
- Provide a guide to the resources, tools and program that are available to ensure that people suffering disadvantage can access HACC services.
- Commit the Colac Otway Shire Council to fostering a healthy, vibrant community where residents of all ages and abilities feel connected and included.
- Outline Council's goals and objectives with respect to the health and well-being of its community and the actions Council will take to achieve these goals.
- Provide a detailed strategy for improving the health and sense of well-being of the Shire's aged population.

### 4.3 Implications for Colac Otway's Access, Equity and Inclusion Plan

The implications of these documents for the Plan are as follows:

- As an employer, Government authority and community services provider, Colac Otway Shire has a legal and moral responsibility to:
  - protect human rights;
  - promote access, inclusion and equal opportunity;
  - prevent or discourage discrimination in Council workplaces and generally across the Shire,
  - foster community cohesion and encourage active participation in community life; and
  - reduce barriers for people with a disability to accessing services and facilities and obtaining and maintaining employment.

This Access, Equity and Inclusion Plan should reflect, acknowledge and outline what actions it will take and encourage the community and businesses to fulfil these responsibilities.

- The State Government's commitments to multiculturalism that are relevant to local government should be included as commitments in the Access, Equity and Inclusion Plan. The relevant commitments are:
  - reducing racial and religious discrimination;
  - promoting the benefits of multiculturalism;
  - celebrating local cultures; and
  - facilitating greater understanding between communities.
- The recommendations contained in the Council Plan, Public Health and Wellbeing Plan, Positive Ageing Strategy, Early Years Plan and the Arts and Culture Strategic Plan that relate to improving access to services and facilities for people experiencing disadvantage should be acknowledged in the Access, Equity and Inclusion Plan and, where appropriate, included in the Action Plan; e.g.
  - encouraging participation by the elderly in community life;
  - decreasing disadvantage and vulnerability of children;
  - ensuring all residents have access to nutritious, safe food; and

- supporting activities that foster community connectedness and social inclusion.

## 5. Achievements/learnings from previous plan (Access, Equity and Inclusion Plan 2010-2013)

### 5.1 Priorities

The priorities outlined in the 2010-2013 Plan were as follows:

- Demonstrate a strong commitment to access, equity and inclusion.
- Raise the awareness of Council staff and the general communities of the levels of disability, language problems, social and geographic isolation in Colac Otway Shire.
- Ensure all Council practices promote access, equity and inclusion.
- Ensure Council has effective processes in place to engage with people with disabilities or experiencing other forms of disadvantage, carers and disability service providers.
- Ensure that Council staff have an appreciation of the cultural diversity of the Colac Otway community and an understanding of the customs, values and religious beliefs of the Shire's ethnic groups.
- Engender strong and respectful relationships with Colac Otway's migrant communities and celebrate the Shire's cultural diversity.
- Expand community transport options in Colac Otway Shire.
- Lead the effort to improve physical access for people with disabilities.
- Develop mechanisms which encourage participation by all residents in community activities.

The consultation undertaken with Council staff, local service providers and the community for the 2010-2013 Plan indicated that these priorities still have currency and importance. These stakeholders indicated that the priorities relating to Council leading by example and ensuring its practices demonstrate a commitment to and promote access and inclusion are particularly important and should be emphasised in the new Plan.

### 5.2 Status of Actions

The 2010-2013 Plan contained 45 recommendations. An audit of the current status of these recommendations indicated that around 50% have been fully and partly implemented. The recommendations that were acted on mainly relate to priority 2) raising staff and community awareness, 4) engaging with the disability community, 7) expanding transport options, 8) improving disability access and 10) encouraging participation by all residents in community life. The key stakeholders (Council staff, local service providers and the community) indicated that the recommendations **that had not been acted on** were still important, but to varying degrees.

## 6. Other Local Government Plans/Practice

The plans and practice of 9 Victorian Councils were reviewed and analysed. The Councils included regional cities, metropolitan municipalities and rural shires. The key findings from the review are as follows:

- Some Councils are developing comprehensive access and inclusion plans with visions, principles, key priorities/goals/directions, sets of aims or objectives and detailed actions. Other are producing more concise policies or frameworks that have smaller lists of priorities and objectives. One Plan, Monash, simply outlines a set of principles and refers to actions in other Council strategy plans. The overall trend seems to be towards shorter plans, e.g. Monash's former Access and Inclusion Plan was around 40 pages long, its new plan is less than 10 pages.
- Some access and inclusion plans have a narrow focus and are targeted solely at people with disabilities. Others are targeted at all groups who suffer some form of disadvantage and cover issues relating to employment, involvement in community life, access to services/information and community and Council staff awareness of the levels of local disadvantage.
- Some of the Councils that have narrow disability focussed access and inclusion plans are also developing multicultural policies, e.g. Monash and Moreland (note:

these Councils have large culturally and linguistically diverse populations).

- Most of the multicultural policies contain actions relating to leadership, community awareness, employment, language barriers, celebrating diversity and respecting cultural beliefs.
- The duration of most of the plans is reasonably short – between 3 and 5 years. Only one plan has a long duration of 10 years.
- The structures of the Plans are reasonably similar – introduction, policy context, consultation findings, key priorities/themes, objectives and actions.
- The principles and priorities outlined in the Plans are also similar. The principles relate mainly to human rights, social justice, equity and inclusion. The priorities mainly relate to communication, community support, service delivery, advocacy, leadership, diversity, accessibility and participation.
- All the Plans recognise that Council should lead by example and have a key role in shaping the community's attitude to access and inclusion.
- All the Plans outline formal monitoring reporting requirements. All require some form of annual reports. Others require more frequent reports.

## 7. Consultation Outcomes

### 7.1 Councillors and Council Staff

Shire Councillors and Council Staff were asked to respond to the following questions relating to access, equity and inclusion (where relevant):

- Are the principles of SHAPED (social justice, human rights, accountability, participation, equity and diversity) demonstrated in Council's vision, mission, values and commitments?
- Does Council understand and reflect the SHAPED principles?
- How does the community perceive Council's demonstration of these principles?
- Are residents actively involved in planning for the future? What opportunities and supports exist to encourage residents to participate in planning and decision making?

- What is Council doing well in ensuring Access, Equity and Inclusion and what could it do better?

Some key and sometimes opposing responses were as follows:

#### Councillors

- Council understands and has demonstrated its commitment to SHAPED. For example, the proclamation of the Shire as a refugee friendly zone and Council's support of Foodshare are consistent with the SHAPED principles of social justice, human rights, equity and diversity.
- There is a gulf between Council's rhetoric in relation to social justice, equity etc. and its practice.
- It is always a challenge to get the community involved in planning for the future. The keys to success are to genuinely consult and make sure the community takes ownership of the output from the consultation, in this case, the Access, Equity and Inclusion Plan.
- Councillors need to be united in their support of and commitment to access, equity and inclusion and in increasing the community's level of awareness of the disadvantage that exists in the Shire.

#### Council staff

- The SHAPED principles are mentioned in documentation although there is little application of these in Council's processes and practices.
- The acronym SHAPED may not be recognisable by staff but the principles are adhered to.
- The SHAPED principles are not applied consistently across also Council's operations.
- The community is often confused or unaware of what services and facilities Council is actually responsible for delivering.
- Council has been relatively successful in raising awareness about access and equity issues and making its services accessible to all sectors of the community.
- Council could improve its performance with respect to access, equity and inclusion by making its built infrastructure more accessible, constantly promoting inclusion, making information about services more



accessible and taking actions that demonstrate Council's commitment to the SHAPED principles.

## 7.2 Community agencies

Community agencies were asked to respond to the following questions relating to access, equity and inclusion:

- What should the Colac Otway community be doing more of to address barriers to access, equity and inclusion?
- What can Council do to improve its services and programs for individuals and groups in the community that experience access, equity and inclusion barriers?
- What do the agencies think are the three key challenges for the target groups that you work with?
- What do you see as three key opportunities to improve Access, Equity and Inclusion locally?
- What initiatives are you or would your organisation be able to work collaboratively with Council to develop?

Some key responses were as follows:

- The Colac community must create an environment where people with disabilities can, if they desire, participate meaningfully in community life.
- Disability access to public and commercial buildings needs to be improved.
- Resources for improving disability access should be more equitably distributed across the Shire.
- There needs to be improved access to further education and training, particularly for girls and people living in the small rural areas.
- Council needs to make an effort to engage with the most isolated members of the community. Council should take more programs out to the rural areas rather than expecting the communities in these areas to come to the larger centres.
- Colac Otway Shire needs to become and should be promoted as a disability friendly shire, particularly for people with mobility problems.
- There needs to be better transport options for the communities located outside of Colac.

- Council have recently improved communication with communities. This improved communication needs to be maintained.
- Business should be supported to improve disability access.

## 7.3 Residents

Residents were asked in a general survey on well-being to indicate their levels of satisfaction with the adequacy of community engagement and service provision in Colac Otway Shire. There were 82 responses received to questions that have relevance to access, equity and inclusion were as follows:

| Service/activity                      | % indicating their level of satisfaction as 'very unsatisfactory to fair' |
|---------------------------------------|---------------------------------------------------------------------------|
| Public transport                      | 77                                                                        |
| Health services                       | 47                                                                        |
| Education                             | 35                                                                        |
| Access to buildings                   | 58                                                                        |
| Influencing decisions                 | 62                                                                        |
| Overall provision of Council services | 62                                                                        |

On the positive side, more than 60% of respondents indicated the Colac Otway Community was welcoming of people from different cultures and countries.

## 8. Plan

### 8.1 Vision

*'Colac Otway will be a fair, caring, respectful and inclusive community. The community will embrace and celebrate diversity and all residents will have the same opportunities to participate in the life of the community to the extent they choose'.*

### 8.2 Principles

The following principles will underpin and guide Council's decision-making and actions with respect to access, equity and inclusion:

- Social justice – Council will attempt to remove any barriers which prevent residents from accessing services and participating in community life.

- Human Rights – Council will treat all residents with dignity and respect and encourage the protection of human rights so they can live free from discrimination and prejudice.
- Accountability - Council will be open and accountable and regularly evaluate the fairness and effectiveness of its policies and practices. Council will set an example for the rest of the community by being responsive, fair and inclusive in all its practices.
- Participation – Council will ensure that residents have the opportunity to participate in decisions that affect their lives and support activities that foster social and civic interaction.
- Equity – Council will distribute its resources in a fair and equitable manner. Council will especially target resources at activities that are aimed at reducing disadvantage.
- Diversity – Council will openly embrace and celebrate difference and diversity.

### 8.3 Special Target Groups

The Access, Equity and Inclusion Plan is aimed at improving conditions for all residents. However, it is particularly targeted at those groups/individual who experience some form of disadvantage or isolation. These groups/individuals include: Aboriginal residents, people from CALD backgrounds, refugees and asylum seekers, people on low income, people with disabilities and/or mental illness, older adults, people from the GLTBI community and people living in isolated and/or poor circumstances.

### 8.4 Key Goals/Priorities/Objectives

The key goals of the Plan are as follows:

- Council – An organisation that knows its people and demonstrates a deep commitment to social justice, the protection of human rights, equity and fairness.
- Community – A community which embraces diversity is fair, welcoming and respectful, and where all people have the opportunity to participate in community life.

- Services and buildings – The provision of services and buildings that are inclusive, responsive, accessible and address disadvantage.

This Plan has a duration of 10 years. However, the focus of this Phase will be on the first 2 years by developing our understanding of the cultural and other needs of our diverse communities, communicating and engaging effectively with them, and developing a built environment which is all for all people. The key priorities of the Plan in these 2 years will be:

- Priority 1 – Council demonstrating a deep and genuine commitment to social justice, the protection of human rights, equity and fairness and taking a leadership role in the promotion this commitment within the broader Colac-Otway Shire community.
- Priority 2 – Council engaging and communicating effectively with its community.
- Priority 3 – Council developing effective and strong relationships with agencies and community groups that provide services and support to people suffering disadvantage.
- Priority 4 – Council and the community developing an understanding of the nature and level of disadvantage and isolation in the Colac Otway community and responding effectively to this disadvantage.
- Priority 5 – Colac Otway being a welcoming community and acknowledging and celebrating its cultural diversity.
- Priority 6 – Colac Otway Shire having a built environment which is accessible to people of all abilities.

### 8.5 Action Plan

The actions that Council will take to implement these key priorities are listed in Appendix A – Action Plan. The Plan should be reviewed on an annual basis with status reports presented to the Executive Management Team and Council. An Action Plan for years 3-6 inclusive should be developed during 2017 in conjunction with the development of the next Council Plan and Municipal Public Health and Wellbeing Plan.

Coliac Otway Shire

Access, Equity and Inclusion Plan

## Appendix A – Action Plan

**Priority 1 – Council demonstrating a deep and genuine commitment to social justice, the protection of human rights, equity and fairness and taking a leadership role in the promotion of social justice, access, equity and inclusion within the broader Coliac-Otway Shire community.**

| Actions                                                                                                                                                                                                                                                           | Who                                                                    | How                                                                                                                                                 | When        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Formally adopt the Access, Equity and Inclusion Plan.                                                                                                                                                                                                             | • Council                                                              | Adopt                                                                                                                                               | June 2015   |
| Assign to a Councilor the responsibility of championing the social justice and human rights principles and the Access, Equity and Inclusion Plan.                                                                                                                 | • Council                                                              | Assign                                                                                                                                              | June 2015   |
| Assign to a member of the EMT (preferably the CEO) the responsibility for ensuring that the social justice and human rights principles are observed in all Council practice and the Access, Equity and Inclusion Plan is implemented.                             | • Council                                                              | Assign                                                                                                                                              | June 2015   |
| Assign a staff member to assist Council and EMT with these responsibilities.                                                                                                                                                                                      | • Council                                                              | Assign                                                                                                                                              | June 2015   |
| Introduce formal reporting and evaluation mechanisms on the Access, Equity and Inclusion Plan.                                                                                                                                                                    | • Executive Management Team<br>• MH&CS <sup>1</sup>                    | Develop a reporting and evaluation framework.                                                                                                       | June 2016   |
| Systematically review Council practices to ensure they promote access, equity and inclusion.                                                                                                                                                                      | • RAPO <sup>2</sup><br>• MH&CS                                         | Undertake review over a period of time when appropriate occasions occur.                                                                            | 2015 - 2017 |
| Ensure that all Council's major strategy plans, e.g. Health and Wellbeing Plan, Recreation Strategy, Open Space Strategy, are consistent with Council's social justice and human rights principles and contain actions that promote access, equity and inclusion. | • MH&CS<br>• RAPO<br>• Management Leadership Group                     | Have input into the development and review of all strategic planning and projects to ensure access, equity and inclusion principles are considered. | 2015 - 2017 |
| Ensure that any proposed major changes to Council policy or service delivery are assessed for their consistency with Council's social justice and human rights principles and the Access, Equity and Inclusion Plan.                                              | • Executive Management Team<br>• RAPO                                  | Consider access, equity and inclusion principles.                                                                                                   | 2015 - 2017 |
| Ensure that the principles of equal opportunity, particularly in relation to disability, gender, age and cultural background, are strictly observed in Council's recruitment and selection processes.                                                             | • OSD <sup>3</sup>                                                     | Undertaken at revision time or when a new process is implemented.                                                                                   | 2015 - 2017 |
| Participate in, where feasible, national, state-wide or region-wide events that promote social justice, human rights, access, equity and inclusion, e.g. International Day of People with Disabilities.                                                           | • Health & Community Services<br>• Recreation Arts & Culture<br>• RAPO | Focus on at least one event each year.                                                                                                              | 2015 - 2017 |

<sup>1</sup> Manager Health & Community Services

<sup>2</sup> Council's Rural Access Project Officer

<sup>3</sup> Council's Organisational Support and Development Unit

Colac Otway Shire

Access, Equity and Inclusion Plan

**Priority 2 – Council engaging and communicating effectively with its community.**

| Actions                                                                                                                                          | Who                                                                                                                                                             | How                                                                                                                                                    | When           |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Review the community engagement policies and practices of like Councils in Victoria and interstate and identify learnings for Colac Otway Shire. | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>RAPO</li> </ul>                                                                                       | Research engagement policies that reflect access, equity and inclusion principles.                                                                     | August 2015    |
| Review Council's community engagement policy to ensure it is based on the Principles in this Plan and the current Council Plan.                  | <ul style="list-style-type: none"> <li>OSO</li> <li>MH&amp;CS</li> <li>Management Leadership Group</li> </ul>                                                   | Use findings from the research of other policies and practices then seek input from the Management Leadership Group in the review of Council's policy. | September 2015 |
| Identify the resources that Council can dedicate to community engagement.                                                                        | <ul style="list-style-type: none"> <li>MH&amp;CS</li> </ul>                                                                                                     | Assess actual and possible internal and external resources.                                                                                            | September 2015 |
| Endorse and implement the policy.                                                                                                                | <ul style="list-style-type: none"> <li>Council</li> </ul>                                                                                                       | If required, a revised policy is presented to Council for adoption.                                                                                    | December 2015  |
| Regularly review the effectiveness of the policy and make changes/adjustments if necessary.                                                      | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>Management Leadership Group</li> </ul>                                                                | Review conducted within the designated timeframe or when required.                                                                                     | As determined  |
| Establish reference pathways for the community to contribute to our planning processes.                                                          | <ul style="list-style-type: none"> <li>Council</li> <li>MH&amp;CS</li> <li>RAPO</li> <li>Positive Ageing Ambassadors</li> <li>HADP - CDW<sup>4</sup></li> </ul> | This could commence with the Seniors Advisory Committee and be further developed, as required.                                                         | August 2015    |

**Priority 3 – Council developing effective and strong relationships/partnerships with agencies/community groups that provide services/support to people suffering disadvantage.**

| Actions                                                                                                                                                                                                                                                                                                                                                                     | Who                                                                                                                                                       | How                                                                                                              | When        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------|
| Develop a profile of the agencies and clubs that are involved in providing services and support to people experiencing disadvantage. The profile should contain the following (where relevant) – name, location, services/support provided, service goals/development plans, target groups/clients/ users/usage levels, funding sources and any other relevant information. | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>RAPO</li> </ul>                                                                                 | Use existing networks to identify and profile the accessibility, equality and inclusiveness of the community.    | June 2016   |
| Consult with these agencies and groups about mechanisms for fostering dialogue and building stronger relationships between the agencies and groups and Council.                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>RAPO</li> <li>Health &amp; Community Services</li> <li>Recreation Arts &amp; Culture</li> </ul> | Develop and implement an agreed agenda to facilitate this process of communicating and developing relationships. | 2016 - 2017 |

<sup>4</sup> Healthy Ageing Demonstration Project – Community Development Worker



Colac Otway Shire

Access, Equity and Inclusion Plan

**Priority 4 – Council and the community developing an understanding of the nature and level of disadvantage and isolation in the Colac Otway community and responding effectively to this understanding.**

| Actions                                                                                                                                                                                                                       | Who                                                                                                            | How                                                                                                                                                            | When        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Undertake quantitative and qualitative research into the nature and levels of disadvantage in Colac Otway Shire - language difficulties, disability, social and economic disadvantage and geographic isolation.               | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>RAPO</li> <li>Relevant Victorian Agencies</li> </ul> | <ul style="list-style-type: none"> <li>Research data and profiles</li> <li>Conduct focus groups</li> <li>Consult with existing stakeholder networks</li> </ul> | 2015 - 2017 |
| Undertake qualitative research into barriers experienced by people from disadvantaged circumstances in accessing services and generally participating in community life.                                                      | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>RAPO</li> </ul>                                      | <ul style="list-style-type: none"> <li>Conduct focus groups</li> <li>Consult with existing stakeholder networks</li> </ul>                                     | 2015 - 2017 |
| Place a special focus in this research on people with disabilities, Aboriginal and Torres Strait Islanders, new settlers, people with mental illness and the Gay, Lesbian, Bisexual, Transgender, Intersex (GLBTI) community. | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>RAPO</li> <li>Relevant Victorian Agencies</li> </ul> | <ul style="list-style-type: none"> <li>Conduct focus groups</li> <li>Consult with existing stakeholder networks</li> </ul>                                     | 2015 - 2017 |
| Provide the findings of this research to Council staff, local service providers and make the general community aware of the findings.                                                                                         | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>RAPO</li> </ul>                                      | Produce a findings document                                                                                                                                    | 2017        |
| Meet with community leaders, service providers, government agencies etc. to discuss the findings and identify strategies for addressing disadvantage in the community.                                                        | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>RAPO</li> </ul>                                      | Convene a forum to discuss findings and commence development of Phase 2 of the Access Equity and Inclusion Plan (2017 – 2021).                                 | 2017        |

**Priority 5 – Colac Otway being a welcoming community and acknowledging and celebrating its cultural diversity.**

| Actions                                                                                                                                                               | Who                                                                                                                     | How                                                                                                                                    | When        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Develop a profile of Colac Otway's culturally and linguistically diverse (CALD)/migrant communities.                                                                  | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>RAPO</li> </ul>                                               | <ul style="list-style-type: none"> <li>Research data and profiles</li> <li>Conduct focus groups</li> </ul>                             | 2015 - 2017 |
| Engage with leaders of the migrant communities to identify the types of support new migrants need during the first two years of their residency in Colac Otway Shire. | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>RAPO</li> <li>Recreation Arts &amp; Culture</li> </ul>        | <ul style="list-style-type: none"> <li>Conduct focus groups</li> </ul>                                                                 | 2015 - 2017 |
| Together with other relevant agencies in Colac Otway Shire, develop a program for providing this support.                                                             | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>RAPO</li> <li>Recreation Arts &amp; Culture</li> </ul>        | <ul style="list-style-type: none"> <li>Consult with existing stakeholder networks</li> </ul>                                           | 2017        |
| Provide cultural awareness training for Council staff. Encourage other public organisations to do the same.                                                           | <ul style="list-style-type: none"> <li>RAPO</li> <li>MH&amp;CS</li> <li>OPASS</li> <li>FR&amp;CS<sup>5</sup></li> </ul> | <ul style="list-style-type: none"> <li>Organise on a regular basis, as required</li> <li>Seek funding sources for this work</li> </ul> | Ongoing     |
| Celebrate the Shire's cultural diversity – through multicultural days, sharing personal stories in Council's newsletter or in local media.                            | <ul style="list-style-type: none"> <li>Culturally diverse communities</li> <li>Public Relations Unit</li> </ul>         | <ul style="list-style-type: none"> <li>Encourage opportunities to celebrate and inform the community on cultural diversity.</li> </ul> | Ongoing     |

<sup>5</sup> Council's Family and Children's Services Coordinator

Colac Otway Shire

Access, Equity and Inclusion Plan

**Priority 6 – Colac Otway Shire having a built environment which is accessible to people of all abilities.**

| Actions                                                                                                                                                               | Who                                                                                                                                                       | How                                                                                                              | When          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------|
| Implement training for Infrastructure, Planning and Recreation staff on the need for accessible Council owned/controlled buildings and the public realm in the Shire. | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>RAPO</li> </ul>                                                                                 | Identify and introduce training most suitable for Infrastructure, Planning and Recreation staff.                 | 2015 - 2017   |
| Plan and budget for an accessibility audit of Council owned/controlled buildings and the public realm in the Shire in Phase 2 of this Plan.                           | <ul style="list-style-type: none"> <li>Infrastructure</li> <li>Recreation Arts &amp; Culture</li> <li>RAPO</li> </ul>                                     | Prepare for an audit in partnership with a team of people of all abilities and their carers.                     | 2017          |
| Systematically address accessibility issues as Council upgrades its buildings and enhances the public realm.                                                          | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>RAPO</li> <li>Health &amp; Community Services</li> <li>Recreation Arts &amp; Culture</li> </ul> | Develop and implement an agreed agenda to facilitate this process of communicating and developing relationships. | Ongoing       |
| Develop mobility maps for each township in the Shire.                                                                                                                 | <ul style="list-style-type: none"> <li>RAPO</li> </ul>                                                                                                    | Research other local government mobility maps and produce a similar product.                                     | December 2016 |
| Provide a formal mechanism for people of all abilities or their carers to report issues of concern to Council.                                                        | <ul style="list-style-type: none"> <li>RAPO</li> <li>Executive Management Team</li> </ul>                                                                 | Develop a mechanism that is understood and agreed to by the Executive Management Team.                           | December 2015 |
| Empower people of all abilities and their carers to contribute to planning, Infrastructure and services.                                                              | <ul style="list-style-type: none"> <li>Council</li> <li>Executive Management Team</li> <li>RAPO</li> </ul>                                                | Develop and adopt a process to seek input from people of all abilities and their carers.                         | December 2015 |
| Ensure all Council events activities are accessible and inclusive.                                                                                                    | <ul style="list-style-type: none"> <li>Recreation Art &amp; Culture</li> <li>RAPO</li> </ul>                                                              | Maintain Council's supply of accessibility and mobility equipment.                                               | Ongoing       |
| Encourage owners/occupiers of commercial and retail outlets to improve the accessibility of their venues.                                                             | <ul style="list-style-type: none"> <li>RAPO</li> <li>MH&amp;CS</li> <li>Economic Development</li> </ul>                                                   | Provide information that is motivational to owners/occupiers to improve their venues.                            | Ongoing       |
| Develop a strong relationship with the National Disability Insurance Agency (NDIA).                                                                                   | <ul style="list-style-type: none"> <li>RAPO</li> <li>OPASS</li> <li>MH&amp;CS</li> </ul>                                                                  | Meet regularly with NDIA to address local issues.                                                                | Ongoing       |

Colac Otway Shire

Access, Equity and Inclusion Plan

## Appendix B – Other Council Practice/Plans

| Council      | Title                                     | Years               | Content                                                                                                                                                                                                 | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------|-------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Darebin City | Equity and Inclusion Policy               | 2012-2015 (4 years) | 19 page document and appendices. Contains background, definitions, guiding principles, goals and elements, planning and audit tool, implementation, monitoring and reporting and review and evaluation. | <ul style="list-style-type: none"> <li>The policy lists 6 guiding principles – social justice, human rights, accountability, participation, empowerment and diversity.</li> <li>Describes policy 'as rights based policy which is informed by human rights and equity and inclusion principles'.</li> <li>The policy commits Council to observing the 6 principles listed above and in particular 'acknowledging and respecting Aboriginal Culture, values and practice' and 'recognising and targeting individuals, groups and communities, who are excluded by discrimination and poverty'.</li> <li>The policy includes 3 goals which specifically relate to Council and its role in building inclusive communities. These goals are: <ul style="list-style-type: none"> <li>Darebin Council being an inclusive organisation which is driven by the 6 principles listed above and where all its practices are based on and reflects these principles</li> <li>Darebin Council delivering services and programs, that are inclusive, responsive accessible and equitable</li> <li>Darebin Council contributing to the building of empowered and inclusive communities where people are heard, respected, connected and encourage to participate in community life</li> </ul> </li> <li>Each goal is supported by a set of elements which essentially are actions which enable Council to achieve its goals, e.g. transparent decision-making, Council's image reflects understanding and commitment to equity and inclusion, all Council services consider and integrate principles of rights based equity and inclusion etc.</li> <li>The policy proposes that Council develop an Equity and Inclusion Planning and Audit Tool which is used by Council to assess how well a new service, facility or other initiative satisfies the 6 guiding principles.</li> <li>The policy proposes a set of monitoring and reporting mechanisms which includes an annual reporting process and an evaluation process at the expiration of the Plan.</li> </ul> |
| Monash City  | Access and Equity Framework               | 2013-2017 (5 years) | 10 page document and appendices. Contains introduction, purpose, background, legislative and policy context and action plans                                                                            | <ul style="list-style-type: none"> <li>The Framework lists 3 guiding principles – social justice, human rights and access and equity and 4 sub-principles under access and equity – responsiveness, communication, accountability and leadership.</li> <li>The framework does not list its own goals or contain an action plan, instead it makes reference to goals relating to access and equity in other major Council plans such as the Multicultural Action Plan, Disability Action Plan, Early Years Plan, Youth Action Plan and Health and Well-being Partnership.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|              | Disability Action and Inclusion Framework | 2009-2013 (4 years) | 37 page document. Contains policy context, review of recent plan, key themes, framework and action plan.                                                                                                | <ul style="list-style-type: none"> <li>The Policy promotes 6 key themes – communication and information, service delivery and community strengthening, physical and natural environment, employment and workforce development, leadership and advocacy and accountability.</li> <li>The priority areas are supported by 50 actions ranging from developing a communications policy to raising the awareness of Council staff to the challenges faced by people with disabilities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Colac Otway Shire

Access, Equity and Inclusion Plan

| Council/Municipality | Title                       | Years                   | Content                                                                                                                                                                                                   | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------|-----------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monash City (cont.)  | Multicultural Action Plan   | 2013-2017 (5 years)     | 20 pages and appendices. Contains an introduction, a monitoring and implementation process, the key priority areas and an action plan for each priority area.                                             | <ul style="list-style-type: none"> <li>The Plan lists 5 key priority areas – access, communication and engagement, partnerships and community capacity building, leadership and advocacy, and recognition and celebration and organisational development.</li> <li>The priority areas are supported by 60 wide ranging recommendations which include the establishment of multicultural playgroups, conducting orientation visits to libraries for emerging and small communities, encouraging people from CALD background to be get involved in volunteer work, encouraging diversity on Council's advisory groups, celebrating the benefits of cultural diversity etc.</li> <li>The Plan requires an annual report be submitted to Council on the progress of the Plan.</li> </ul>                                                       |
| Moreland City        | Access and Inclusion Policy | 2010-2014 (5 years)     | 11 page document. Contains Council's values, principles, priorities and objectives, priority areas and objectives                                                                                         | <ul style="list-style-type: none"> <li>The Policy's main target group is people with disabilities.</li> <li>It lists 5 guiding principles – individual choice and support, individual ability, access for all, individual identity and ongoing awareness and discussion.</li> <li>It lists 4 priority areas – inclusion and participation, employment and training, accessing goods and services and changing attitudes.</li> <li>These priorities are supported by objectives, e.g. work with local clubs/organisations to ensure that programs and services are inclusive of people of all abilities, ensure that Council's employments practices are accessible and promote universal design principles.</li> <li>The policy has a set of monitoring and reporting mechanisms which includes an annual reporting.</li> </ul>            |
|                      | Multicultural Policy        | 2011-2015 (5 years)     | 30 pages and appendices. Contains principles, learnings from previous policy, policy context, key findings from literature review, consultation findings, strategic directions and priorities/commitments | <ul style="list-style-type: none"> <li>The Policy is aimed at celebrating multiculturalism and ensuring people from CALD can access services and participate fully in community life.</li> <li>It lists 4 guiding principles- participation, accountability, non-discrimination and empowerment.</li> <li>The Policy is framed around the following key directions – a responsive organisation, an empowered community and an inclusive community.</li> <li>It lists 7 key objectives – improving social inclusion, maintaining cultural diversity, supporting community planning and capacity building, maintaining and improving programs and services, working to build hope, enhancing partnerships which strengthen community and advocacy.</li> <li>It commits Council to 13 actions aimed at achieving these objectives.</li> </ul> |
| Warrambool City      | Cultural Diversity Policy   | 2006-2009 (not updated) | 14 pages. Contains an introduction, guiding values, policy framework, policy objectives, monitoring and reporting and action plan                                                                         | <ul style="list-style-type: none"> <li>The Policy lists 9 objectives, including: ensuring equitable access to Council services, providing accessible information about Council services, raising the profile of Council with disadvantaged groups, ensuring staff understand the needs of residents and developing Council as a champion of diversity in the workplace.</li> <li>Objectives are supported by 49 recommendations which include establishing and maintaining a database on the cultural profile of the Warrambool community and inviting leaders from CALD communities to citizenship ceremonies.</li> <li>Policy requires that an annual progress report on the implementation of the policy be produced.</li> </ul>                                                                                                        |

Colac Otway Shire

Access, Equity and Inclusion Plan

| Council            | Title                                 | Years                | Content                                                                                                                                         | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------|---------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yarra Ranges Shire | Equity, Access and Inclusion Strategy | 2013-2023 (11 years) | 23 page document. Contains a vision, policy and legislative context, set of goals, strategic actions and target groups                          | <ul style="list-style-type: none"> <li>The Strategy's main target group is people with disabilities.</li> <li>Its Vision is about creating an inclusive society that enable people with a disability to fulfil their potential.</li> <li>It contains 4 goals – accessible information, accessible buildings, inclusive community and a Council committed to access, equity and inclusion.</li> <li>It lists 9 objectives and 26 strategies. Objectives include improving communication systems, observing universal design principles, Council modelling best practice and enhancing local employment opportunities for people with disabilities. Actions include embedding equity, access and inclusion into the development of all Council strategies and developing employment procedures/practices that support the employment of people with a disability.</li> <li>Progress on the implementation of the strategy is monitored on a quarterly basis. Annual reports are required.</li> </ul> |
| Shepparton City    | Universal Access and Inclusion Plan   | 2013-2017            | 48 pages and appendices. Contains an introduction, vision, strategic objectives, policy/legislative context, aims and monitoring and reporting. | <ul style="list-style-type: none"> <li>The Plan lists 5 key objectives – active and engaged community, enhancing the environment, economic prosperity, quality infrastructure and high performing organisation.</li> <li>It contains 53 aims including celebrating international disability and human rights days, using Council's grants program to fund projects which promote access and inclusion and providing safe and equitable footpath and access for community members.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Ballarat City      | Disability Action and Inclusion Plan  | 2011-2013            | 22 pages. Contains a policy context and framework, key priority areas and strategies and implementation and review                              | <ul style="list-style-type: none"> <li>The Plan's main target group is people with disabilities.</li> <li>It contains 7 key priority areas – communication, an inclusive community, accessible built environment, community participation and connection, workforce engagement participation and development, services for an inclusive community and positive leadership</li> <li>The implementation of the Plan is to be formally monitored on a six monthly basis and a report on progress included in Council's annual report</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Geelong City       | Disability Action Plan                | 2014-2017            | 34 pages. Contains an introduction, definition, priority areas and action plan                                                                  | <ul style="list-style-type: none"> <li>The Plan's main target group is people with disabilities.</li> <li>It nominates 4 key priority areas – improved access to goods services and facilities, better access to employment, promoting and inclusive and participatory community and improving attitudes and practices.</li> <li>The action plan contains 28 objectives and around 40 objectives. The objectives include: <ul style="list-style-type: none"> <li>All buildings being audited for accessibility</li> <li>Pedestrian areas being free from unreasonable obstructions</li> <li>Council actively supporting the principles and practice of disability access and inclusion</li> <li>Customer service staff trained in effective communication</li> </ul> </li> <li>The Plan requires the development of an annual Disability Action Plan Report.</li> </ul>                                                                                                                            |

Colac Otway Shire

Access, Equity and Inclusion Plan

| Council      | Title                     | Years     | Content                                                                                                 | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------|---------------------------|-----------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Indigo Shire | Access and Inclusion Plan | 2011-2014 | 38 pages. Contains an introduction, policy context, policy statement, key goals, objectives and actions | <ul style="list-style-type: none"><li>• The Plan contains 5 key goals – people moving around safely and easily, people having safe access to public spaces, all residents having the opportunity to participate in community life and people having access to information.</li><li>• The goals are supported by 16 goals and around 45 actions. Most of the actions are infrastructure related.</li><li>• Monitoring and reporting requirements include quarterly reporting to Council's senior management group and an annual progress report to Council.</li></ul> |



Colac Otway Shire  
The 50+ Plan  
2015-2025  
(Phase 1: 2015-2017)

24 June 2015



## EXECUTIVE SUMMARY

### Focus

This 50+ Plan is aimed at all residents aged 50 years and over. It will cover the healthy 'younger-older' people, through to those who require assistance to remain healthy, independent and part of the community, and finally to those who require residential care. It should be understood that at any stage of this 50+ continuum there will be people who are vulnerable and will experience some form of vulnerability, whether over a short or long term.

### The 50+ Plan

Most positive ageing plans/strategies focus on the 60+ or 65+ years' age bracket. Colac Otway Shire has decided to take an approach that focuses on an ageing strategy for people aged 50+. Its reasons for doing this are because:

- People will need to work up 70 years by year 2035 due to the incremental rise to the Age Pension age. This will require re-skilling so a transition can be made to 'knowledge work' or less physically demanding roles.
- Many 50+ year olds are in a state of change, both physically and with respect to life circumstances. And as such are more receptive to health messages.
- A large proportion of people in their 50's need to care for frail or ill parents and in some cases an ailing spouse or sibling.
- Many 50+ year olds become grandparents and undertake an early childcare role.
- Many people retire or are forced out of the jobs in their 50's, some after they have worked in the one job for many decades.
- The actions people take in their 50's can contribute significantly in positive and negative ways to how well they live as they age.

- The 50+ population of Colac Otway attend less local events; self-report health as fair or worse; and do far less walking or vigorous activity than those under 50 years<sup>1</sup>.
- Target groups for the Commonwealth Home Support Programme through *My Aged Care* include Aboriginal and Torres Strait Islander people 50 years and over who need assistance with daily living to remain living independently at home and in the community<sup>2</sup>.

### Vision

*'Create an age-friendly Colac Otway where the health and wellbeing of older people is enhanced through empowerment, respect, social connectedness, active participation, independence and a good quality of life'.*

### Colac Otway Shire – An 'age friendly municipality'

The aim of The 50+ Plan is to guide Colac Otway Shire in becoming an 'age friendly municipality', that is a municipality which:

- Provides older residents with housing choice and enables ageing in place.
- Has connected and accessible transport options that support older residents to move around easily and safely.
- Provides opportunities for the elderly to contribute to the community in paid employment or through volunteering.

<sup>1</sup> S. Savage, S. Bailey, G. Fletcher. (2005). *Development of Community Health, Well-Being and Social Capital for the Colac Otway Shire*. Victorian Department of Human Services/Deakin University/Colac Otway Shire.

<sup>2</sup> Department of Social Services. (March 2015). *Commonwealth Home Support Programme, Programme Manual, Target Groups* (p7). Canberra: Australian Government.



- Provides access to information and appropriate services that enable residents to maintain healthy, active and independent lives.
- Provides accessible spaces (indoor and outdoor) that encourage active use and enjoyment by older residents.
- Recognises/celebrates the diversity of older residents and rejects ageist stereotypes, attitudes and biases.

### Priorities/Action Plan

The Plan has a duration of 10 years. This document is Phase 1 of the Plan for the 2015 – 2017 period which coincides with the term of the current Council and the preparation of the next Council Plan. The key priorities of the Plan in these 2 years will be implementing ways Council can better:

- Sign the Age-friendly Victoria Partnership and Leadership Declaration.
- Understand the Shire's older community and aged services profile.
- Engage with and provide formalised approaches for older people to participate in decision making processes around issues that affect them.
- Engage with organisations that provide services to older people.
- Identify how to assist people in preparing for an older age.
- Support older people living in their home and within the community.
- Provide high quality services to older vulnerable residents.
- Provide opportunities for older people to stay active, healthy and connected to their communities.
- Identify and support ways older people have access to suitable accommodation.
- Lead respect for older people.
- Provide support for older people to feel safe and secure.

- Provide a physical environment that encourages use and enjoyment by older residents.
- Provide high quality services to older residents.

The actions that Council will take to implement these key priorities are listed below. The Plan should be reviewed on an annual basis with status reports presented to the Executive Management Team (EMT) and Council. A new 4 year plan should be developed in early 2017 to reflect the progress made in this Plan and the direction required under the next Council for our ageing population.

Colac Otway Shire

The 50+ Plan

## TABLE OF CONTENTS

|                                                               |    |
|---------------------------------------------------------------|----|
| 1. Context and Aim .....                                      | 5  |
| 2. Why The 50+ Plan? .....                                    | 6  |
| 3. Methodology .....                                          | 6  |
| 4. Legislative and Policy context .....                       | 6  |
| 5. Some key research documents .....                          | 7  |
| 6. Colac Otway Shire Positive Ageing Strategy 2008-2012 ..... | 8  |
| 6.1 Priorities.....                                           | 8  |
| 6.2 Status of Actions.....                                    | 9  |
| 7. Other Local Government Plans/Practice .....                | 9  |
| 8. An aged friendly community.....                            | 9  |
| 9. Consultation .....                                         | 10 |
| 9.1 The ILOP Program.....                                     | 10 |
| 9.2 Council Staff .....                                       | 11 |
| 10. The 50+ Plan .....                                        | 11 |
| 10.1 Vision .....                                             | 11 |
| 10.2 Colac Otway Shire – An ‘age friendly municipality’ ..... | 11 |
| 10.3 Priorities/Action Plan .....                             | 11 |
| Appendix A – Action Plan.....                                 | 13 |
| Appendix B– Other Council Practice/Plans .....                | 18 |
| Appendix C – Literature Review .....                          | 21 |

## 1. Context and Aim

The Colac Otway Shire Council Plan (2013-2017) outlines the Council's vision for the Shire, the challenges facing Council and the goals it aims to achieve. In the section of the Plan titled – Challenges Facing Council, the Plan specifically acknowledges that the Shire's ageing population presents a significant challenge for Council. It goes on to list the areas where the challenges will occur. These areas include:

- Providing community care services.
- Ensuring infrastructure is physically accessible.
- Providing an aged friendly built environment, appropriate housing and accessible transport opportunities.
- Coping with the social implications and economic impact of the potential loss to the workforce of the 'baby boomer' generation.
- Meeting the housing needs of older people over the next five to ten years.

The recently developed Colac Otway Shire Public Health and Well-being Plan outlines Council's priorities and goals with respect to community health and well-being. Five priorities (and their supporting goals and actions) relate to healthy ageing. These priorities are: planning for an ageing population; promoting healthy eating and food security; promoting healthy behaviours; increasing community connectedness; and improving mental health.

The recently produced Colac Shire Access, Equity and Inclusion Plan 2014 (draft) outlines Council's priorities with respect to access, equity and inclusion. All the priorities have relevance to healthy ageing and The 50+ Plan – a commitment to social justice, human rights, access, equity and inclusion; effective communication with the community; strong relationships between providers; a welcoming

community which celebrates diversity; and an accessible, safe built environment.

This document outlines the actions that Council will take from a positive ageing perspective to address the challenges and achieve the goals and priorities of the Council Plan, Health and Well-being Plan and Access and Inclusion Plan listed above. It includes a discussion about the legislative environment and policy context surrounding positive ageing and an outline of the achievements and learnings from the Council's previous positive ageing strategy (2008-2012). It concludes with a set of actions aimed at making Colac Otway Shire an aged friendly community.

### Healthy Ageing

Healthy ageing is about enabling older people to enjoy a good quality of life. Healthy ageing strategies should create the conditions and opportunities for older people to have regular physical activity, healthy diets, social relations, participation in meaningful activities and financial security. This involves holistic approaches that address both mental and physical health, as well as a cross-sectoral approach to improve the social determinants of health, such as safe living environments, a flexible pension system and related retirement policies. Healthy ageing can therefore not be achieved through a single initiative, but requires a range of actions and approaches at individual and societal level that work together to achieve this outcome. Healthy ageing also requires a structural paradigm change, as older people must desire and maintain the ability to play an active role in society, while society must in turn encourage and accommodate this.<sup>3</sup>

Healthy ageing is much more than increasing the number of healthy life-years without any activity limitation and disability or disease. It

<sup>3</sup> healthy and active ageing - A report commissioned by The Federal Centre for Health Education Bundeszentrale für gesundheitliche Aufklärung (BZgA), Brussels, January 2012

has been succinctly defined as the process of optimising equal opportunities for health to enable older people to take an active part in society and to enjoy an independent and good quality of life.<sup>4</sup>

## 2. Why The 50+ Plan?

Most positive ageing plans/strategies focus on the 60+ or 65+ years' age bracket. Colac Otway Council has decided to depart from the norm and lower the focus of the strategy to people aged 50+. Its reasons for doing this are because:

- People will need to work up to 70 years by year 2035 due to the incremental rise to the Age Pension age. This will require re-skilling so a transition can be made to 'knowledge work' or less physically demanding roles.
- Many 50+ year olds are in a state of change, both physically and with respect to life circumstances. And as such are more receptive to health messages.
- A large proportion of people in their 50's need to care for frail or ill parents and in some cases an ailing spouse or sibling.
- Many 50+ year olds become grandparents and undertake an early childcare role.
- Many people retire or are forced out of the jobs in their 50's, some after they have worked in the one job for many decades.
- The actions people take in their 50's can contribute significantly in positive and negative ways to how well they live as they age.
- The 50+ population of Colac Otway attend less local events; self-report health as fair or worse; and do far less walking or

vigorous activity than those under 50 years<sup>5</sup>.

- Target groups for the Commonwealth Home Support Programme through *My Aged Care* include Aboriginal and Torres Strait Islander people 50 years and over who need assistance with daily living to remain living independently at home and in the community<sup>6</sup>.

## 3. Methodology

The study methodology involved the following steps:

- Review of the legislative, policy and planning context positive ageing.
- Review of plans developed by other local councils.
- Review of the status of the recommendations in the Shire's Positive Ageing Strategy 2008-2012.
- Consultation with key Council staff about the key priorities that the 50+ Plan should focus on.
- Preparation of the Plan which draws on the findings of the above steps.

## 4. Legislative and Policy context

The 50+ Plan is guided and shaped by the following national, state and local government legislation, policies and strategies:

### Federal

- National Strategy for an Ageing Australia 2001

<sup>5</sup> S. Savage, S. Bailey, G. Fletcher. (2005). *Development of Community Health, Well-Being and Social Capital for the Colac Otway Shire*. Victorian Department of Human Services/Deakin University/Colac Otway Shire.

<sup>6</sup> Department of Social Services. (March 2015). *Commonwealth Home Support Programme, Programme Manual, Target Groups* (p7). Canberra: Australian Government.

<sup>4</sup> Swedish National Institute of Public Health, Healthy Ageing, A Challenge for Europe, 2007. [www.healthyageing.eu](http://www.healthyageing.eu)

- Living Longer Living Better – Aged Care Reform
- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- A Stronger Fairer Australia 2009
- Human Rights Framework 2010

#### State

- Victoria's Seniors Participation Action Plan 2014-2019 (*Seniors Count!*)
- Victorian Health and Wellbeing Plan 2011
- Victorian Charter of Human Rights and Responsibilities Act 2006
- Local Government Act 1989
- Victorian Equal Opportunity Act 1995
- Disability Act 2006
- Growing Victoria Together – A Vision for Victoria to 2010 and Beyond
- A Fairer Victoria 2010
- Disability Plan 2013-2016
- Strengthening diversity planning and practice – A guide for Victorian Home Care Services 2011

#### Local

- Colac Otway Council Plan 2013-17
- Colac Otway Municipal Public Health and Wellbeing Plan 2013-2017
- Colac Otway Positive Ageing Strategy 2008-12
- Colac Otway Shire Access, Equity and Inclusion Plan (Draft) 2015-2025

### 5. Some key research documents

A number of Government agencies and peak groups in Australia have undertaken research in the health and well-being of older Australians. The findings and recommendations of these studies can help to inform Council's The 50+ Plan.

*Council on the Ageing (COTA) 2014 - Social isolation: Its Impact on the Mental Health and Wellbeing of Older Victorians*

This paper summarises COTA's understanding of how being socially isolated can affect mental health and identifies implications for policy and practice in relation to older people. The paper found that the following measures will help to address social isolation among older people:

- Targeted health and well-being programs - nutrition, physical health, emotional well-being and social connection/inclusion programs.
- Agencies partnering together to deliver services.
- Involvement of the elderly in planning, implementing and evaluating programs.
- Greater opportunities for elderly residents to volunteer or be assisted by volunteers.
- Using approaches, methods and models that address local area specific problems and can be delivered locally.

#### *Women's Health Victoria 2009 - Women and Ageing*

This document considers the health and wellbeing of older women in Victoria. It found that ageing women had fears of/concerns about the increased likelihood of:

- Being widowed.
- Living alone or in residential care.
- Experiencing financial insecurity.
- Chronic illness.
- Multiple disabilities.
- Elder abuse and violence.

It recommends that governments/agencies do the following to address these fears/concerns:

- Look at measures to enhance economic security for older women.
- Provide support for a National Older Persons Housing Strategy.
- Support a range of specific health measures for older women,

- Develop programs and policies aimed at reducing violence against women in general, and older women, in particular.
- Challenge the stereotypes of ageing and older women.

#### *Seniors Count!*

*Seniors Count!* is an initiative of the Victorian Government which has developed Victoria's Seniors Participation Action Plan 2014-2019.

*Seniors Count!* will support seniors to:

- Have their voices respected.
- Keep healthy and well.
- Stay active within age-friendly communities.
- Participate in work, learning and life planning.
- Share their skills and contribute to the community.

*Monash University Report 2006 – Crash and injury risk of older pedestrians and identification of measures to meet their mobility and safety needs*

This report discusses the available literature on older pedestrian safety. The report recommends the following strategies for improving safety for older pedestrians:

- Promoting pedestrian safety programs such as the Victorian 'Walk-With-Care' program.
- Imposing lower speed limits on roads used frequently by elderly pedestrians.
- Providing a safe and comfortable walking environment.
- Ensuring pedestrian crossings are at appropriate safe locations.

## **6. Colac Otway Shire Positive Ageing Strategy 2008-2012**

### **6.1 Priorities**

The priorities outlined in the Shire's Positive Ageing Plan 2008-2012 were as follows:

1. Update the relevant policy platform to confirm Council's commitment to positive ageing.
2. Continue to undertake regional research and planning in conjunction with G21/DHHS<sup>7</sup>/Deakin University.
3. Improve the portrayal of older people in the media and government publications.
4. Provide greater opportunity for intergenerational programs.
5. Work towards provision of an age-friendly built environment.
6. Improve access to transport opportunities throughout the Shire.
7. Improve access to the internet throughout the Shire.
8. Improve access to community events throughout the Shire.
9. Improve access to volunteer opportunities.
10. Improve access to the workforce.
11. Improve communication and marketing of services and opportunities available to older people.
12. Facilitate a more integrated approach to the provision of services and opportunities.
13. Provide a series of consumer wise information sessions and publications.
14. Improve access to appropriate housing.
15. Improve access to health services, especially considering outlying areas.
16. Expand on the provision of health promotion opportunities.

The consultation undertaken with Council staff for The 50+ Plan indicated that these priorities still have currency and importance, in

<sup>7</sup> Department of Health and Human Services



particular: confirming Council's commitment to positive ageing, providing intergenerational programs, developing an aged friendly physical environment and facilitating a more integrated approach to the provision of services and opportunities.

## 6.2 Status of Actions

The 2008-2012 Plan contained 40 recommendations. An audit of the current status of these recommendations indicated that around 40% had been fully and partly implemented. The recommendations that were acted on mainly relate to priority 2) an aged friendly environment, 4) intergenerational programs, 8) access to community events and 9) access to volunteer opportunities. Council staff indicated that the recommendations that **had not been acted** on were still important, but to varying degrees.

## 7. Other Local Government Plans/Practice

The plans of 8 Victorian Councils were reviewed and analysed. The Councils included 3 rural shires, 3 growth municipalities on Melbourne's fringe and 2 metropolitan municipalities. The key findings of the review are as follows:

- All the plans have Positive Ageing Strategy in their titles. Five have words like 'living well' or 'living for life'.
- Some of the plans differ in their definition of ageing or aged. One plan defines ageing or aged as 55+ years, most say 60+ and some 65+. Some do not provide a definition.
- Some Councils are developing comprehensive positive ageing plans with visions, principles, key priorities/goals/directions, sets of aims or objectives and detailed actions (Nillumbik and Buloke). Others are producing more concise plans that have a number of priorities and objectives (Yarra City, Mitchell Shire). Two plans, Hume City and East Gippsland,

present like summary plans with their contents limited to demographic analysis and an action plan.

- The plans express similar objectives and priorities: - safety and security, accommodation, mobility, transport, services, participation, learning and accessible infrastructure.
- The durations of most of the plans are reasonably short – between 3 and 5 years. Only one plan has a long duration of 10 years.
- The structures of the Plans are reasonably similar – introduction, policy context, consultation findings, key priorities/themes, objectives and actions.
- Some of the plans define Council's role in positive ageing. Hume City says that Council can contribute to positive ageing as a regulator of public health, a provider of community facilities and services, a provider of information and as a shaper, leader, partner and facilitator.
- 5 plans outline formal monitoring requirements and require some form of progress report.

## 8. An age friendly community

The World Health Organisation defines an Age-friendly City through eight separate but interrelated domains:

- Outdoor spaces and building.
- Housing.
- Transportation.
- Social participation
- Respect and social inclusion.
- Civil participation and employment.
- Communication and information.
- Community and health services.

## 9. Consultation

### 9.1 The ILOP Program

Colac Otway Shire Council was involved in the 'The Improving Liveability for Older People Program' (ILOP). This initiative 'aimed to assist small towns with ageing populations in regional Victoria by building local government and community capacity to plan and deliver projects that will make a positive difference to the quality of life, social participation, health and well-being of older people'.

Council used the ILOP funding to recruit 12 'ambassadors' from small towns and communities across the Shire to engage with their friends and community members about projects that could benefit elderly residents and, if feasible, help to implement these projects.

The programs that were suggested and successfully implemented were as follows:

- The intergenerational program at Beeac Primary School.
- Built environment improvements through a seating programme and the highlighting of defective infrastructure.
- The life storytelling project with U3A.
- A photographic display of positive ageing.
- The Wye River multi-use recreation facility.
- Contributing to the development of a regional transport strategy.
- Seniors' week celebrations.

Recommended projects for future consideration were as follows:

- Making the physical environment more age friendly – safe footpaths, more seating and lighting, improved maintenance of community facilities, provision of heating/cooling in all public buildings.
- Improving transport options:
  - Conduct bus trials on the following routes: (1) Barwon Downs, Forrest,

Gerangamete pick up, Colac (door to door options to be explored). (2) Lavers Hill, Beech Forrest, Ferguson, Gellibrand, Kewarren, Colac. (3) Cressy, Beeac, Warrion, Cororooke, Colac

- Explore options for utilising existing community transport options.
- Providing support to elderly people with the maintenance of the homes and gardens:
  - Explore the feasibility of introducing a shire-wide program where volunteers are engaged to help elderly people with the maintenance of their gardens and houses (in addition to Council's home maintenance program).
- Improving communication with elderly residents and enhancing their IT skills
  - Explore options for seniors to access technology training including local high schools, library and U3A
  - Develop a series of posters aimed at promoting positive ageing
  - Hosting a positive ageing forum during seniors' week to promote opportunities for involvement in activities and programs and information on services and groups.
- The SHARPS (Socially, Healthy, Active, Resilient, Productive Seniors) program.
- Enhancing civic participation and employment opportunities:
  - Provide retraining programs and opportunities for older workers
  - Provide more information and assistance to elderly people on operating small and home based businesses
  - Expand volunteering opportunities for elderly residents.
- Promoting a positive image of ageing:
  - Use internet, radio and other forms of communications to promote a positive image of older people
  - Implement 'come and try' activities
  - Establish the Colac Otway Positive Ageing Network



- Continue to use the Age Friendly/Remote Communities Framework as guide to the providing support to and delivering services and facilities for the Shire's elderly residents.

*Note: Ambassadors from the ILOP project will be an integral part of the Healthy Ageing Demonstration project.*

## 9.2 Council Staff

Council Staff were asked to indicate what they think should be the key priorities of the 50+ Plan. They responded as follows:

- Helping residents to plan and prepare for old age.
- Establishing an effective, committed and active aged services network.
- Establishing an effective communications process with the elderly.
- Supporting vulnerable elderly residents.
- Helping the elderly to stay active and involved in community life.
- Promoting a 'positive ageing' image.
- Advocating for a range of accommodation options for the elderly.
- Improving physical accessibility for elderly residents, particularly in the CBD.
- Continuing to provide high quality HACC services to the Shire's elderly residents.

## 10. The 50+ Plan

### 10.1 Vision

*'Create an age-friendly Colac Otway where the health and wellbeing of older people is enhanced through empowerment, respect, social connectedness, active participation, independence and a good quality of life'.*

### 10.2 Colac Otway Shire – An 'age friendly municipality'

The aim of The 50+ Plan is to ensure that Colac Otway Shire can be regarded as an 'age friendly municipality'; that is, a municipality which:

- Provides elderly residents with housing choice and enables ageing in place.
- Has connected and accessible transport options that support older residents to move around easily and safely.
- Provides opportunities for the elderly to contribute to the community in paid employment or through volunteering.
- Provides access to information and appropriate services that enable residents to maintain healthy, active and independent lives.
- Provides accessible spaces (indoor and outdoor) that encourage active use and enjoyment by older residents.
- Recognises/celebrates the diversity of older residents and rejects ageist stereotypes, attitudes and biases.

### 10.3 Priorities/Action Plan

The Plan has a duration of 10 years. However, the main focus will be on the first 2 years. The key priorities of the Plan in these 2 years will be:

- Sign the Age-friendly Victoria Partnership and Leadership Declaration.
- Understand the Shire's older community and aged services profile.
- Engage with and provide formalised approaches for older people to participate in decision making processes around issues that affect them.
- Engage with organisations that provide services to older people.
- Identify how to assist people in preparing for an older age.
- Support older people living in their home and within the community.
- Provide high quality services to older vulnerable residents.

- Provide opportunities for older people to stay active, healthy and connected to their communities.
- Identify and support ways older people have access to suitable accommodation.
- Lead respect for older people.
- Provide support for older people to feel safe and secure.
- Provide a physical environment that encourages use and enjoyment by older residents.
- Provide high quality services to older residents.

The actions that Council will take to implement these key priorities are listed in Appendix A. The Plan should be reviewed on an annual basis with status reports presented to the Executive Management Team and Council. A new 2 year plan should be developed in late 2016.

Colac Otway Shire

The 50+ Plan

## Appendix A – Action Plan

## Priority 1 – Sign the Age-friendly Victoria Partnership and Leadership Declaration

| Action                                                                | Who                                                       | How                                                                             | When      |
|-----------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------|-----------|
| Sign the Age-friendly Victoria Partnership and Leadership Declaration | <ul style="list-style-type: none"> <li>Council</li> </ul> | Council signs the Age-friendly Victoria Partnership and Leadership Declaration. | July 2015 |

## Priority 2 – Understand the Shire's older community and aged services profile

| Actions                                                                                                | Who                                                                                                                                   | How                                                                                                                                                                                                                                                 | When         |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Ask older people what they see as important to improve their quality of life and well-being.           | <ul style="list-style-type: none"> <li>CDPW<sup>8</sup></li> <li>Positive Ageing Ambassadors</li> <li>Victorian Government</li> </ul> | Through the Healthy Ageing Demonstration Project                                                                                                                                                                                                    | October 2015 |
| Produce a detailed profile of the Shire's aged population, now and projected (say, in 20 years' time). | <ul style="list-style-type: none"> <li>MH&amp;CS<sup>9</sup></li> </ul>                                                               | Work with the ABS <sup>10</sup> and Council's id Profile information.                                                                                                                                                                               | June 2016    |
| Conduct an audit of all the services/supports/activities available to older adults.                    | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>OPASS<sup>11</sup></li> </ul>                                               | Seek input from all services/supports/activities to achieve this work.                                                                                                                                                                              | April 2016   |
| Use the information from the audit to develop an older person's directory.                             | <ul style="list-style-type: none"> <li>MH&amp;CS</li> <li>OPASS</li> </ul>                                                            | Produce the directory in hard copy and provide copies for display and reference to relevant agencies. Upload the directory on Council's website and request all relevant agencies in Colac Otway to have a link to the directory on their websites. | June 2016    |

## Priority 3 – Engage with and provide formalised ways for older people to participate in decision making processes around issues that affect them

| Actions                                                                                                                                                                                          | Who                                                                                                                                               | How                                                                                                 | When      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------|
| Work with Positive Ageing Ambassadors to establish an older person's advisory group to regularly meet with and inform Council and the Executive Management Team on issues around healthy ageing. | <ul style="list-style-type: none"> <li>Positive Ageing Ambassadors</li> <li>CDPW</li> <li>Executive Management Team</li> <li>MH&amp;CS</li> </ul> | Develop a Terms of Reference to establish an older person's advisory group for adoption by Council. | July 2015 |

<sup>8</sup> Community Development Project Worker<sup>9</sup> Manager Health and Community Services<sup>10</sup> Australian Bureau of Statistics<sup>11</sup> Council's Older Person's and Ability Support Service

## Colac Otway Shire

## The 50+ Plan

|                                                                                                           |                                                                                                                                              |                                                                        |             |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------|
| Provide opportunities for older people to participate in decision making processes that will affect them. | <ul style="list-style-type: none"> <li>• Councillors</li> <li>• Positive Ageing Ambassadors</li> <li>• Seniors Advisory Committee</li> </ul> | Incorporate the Seniors Advisory Group into decision making processes. | August 2015 |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------|

**Priority 4 – Engage with organisations that provide services to older people**

| Action                                                                                                                                                                                                                                        | Who                                                                                                                           | How                                                                                                                                                                                                                                                                                                                                                                                                     | When        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Use the information from the directory of services to list all the organisations in Colac Otway Shire involved in the provision of services and support to older people and develop a process on how older people can inform decision making. | <ul style="list-style-type: none"> <li>• Council</li> <li>• Local organisations providing support for older people</li> </ul> | Hold workshop/s with these organisations to discuss the following: <ul style="list-style-type: none"> <li>• Effective mechanisms for consulting and communicating with and promoting services to older people.</li> <li>• The merits of establishing a community older persons' service providers' network.</li> <li>• Gaps/deficiencies in service provision and how these gaps can be met.</li> </ul> | 2016 & 2017 |

**Priority 5 - Identify how to assist people in preparing for an older age**

| Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Who                                                                                                                                                  | How                                                                                                                                                  | When        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Identify current programmes and suitable facilitators which could provide information/sessions for older people on the following topics: <ul style="list-style-type: none"> <li>• Financial security in old age</li> <li>• Services/support available in old age</li> <li>• Accommodation options – including downsizing, independent living units, residential aged care</li> <li>• Work/volunteering</li> <li>• Grand-parenting</li> <li>• Caring for aged parents</li> <li>• Social, recreation and cultural opportunities</li> <li>• Using electronic/digital equipment/social media</li> <li>• Loss and grieving</li> </ul> | <ul style="list-style-type: none"> <li>• Council</li> <li>• Victorian Government</li> <li>• MAV<sup>12</sup></li> <li>• COTA<sup>13</sup></li> </ul> | Work with signatories of the Age-Friendly Victoria Partnership and Leadership Declaration to develop age-friendly capacity within local communities. | 2016 & 2017 |

<sup>12</sup> Municipal Association of Victoria<sup>13</sup> Council on the Ageing

Colac Otway Shire

The 50+ Plan

- Companion animals
- Other relevant topics

**Priority 6 – Provide high quality services to older vulnerable residents**

| Action                                                                                                                                                                                                                                     | Who                                                                                                                         | How                                                                                                      | When                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------|
| In collaboration with local communities and relevant service providers, develop, implement and review individual care plans for these vulnerable residents through the introduction of the Australian Government's My Aged Care Programme. | <ul style="list-style-type: none"> <li>• OPASS</li> <li>• Local organisations providing support for older people</li> </ul> | Transition from the Victorian to the Australian Government's commencement of the My Aged Care Programme. | Commencing July 2016 |

**Priority 7 – Provide opportunities for older people to stay active, healthy and connected to their communities.**

| Actions                                                                                                                                                                                                 | Who                                                                                                                                                        | How                                                                                                                       | When          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------|
| Implement the Healthy Ageing Demonstration Project, funded by the Department of Health, to explore integrated approaches to Physical Activity, Nutrition, Social Connectedness and Emotional Wellbeing. | <ul style="list-style-type: none"> <li>• CDPW</li> <li>• MH&amp;CS</li> <li>• Positive Ageing Ambassadors</li> <li>• Victorian Government</li> </ul>       | Implement the Healthy Ageing Demonstration Project.                                                                       | November 2015 |
| Encourage employers to retain and hire older adults.                                                                                                                                                    | <ul style="list-style-type: none"> <li>• MH&amp;CS</li> <li>• Victorian Government</li> <li>• MAV/COTA</li> <li>• Local businesses</li> </ul>              | Deliver an information session for local businesses on the opportunities and challenges presented by an ageing workforce. | April 2017    |
| Identify and promote job training/retraining programs for older adults.                                                                                                                                 | <ul style="list-style-type: none"> <li>• MH&amp;CS</li> <li>• CDPW</li> <li>• Local businesses</li> </ul>                                                  | Research retraining and reskilling programs.                                                                              | October 2016  |
| Promote the benefits of volunteerism for older people.                                                                                                                                                  | <ul style="list-style-type: none"> <li>• MH&amp;CS</li> <li>• G21 Health &amp; Wellbeing Pillar Volunteer Committee</li> <li>• Local businesses</li> </ul> | Utilise regional information and materials to promote volunteerism.                                                       | 2015 & 2016   |
| Explore models of integration and intergenerational programs which could be implemented in Phase 2 of this Plan.                                                                                        | <ul style="list-style-type: none"> <li>• MH&amp;CS</li> <li>• Positive Ageing Ambassadors</li> </ul>                                                       |                                                                                                                           | June 2017     |

**Priority 8 - Identify and support ways older people have access to suitable accommodation**

| Actions | Who | How | When |
|---------|-----|-----|------|
|---------|-----|-----|------|

## Colac Otway Shire

## The 50+ Plan

|                                                                                                    |                                                                                                                                                            |                                                                                                                                                  |             |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Explore appropriate housing models which may be suitable for older people within the municipality. | <ul style="list-style-type: none"> <li>• MH&amp;CS</li> <li>• Planning &amp; Infrastructure</li> <li>• Victorian Government</li> <li>• MAV/COTA</li> </ul> | Work with signatories of the Age-friendly Victoria Partnership and Leadership Declaration to specifically explore housing models for the future. | 2015 - 2017 |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------|

|                                                                                                                                                                 |                                                                                                                        |                                                                                           |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------|
| Collaborate with local agencies and service providers to ensure that planning processes encourage the development of suitable housing options for older people. | <ul style="list-style-type: none"> <li>• MH&amp;CS</li> <li>• OPASS</li> <li>• Local organisations/agencies</li> </ul> | Meet with local agencies and service providers to understand needs and future directions. | 2015 - 2017 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------|

**Priority 9 – Lead respect for older people**

| Actions                                                                                                          | Who                                                                                                              | How                                                                                            | When            |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------|
| Celebrate the positive contribution of older people to the community.                                            | <ul style="list-style-type: none"> <li>• OPASS</li> <li>• Positive Ageing Ambassadors</li> </ul>                 | Link this to events such as Seniors Week and Senior of the Year Award.                         | October 2015/16 |
| Implement a 'positive ageing' media campaign to promote respect and inclusion for the elderly and reduce ageism. | <ul style="list-style-type: none"> <li>• OPASS</li> <li>• Positive Ageing Ambassadors</li> <li>• COTA</li> </ul> | Link into the Age-friendly Partnership for promotional material which can be provided locally. | January 2016    |

**Priority 10 – Provide support for older people to feel safe and secure**

| Actions                                                                                                                                               | Who                                                                                                              | How                                                                                | When          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------|
| Ensure older people in the community are prepared to respond to emergency situations such as bushfires and heatwaves.                                 | <ul style="list-style-type: none"> <li>• OPASS</li> <li>• Health Protection Unit</li> <li>• MH&amp;CS</li> </ul> | Surveillance and support of clients and appropriate response to warnings.          | Ongoing       |
| Encourage community education campaigns that promote driver, pedestrian and mobility scooter awareness and other issues that pertain to older people. | <ul style="list-style-type: none"> <li>• OPASS</li> <li>• Positive Ageing Ambassadors</li> <li>• USA</li> </ul>  | Identify and work with appropriate educators to provide these education campaigns. | November 2015 |

**Priority 11 – Provide a physical environment that encourages use and enjoyment by older residents**

| Actions                                                                                                                                        | Who                                                                                                         | How                                                                                                                                                                             | When        |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Ensure that the design of the public realm and community buildings in Colac Otway Shire is age friendly.                                       | <ul style="list-style-type: none"> <li>• MH&amp;CS</li> <li>• Infrastructure</li> <li>• Planning</li> </ul> | <ul style="list-style-type: none"> <li>• Implement training and distribute information on age-friendly cities.</li> <li>• Include age-friendly design in the future.</li> </ul> | 2015 - 2017 |
| Continue to redevelop outdoor spaces, where feasible, to make them age friendly through disability access, seats, ramps, shelter/shade, signs, | <ul style="list-style-type: none"> <li>• MH&amp;CS</li> <li>• Positive Ageing Ambassadors</li> </ul>        | Implement when the opportunity is evident or the demand is compelling.                                                                                                          | Ongoing     |

Colac Otway Shire

The 50+ Plan

mobility scooter charging points etc.

- Infrastructure
- Planning

Colac Otway Shire

The 50+ Plan

## Appendix B– Other Council Practice/Plans

| Council               | Title                                                                  | Years     | Content                                                                                                                                                                       | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------|------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mitchell Shire</b> | Living for Life – Positive Ageing Strategy                             | 2014-2018 | 29 page document. Contains introduction, process, consultation findings, policy/strategy context, demographic analysis, key themes, goals and strategic objectives.           | <p>The strategy revolves around 4 key themes–age friendly community, a healthy informed and engaged older population, physical infrastructure which supports positive ageing and changing service needs, circumstances and policy directions.</p> <p>The themes are supported by the following goals:</p> <ul style="list-style-type: none"> <li>– Encouraging greater community involvement by and social participation and connection with older people</li> <li>– Improving and promoting access to information that supports and enhances the health and well-being of older residents</li> <li>– Ensuring that the needs of older people are incorporated in the planning of new and enhancement of existing physical infrastructure</li> <li>– Monitoring and responding to changing needs, circumstances and policy directions relevant to our older population</li> </ul> <p>The goals are supported by 18 strategies. The strategies include:</p> <ul style="list-style-type: none"> <li>– Reducing the incidence of elder abuse</li> <li>– Celebrating the positive contribution of older people in the community</li> <li>– Promoting access to lifelong learning opportunities</li> <li>– Promoting the design and development of age friendly communities</li> </ul> <p>The Strategy stipulates that annual action plans will be developed for each year of the strategy.</p> |
| <b>Yarra City</b>     | River of Life Positive Ageing Strategy Stage 2 – Action Plan 2014-2017 | 2014-2017 | 20 page document. Contains policy context, demographic profile, consultation findings, vision, principles, objectives and actions.                                            | <p>The Strategy builds on the River of Life Positive Ageing Strategy 2007-2016.</p> <p>Council's vision is an 'aged friendly' city. It lists 8 underpinning principles:</p> <ul style="list-style-type: none"> <li>– Older people have a broad range of skills etc to contribute to the community</li> <li>– People are independent and should be able to make their own lifestyle choices</li> <li>– Yarra is a unique and inclusive community and its diversity will inform our directions</li> <li>– Ageing well is strengthened through community participation and social engagement</li> <li>– Access to resources and opportunities is essential to enable older people to age well</li> <li>– Ageing is a development process and people have changing needs and capacities through the different stages</li> </ul> <p>The Strategy has 6 key objectives – social connections, active healthy living, supportive environments, ageing in place, lifelong learning and community planning and partnerships.</p> <p>The Strategy requires that the action plan be reviewed on an annual basis and a progress report provided to Council.</p>                                                                                                                                                                                                                                         |
| <b>Hume City</b>      | Draft Positive Ageing Strategy                                         | 2014-2024 | 10 page document and appendices. Contains definitions, demographic analysis, planning framework, consultation outcomes, principles, priority areas and implementation/review. | <p>The Strategy proposes 8 priority areas – transport, social participation, civic participation and employment, communications and information, community support and health services, outdoor spaces and buildings and housing.</p> <p>The Strategy contains a conversation about each of these priority areas and concludes with a 3 year action plan. The action plan contains 28 recommendations. The recommendations include piloting a 'seniors helping seniors' program, establishing intergenerational learning programs, and identifying and promoting job training and retraining opportunities for older adults who remain in the workforce.</p> <p>The Strategy requires that the action plan be reviewed on an annual basis and a progress report provided to Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



## Colac Otway Shire

## The 50+ Plan

| Council                  | Title                                             | Years     | Content                                                                                                                                                                                                                | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|---------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Buloke Shire</b>      | Positive Ageing Strategy 2013-2019                | 2013-2019 | 22 page document and appendices. Contains definition of positive ageing, seniors, age friendly community and ageing in place, demographic analysis, policy context, consultation findings, key, objectives and actions | The Strategy proposes 4 key objectives – access to transport; access to services; information and infrastructure; promoting an independent lifestyle; and partnerships and advocacy. The objectives are supported by 52 recommendations. The recommendations include ensuring seniors have access to healthy ageing and lifestyle resources and building relationships with organisations that provide services to the elderly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Cardinia Shire</b>    | Live Well for Life Positive Ageing Strategy       | 2012-2015 | 21 page document. Contains summary, definition of positive ageing, Council's role, policy context, Council's planning framework, demographic profile, consultation findings, priority areas and actions.               | The Strategy proposes 4 priority areas – outdoor spaces and buildings, health and wellbeing, social and civic participation/inclusion, transport and housing<br>The priority areas are supported by 20 recommendations. The recommendations include:<br>– Providing an information series about health promotion priority areas and associated support services<br>– Promoting the volunteering database to organisations and community<br>– Educating the community and business about ageing e.g. via newsletters, conversations and business breakfasts etc                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>East Gippsland</b>    | Positive Ageing Strategy Key Directions Statement | 2010-2013 | 9 pages. Contains a demographic analysis, key objectives and goals.                                                                                                                                                    | The Strategy lists 9 key objectives and 24 goals. The objectives are housing, social inclusion, service planning, lifelong learning, information and communication, culture, recreation and leisure, access and safety, economic impact and development and health and well-being.<br>The Goals include:<br>– Promoting an inclusive learning community<br>– Providing purposeful volunteering and mentoring opportunities<br>– Identifying the cultural, recreational and leisure needs of an ageing community<br>– Increase capital expenditure on infrastructure to respond to identified mobility needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Corangamite Shire</b> | Getting Better With Age/ Positive Ageing Strategy | 2007-2012 | 47 pages. Contains key principles, policy environment, demographic analysis, key issues and challenges, a strategic plan with visions, objectives, strategies and actions                                              | The visions outlined in the Strategy are:<br>– Older people in Corangamite Shire have access to a range of housing options<br>– Older people have access to an affordable and accessible range of transport services<br>– The built environment meets the mobility needs of older people<br>– Older people have access to private transport that assists their mobility needs<br>– Facilities are provided that meet the needs of older people<br>– Older people have access to a range of recreational, cultural and leisure opportunities<br>– Older people in Corangamite are able to enjoy a healthy lifestyle<br>– HAAC services meet the need of the frail aged and disabled<br>– All groups are able to participate in the life of the community<br>– Older people in Corangamite are valued members of the community<br>– Older people have a range of options for community involvement and participation<br>– Corangamite Shire has access to skilled and experienced staff<br>– The community values the contribution that older people make to the local economy<br>– Older people have opportunities for fulfilling employment<br>– Older people have access to an adequate income that meets their needs<br>– Public parks and open are accessible to older people<br>– Older people are actively involved in environmental activities. |

## Colac Otway Shire

## The 50+ Plan

| Council         | Title                                                | Years     | Content                                                                                                                                                   | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Nilfumbik Shire | 'Ageing Well in Nilfumbik' Positive Ageing Strategy' | 2013-2018 | 50 pages. Contains a summary, introduction, policy context, demographics, consultation findings, vision, principles, strategic framework and action plan. | <p>Seven guiding principles are outlined in the Strategy. They relate to community engagement, planning, providing support and delivering services.</p> <p>A key principle is: Recognising that chronological age alone is not indicative of the need for support, family and other informal networks are often critical for people to age positively, and there are multiple approaches to live well and age even better.</p> <p>The Strategy lists 4 strategic goals and 12 actions.</p> <p>The goals are:</p> <ul style="list-style-type: none"> <li>– The elderly are informed about programs, services and options</li> <li>– The elderly are connected to family, friends, neighbours and the wider community</li> <li>– The elderly are supported to make informed decisions to help individuals to live as they choose</li> </ul> <p>The actions are listed under 8 categories: resources and information, paid employment opportunities, volunteer opportunities, transportation options, intergenerational opportunities, community connectedness, housing options and safety and security.</p> |

Colac Otway Shire

The 50+ Plan

## Appendix C – Literature Review

| DOCUMENTS                                                                                                                    | SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Key Directions for the Commonwealth Home Support Programme: Victorian Department of Health Response July 2014                | <p>This document provides examples of some of Victoria's strategies and experiences in relation to the Commonwealth's objectives for the new CHSP.</p> <p>The three main areas of service in the new CHSP are:</p> <ul style="list-style-type: none"> <li>- Low intensity/low cost service: Short term or ongoing including meals transport, domestic assistant and person care</li> <li>- Clinical/higher cost services: Short term higher intensity basis, long term low intensity or episodic basis. Mainly allied health and nursing</li> <li>- Re-ablement services: Aimed at enabling people to remain in the 'low intensity' stream of service provision in the long term.</li> </ul> <p>A number of key strategies were listed in response to the CHSP:</p> <ul style="list-style-type: none"> <li>- Containing the demand for higher cost services, both in aged care and health systems</li> <li>- Consumer direction to be achieved by integrating feedback from those who will be using the services</li> <li>- Emphasising community and social participation in the programme</li> <li>- Encouraging the integration of aged care and health care systems</li> <li>- The reduction of system fragmentation with a focus on providing facilities which respond to local needs</li> <li>- A greater focus on special needs groups such as faith based groups, people with cognitive impairment and those with mental health issues</li> <li>- Interfacing with home care packages</li> <li>- A focus on creating referral pathways for older people being discharged from hospital</li> <li>- Grant funds in the Aged Care Service Improvement and Health Ageing Grant Funds are to be targeted to a region or subregion rather than an organisation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Municipal Association of Victoria: Key Directions for the Commonwealth Home Support Programme Discussion Paper               | <p>This document provides a response to the CHSP from the MAV.</p> <p>The points of discussion were:</p> <ul style="list-style-type: none"> <li>- Restorative care: There is a need for focus on a resourced training strategy, investment in allied health and a choice or re-ablement approaches including individualised re-ablement in the program</li> <li>- Client Eligibility Criteria: There would be value in having standardised measures as part of assessment tools to record changes in an individual over time whilst a client of the program</li> <li>- Service Provision: Bigger focus on why the person is seeking the service, the clients characteristics and the circumstances of the person seeking the service</li> <li>- Face to Face Assessment: If there is confidence in the local HAACC services, there is potential to move away from this assessment with more clients being referred direct to services based on phone screening</li> <li>- Transition Issues: The Home Support Worker role crosses over between many services types, therefore it is important to tailor this role to each individual client</li> <li>- Community Transport: There needs to be local government involvement in the re-organisation and planning of community transport</li> <li>- Transitioning to the CHSP: Three types of resourcing strategies needed to achieve the transformation including funding recognition, co-ordinated information and resource development and a vision for and process for achieving the objectives of the programme</li> </ul> <p>This article discusses the concerns that the growing proportion of ageing people will put on public spending, with particular focus on rising health costs as well as the ability of the health system to cater for the demand of the ageing population.</p> <p>The key challenges are:</p> <ul style="list-style-type: none"> <li>- Changing health profiles</li> <li>- Increased demand for health service use</li> <li>- Rising health costs</li> </ul> <p>Responses to an ageing population:</p> <ul style="list-style-type: none"> <li>- Promoting good health across the lifespan</li> <li>- Enabling health ageing</li> <li>- Supporting socioeconomic participation</li> <li>- Enhancing productivity in health-care diversity</li> </ul> |
| Australian Institute of Health and Welfare 2014<br>- Ageing and the Health System: challenges, opportunities and adaptations |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## Colac Otway Shire

## The 50+ Plan

| DOCUMENTS                                                                                                        | SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Women's Health Victoria 2009 - Women and Ageing (Gender Impact Assessment)                                       | <p>This document considers the health and wellbeing of older women in Victoria. Concerns specific to ageing women are an increased likelihood of:</p> <ul style="list-style-type: none"> <li>- Being widowed, compared to men</li> <li>- Living alone or in residential care</li> <li>- Experiencing financial insecurity</li> <li>- Chronic illness</li> <li>- Multiple disabilities</li> <li>- Using health services</li> <li>- Elder abuse and violence against women</li> </ul> <p>Policy Context and Challenges:</p> <ul style="list-style-type: none"> <li>- Federal and state governments share responsibility for ageing policy</li> <li>- Ageing is a gendered process, this is not addressed in policy or practice</li> </ul> <p>Suggested Gender Analysis Framework:</p> <ul style="list-style-type: none"> <li>- Gendered Data – Use gendered disaggregated statistics</li> <li>- Gender Impact Assessment – Monitor new and existing policies</li> <li>- Gender Awareness Raising – Understand how policies/programs can lead to discriminatory effects</li> </ul> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>- Gender sensitive policy</li> <li>- Enhancing economic security for older women</li> <li>- Improving access to health services for same sex attracted older women</li> <li>- Support for a National Older Persons Housing Strategy</li> <li>- Support for a range of specific health measures</li> <li>- Inter-sectoral programs and policies regarding violence against women</li> <li>- Adoption of policies on sexuality in aged care settings</li> <li>- Challenging stereotypes of ageing and older women</li> </ul>                                                                                                                                         |
| Council on the Ageing 2014 - Social isolation: its impact on the Mental Health and Wellbeing of Older Victorians | <p>This document summarises COTA's understanding of how being socially isolated can affect mental health and identifies implications for policy and practice in relation to older people. This paper summarises:</p> <ul style="list-style-type: none"> <li>- What is known about social isolation and discusses estimates of its prevalence among older Victorians: it is difficult to measure, due to the stigma associated with admitting loneliness</li> <li>- Risk factors and pathways into social isolation in later life: The risk is determined by individual, social, community and environmental factors.</li> <li>- The relationship between social isolation and mental health</li> <li>- Evidence on effective strategies and interventions to address social isolation</li> <li>- Impacts of current policies and programs on older people living in Victoria who are at risk of or experiencing social isolation and mental health issues: These policies need to be introduced at a local level and should aim to enhance the quality of neighbourhood environments</li> </ul> <p>A number of successful participation programs for older adults have been identified:</p> <ul style="list-style-type: none"> <li>- Using multi-faceted approaches to enhance health and wellbeing, such as nutrition, physical health, emotional wellbeing and social connection</li> <li>- Using collaborative partnership approaches</li> <li>- Involving older adults in planning, implementing and evaluating programs</li> <li>- Using volunteers to run the programs</li> <li>- Having an evidence-base to the development of the program</li> <li>- Using approaches, methods and models that address local needs and fit with existing resources</li> <li>- Utilising a life course approach</li> </ul> |

## Colac Otway Shire

## The 50+ Plan

| DOCUMENTS                                                                                                                                          | SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| Australian Research Centre in Sex, Health and Society 2014 – A Research Study into the Sexual Assault of Older Women in Australia: Norma's Project | <p>This document aims to increase our understanding of the settings, social contexts and vulnerabilities associated with the sexual assault of older women, and to increase awareness of this issue both within the community and amongst service providers.</p> <p>The strategies for prevention and intervention suggested in the article were:</p> <ul style="list-style-type: none"> <li>- A focus on education and training strategies: For older women, their families, community awareness and service providers</li> <li>- Sector-wide awareness: For aged care, health and welfare services and police/judicial services</li> <li>- Public policy and procedure: A focus on pre-employment screening and registration of Personal Care Attendants</li> </ul>                                                                                                                                                                                                                                                                            |
| The Age 2014 – Shocking numbers of elderly women being abused in aged care homes                                                                   | <p>An article in The Age on Norma's Project, a study into the sexual assault of older women in Australia. This article creates community awareness on this issue, highlighting the increasing frequency of which these incidents are occurring. There is a suggestion that more needs to be done in order to prevent these situations in the future by implementing a register and a 'working with vulnerable people' check on aged care workers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| The Age 2014 – Sexual assault against the elderly frequent but invisible in community: report                                                      | <p>An article in The Age raising community awareness on the issue of alleged unlawful sexual contact in Australian aged-care facilities. The article suggests that this type of abuse needs to be considered as highly as that of child abuse, as elderly people are also a vulnerable group in society.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| The Age 2014 – Older People are a valuable resource wasted at our peril                                                                            | <p>An article in The Age suggesting older people are discriminated against when attempting to enter the work force. The article states there is no statistically significant difference between the capabilities of older and younger workers. There needs to be a focus from the federal government to fund the ISA programme to enhance its ability to assist older job seekers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| The Age 2014 – Retiring at 70 will be tough for those who already struggle at age 60                                                               | <p>An article in The Age from the perspective of a construction worker who is concerned about the government's plans to raise the retirement age to 70 from 2035, due to the physically demanding nature of his work.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Monash University Report 2006 – Crash and injury risk of older pedestrians and identification of measure to meet their mobility and safety needs   | <p>This document discusses the available literature on older pedestrian safety. The paper suggests some strategies to achieve safety for older pedestrians:</p> <ul style="list-style-type: none"> <li>- The promotion of pedestrian safety programs such as the Victorian 'Walk-With-Care' program</li> <li>- Safer speeds on roads where there is high pedestrian activity, speeds of 30 to 40km/h mean most collisions can be recognised and avoided</li> <li>- Providing a safe and comfortable walking environment</li> <li>- Ensure crossing facilities are at appropriate, safe locations</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Age-Friendly Manchester Development Plan 2014 – 16 Summary                                                                                         | <p>The World Health Organisation defines an Age-Friendly City through eight separate but interrelated domains:</p> <ul style="list-style-type: none"> <li>- Outdoor spaces and building</li> <li>- Housing</li> <li>- Transportation</li> <li>- Social participation</li> <li>- Respect and social inclusion</li> <li>- Civil participation and employment</li> <li>- Communication and information</li> <li>- Community and health services</li> </ul> <p>Some of the key strategies of Manchester's Age-Friendly Plan are:</p> <ul style="list-style-type: none"> <li>- Support community projects that increase social participation</li> <li>- Promote a range of volunteering opportunities</li> <li>- Apply an 'ageing lens' to city plans and strategies</li> <li>- Facilitate a range of intergenerational projects</li> <li>- Improve how older people are involved in decisions about their area and services</li> <li>- Publish protocol for involving older people</li> <li>- Review how we communicate with older people</li> </ul> |
| Huffington Post 2014 – What does age-friendly look like?                                                                                           | <p>This article introduces the need for age-friendly efforts to be integrated into urban planning, with the suggestion that this process may be unique for different places around the world.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## Colac Otway Shire

## The 50+ Plan

| DOCUMENTS                                                                                                      | SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Docklands News 2014 – Docklands to take part in age-friendly precinct pilot                                    | This article introduces The Age Friendly Precinct Pilot Program which aims to make Docklands a place more seniors want to visit. The program is being run by the Department of Health, the Seniors Program and the City of Melbourne. The article suggests Dockland has lots to offer old people, such as restaurants, walking tracks and flat landscape. The plan will further improve the area to appeal to older people by potentially providing menus with larger fonts, signage improvements, increasing the availability of taxis and offering discounts for seniors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Alpine Shire Council 2014 – All-terrain wheelchair to help more people experience the great outdoors           | This article introduces the All-terrain wheelchair which has been designed for those with a disability or limited mobility to be able to enjoy the surrounding natural landscapes and national parks in the area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Age Friendly London Task Force 2012 – A Three Year Action Plan                                                 | <p>This document is a plan to create an age friendly London, it was created through consultation with seniors, stakeholders and task force members. The Age Friendly London Task Force was established by City Council. The key focus areas of the strategy are taken from the World Health Organisations key elements of an age friendly city, with strategies including:</p> <ul style="list-style-type: none"> <li>- Outdoor spaces and building: multi-purpose recreation facilities, improve cleanliness of parks, trails and pathways, improve access to facilities within parks, develop clear signage in outdoor spaces, increase seating in parks and increase the number of community gardens.</li> <li>- Housing: Consult with older adults in relation to the Community Housing Strategy and investigate and improve awareness of housing options for older adults</li> <li>- Transportation: Encourage older adult participation on the Accessible Public Transit Advisory Committee, improve amenities at bus stops, develop education and training programs for drivers, advocate malls and hospitals to set aside spaces for seniors only parking and investigate and implement traffic calming measures</li> <li>- Social participation: Improve access to and knowledge about facilities available and improve access to programming and socialising at the neighbourhood level</li> <li>- Respect and social inclusion: Increase the number of intergenerational programs, change the stereotype of seniors and stop ageism, improve recognition and acknowledgement of older adults in the community</li> <li>- Civil participation and employment: Increase quantity and quality of volunteers opportunities for older adults, improve access to employment opportunities for older adults and encourage more older adults to participate in civic affairs</li> <li>- Communication and information: Create a sustainable source for all information related to older adults, improve access to older adult program information, develop and age friendly accreditation program for agencies, organisations and service providers, provide networking opportunities for agencies and organisations that service older adults and engage media to communicate the age friendly message</li> <li>- Community and health services: Improve caregiver support, improve awareness of and access to home care supports so more people can age in place, improve older adults' access to and experience with the healthcare system, raise awareness and access to prevention and education programs</li> </ul> |
| State Library of NSW – Older People and NSW Public Libraries                                                   | This document outlines strategies public libraries can adopt to better meet the needs of the ageing population. It includes information on adapting to technology advances, community consultation, culturally and linguistically diverse communities, volunteering and training staff to be age aware.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Australian Library and Information Association 2012 – Standards and Guidelines for Australian Public Libraries | This documents outlines the guidelines for public libraries in Australian, including a section for older people and the relevant collections, service and programs and appropriate technology that needs to be provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Colac Otway Shire Positive Ageing Ambassador Program                                                           | <p>This document introduces the Ambassadors and strategies for positive ageing in Colac.</p> <ul style="list-style-type: none"> <li>- A retreat was held to discuss aspects and views about positive ageing</li> <li>- From Positive Ageing Strategy Review: Look into case studies of intergenerational programs and learn from these, use internet, radio and other forms of communications to promote a positive image of older people and implement 'come and try' activities</li> <li>- Ambassadors facilitated series of workshops, conversations and interviews in the smaller townships to generate community based idea, the key themes across consultations were:             <ul style="list-style-type: none"> <li>➢ Seating/pathways/lighting, transport, social and community connectors, information, succession planning in community organisations, links and networks between community and service providers, managing change in small rural communities and assistance with independent living</li> </ul> </li> <li>- It is recommended that an Age Friendly Team be formed as part of the Colac Otway Positive Ageing Network</li> <li>- It is recommended that the Age Friendly Rural/Remote Communities Framework continue to be utilised in the Colac Otway Shire as framework for Positive Ageing Consultations, Strategies and Activities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



## Colac Otway Shire

## The 50+ Plan

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| Colac Otway Shire Positive Ageing Ambassador Program | <p>This document outlines the result of an initiative where Council recruited 12 ambassadors from small towns and communities throughout the Colac Otway Shire to talk with their friends and community members and develop projects to benefit older people. The points raised from the consultations were:</p> <ul style="list-style-type: none"> <li>- Outdoor spaces and buildings <ul style="list-style-type: none"> <li>➤ Areas of importance listed included provision of open space, footpaths, seating, lighting, maintenance of community facilities, lack of heating/cooling in some buildings, dogs should be on leads at all times and there is a difficulty in finding a meeting place</li> </ul> </li> <li>- Transportation <ul style="list-style-type: none"> <li>➤ Fast temporary bus service was terminated due to low passenger number and it was expensive to run</li> <li>➤ It is recommended that a trial by run on the following routes: (1) Barwon Downs, Forrest, Gerangamete pick up, Colac (door to door options to be explored), (2) Lavers Hill, Beech Forrest, Ferguson, Gellibrand, Kawarren, Colac, (3) Cressy, Beac, Warrian, Cororooke, Colac</li> <li>➤ It is recommended that options for utilizing existing community transport options be explored</li> </ul> </li> <li>- Housing <ul style="list-style-type: none"> <li>➤ Some issues that were identified include (1) cost of rates and insurance can make it difficult to stay in and maintain your home, (2) Some people need help cleaning up their yards, (3) Food waste needs to be collected more regularly, (4) Problems with bin lids and wheels</li> <li>➤ Exploring the possibilities of a working group of able bodied volunteer gardeners to help elderly around town and look at reviving garden groups</li> </ul> </li> <li>- Respect and Social Inclusion <ul style="list-style-type: none"> <li>➤ Successful programs included the intergenerational program and Beac Primary School, life storytelling project with U3A and supporting a photographic display of sporting memorabilia by the Cressy and District History Group</li> </ul> </li> <li>- Social Participation <ul style="list-style-type: none"> <li>➤ Initiatives include the Wye River multi use recreation facility and women's art studio project</li> </ul> </li> <li>- Communication and information <ul style="list-style-type: none"> <li>➤ Options for seniors to access technology training included local high schools, library and U3A</li> <li>➤ Other suggestions included local newsletters, developing a series of posters promoting positive ageing and hosting a positive ageing forum during seniors week to promote opportunities for involvement in activities and programs and information on services and groups</li> </ul> </li> <li>- Civic Participation and Employment Opportunities <ul style="list-style-type: none"> <li>➤ A lack of employment and retraining programs and opportunities for older workers was highlighted in rural communities</li> <li>➤ More information and assistance designed to support small and home based business in a format suitable for older workers was highlighted as a strategy to support rural communities</li> </ul> </li> <li>- Volunteering opportunities and options were seen as being available and well supported</li> <li>- Community Support and Health Services <ul style="list-style-type: none"> <li>➤ Ambassador projects include women's art studio proposal, SHARPS (Socially, Healthy, Active, Resilient, Productive Seniors) program, Multi use recreation facility at Wye River, supporting local historical events, intergenerational schools program, seating in Colac and Apollo Bay, first aid training, transport working group, contributing to exiting information and social inclusion programs, life storytelling project and seniors week celebrations</li> </ul> </li> </ul> |



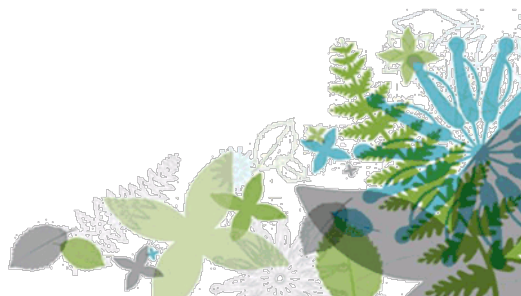


## Colac Otway Shire Council Budget Report 2015-16



# Colac Otway S H I R E

This Budget Report has been prepared with reference to Chartered Accountants Australia and New Zealand "Victorian City Council Model Budget 2015/2016" a best practice guide for reporting local government budgets in Victoria.



Colac Otway Shire Budget 2015/16

| <b>Contents</b>                                                 | <b>Page</b> |
|-----------------------------------------------------------------|-------------|
| Mayor's introduction                                            | 3           |
| Chief Executive Officer's summary                               | 5           |
| Budget processes                                                | 13          |
| <b>Overview</b>                                                 |             |
| 1. Linkage to the Council Plan                                  | 14          |
| 2. Services, initiatives and service performance indicators     | 16          |
| 3. Budget influences                                            | 24          |
| <b>Budget analysis</b>                                          |             |
| 4. Analysis of operating budget                                 | 27          |
| 5. Analysis of budgeted cash position                           | 35          |
| 6. Analysis of capital budget                                   | 38          |
| 7. Analysis of budgeted financial position                      | 43          |
| <b>Long term strategies</b>                                     |             |
| 8. Strategic resource plan and financial performance indicators | 46          |
| 9. Rating information                                           | 51          |
| 10. Summary of other strategies                                 | 53          |
| <b>Appendices</b>                                               |             |
| A Financial statements                                          | 58          |
| B Rates and charges                                             | 65          |
| C Capital works program                                         | 73          |
| D Fees and charges schedule                                     | 83          |

## **Mayor's introduction**



The Councillors and I are very pleased to present this Budget 2015/16 to the Colac Otway community. In developing this budget, Councillors have worked to understand and respond to the needs and aspirations of our community for maintaining and improving services, programs and infrastructure.

A key driver for the preparation of the Budget is the delivery of the Council Plan 2013-2017.

Council has identified a vision for a sustainable community with a vibrant future and has identified four key themes or 'pillars':

- **Good Governance**
- **A Planned Future**
- **A Place to Live and Grow**
- **A Healthy Community and Environment**

The budget for 2015-2016 has been developed in collaboration with Councillors over many months and has been focussed on delivering the services our community needs whilst also being mindful of costs. The budget is considered to be prudent and responsible and will ensure that Colac Otway remains in a sustainable, low-risk financial position.

The 2015-16 budget flags the lowest average rates and charges rise in more than a decade with a projected average increase of 4.9 per cent, the lowest since at least 2005/06. This is in line with the level foreshadowed in Council's Strategic Resource Plan adopted in the previous year, and despite a number of significant external budget impacts including a freeze in indexation of the Victorian Grants Commission funding.

Despite the modest increase, all Council services will be maintained at current levels and Council's capital works spend will be the second biggest in history - \$17.34 million. It is great to see that Bluewater Fitness Centre project will come to fruition and we will start major upgrades to the Central Reserve's off-field facilities. As well, Council plans to allocate \$5.6 million for much-needed roadworks and more than \$650,000 for new and renewed footpaths.

Continuing to deliver the grassroots local government services that our community expects and relies upon has also been a priority. The rates increase will allow us to manage inflation in our costs, our focus on maintaining our ageing infrastructure and also ensuring that Colac Otway Shire remains in a sustainable, low-risk

Some key highlights of the Budget include:

- The lowest average rates and charges rise in more than a decade - being 4.9 %.
- An average forecast increase per assessment of \$87.00 per year or \$1.67 per week
- The delivery of a capital works program which will be the second biggest in the Shires history – valued at \$17.34 million.
- The completion of the Bluewater Fitness Centre upgrade and the return to full operational service levels.
- \$2.48 million to commence major upgrades to the facilities for Colac's premier sports facility - Central Reserve.
- \$5.6 million for road reconstruction, re-sheeting, re-sealing and safety upgrades across the entire Shire.
- An extensive program of new and renewed footpaths across the entire Shire valued at \$650,000.
- \$670,000 for upgrades to bridges, determined on a safety priority basis
- \$1.47 million upgrades to the eastern entrance of the Colac CBD and open space.
- A program of service reviews in key areas including Planning.
- No new borrowings

This budget was developed through a rigorous process of consultation and review and Council endorses it as financially responsible. Thank you to my fellow Councillors for their significant contributions to the development of the Budget 2015-16 and to Council officers.

**Cr Frank Buchanan**  
**Mayor**



## Chief Executive Officer's Summary

It is with pleasure that I present the 2015/16 Budget for Colac Otway Shire Council which is the culmination of many months of preparation by Councillors and Officers.

The 2015/16 Budget is underpinned by our objective to continue to deliver services to our community whilst also being mindful of costs. Significant time and effort has gone into reviewing, reducing and containing expenses wherever possible without compromising service levels.

We have also sought to retain a strong focus on the elimination of the infrastructure renewal gap by working hard to maintain and upgrade our roads and footpaths, look after our parks and gardens and all of our other essential assets now and for future generations.

I am delighted that all of these things are able to be achieved with a moderate increase in rate income. We remain committed to long-term financial sustainability notwithstanding the increasing external pressures including reduced State and Federal Government funding.

Colac Otway Shire offers more than 90 different services across a wide range of functions and in accordance with regulatory requirements. The following is just a snapshot the key highlights of Councils operations and capital programs for the coming year:

### Library Services

Our high quality library services will continue to be provided at Apollo Bay and Colac, complimented by outreach services to Beeac, Beech Forest, Birregurra, Coragulac, Cressy, Forrest, Gellibrand and Lavers Hill and the Home Library service.

### Health and Community Services

Council will continue to provide many of the local human services and facilities important to the community's health and wellbeing. This includes early childhood health services, education and development, supporting positive ageing, as well as assisting older residents to remain in their homes.

As part of budget preparations, extensive service cost analysis has occurred – particularly in the area of Older Persons and Ability Support Services (OPASS). As a result, reductions in the OPASS budget are included reflecting efficiency and service delivery changes that have been achieved in the last 12 months. Discussions will continue with the National Disability Insurance Scheme and the Department of Health and Human Services to ensure funding is sustainable in the long term.

### Recreation Arts and Culture

Recreation, arts and culture are important to community wellbeing.

The Colac Otway Performing Arts & Cultural Centre (COPACC) is a significant economic driver for the Shire and caters for performing arts, films and exhibitions. In 2015/16 Council will continue to provide an outstanding programme of performing arts and cultural activities across a wide range of genres.

A major highlight in 2015/16 will be the completion of the Bluewater facility and its return to full operations. Significant business planning and budget preparation has been undertaken to prepare for the re-establishment of full operations at Bluewater.

The revitalised Bluewater facility will provide a range of services and activities promoting health, social and recreation benefits. The new warm water pool will cater for rehabilitation and learn to swim, whilst the water play area is bound to be a hit with our younger patrons. The three court stadium with capacity to seat 400 people will allow for local sporting competitions through to state level matches. The new gymnasium and program rooms will provide significantly improve space for health and fitness activities.

Work will also begin to commence major upgrades to the facilities for Colac's premier sports facility - Central Reserve.



### **Events**

Council recognises that local events make a significant social, cultural and economic contribution to the Shire. In 2015/16 we will continue to provide support for 50 different events and community funding.

### **Information Services**

Council's current website is significantly outdated and does not offer any of the modern technologies that our residents expect. In 2015/16, Council will develop and launch a contemporary, customer-focussed website incorporating improvements and services in line with the community's expectations and providing the community with greater access to information. The implementation of an online payment services system will support the new web site allowing residents easier access to payment facilities.

### **Memorial Square**

In 2015/16 Council will prepare a master plan for the iconic and highly valued Memorial Square. The master plan will detail landscape and maintenance improvements for the Park for the next decade. We want to feel proud of our park, and be clear on the direction for the replacement of trees and enhancing the experience of the space for all users.

### **Open Space**

As part of our ongoing commitment to providing recreation facilities and increasing our community's levels of physical activity, Council will undertake a number of important local projects including the development of new playgrounds in Colac East and Wyuna Estate, Elliminyt. The new playgrounds, will be jointly funded by Council, the state government and developer contributions. In addition, the Cororooke community will receive much needed new tennis courts. The existing dilapidated courts will be relocated to the new public open space in Cororooke, which is land generously donated to the community by Fonterra.

### **Waste Management**

Council will continue to operate three transfer stations at Alvie, Apollo Bay and Birregurra and four fortnightly operated drop off facilities at Beech Forest, Carlisle, Gellibrand and Lavers Hill. Provision has been included in the budget to promote recycling and minimize waste to landfill. Waste education plays an important role in both promoting recycling and reducing contamination of the material to be processed i.e. ensuring the right thing is put in the right bin.

There is also provision in the waste budget for disposal of waste to various waste processing facilities such as garbage to the regional landfill site at Naroghid landfill site, recycling to Geelong based SKM Recycling Pty Ltd and organic material to Camperdown.

### **Environment and Community Safety**

Our efforts to work with agencies and the community to prepare for response to future emergencies will continue to be a key focus including identification of potential bushfire shelter options and advocacy to government.

The Budget makes provision for a new (part time) seasonal Local Laws Officer that would operate in coastal areas during the summer months to manage car parking where pressures are highest. It will also ensure improved responsiveness with fire prevention and animal issues in the more remote areas of the Shire. The position will be cost neutral.

### **Community Engagement**

Community input and feedback throughout the last year has helped Council prepare the budget and identify key areas for focus in the future. Since September 2014 Council has hosted a rolling program of Community Conversations at locations right across the shire. Community Conversations give all residents an opportunity to meet Councillors and senior staff. The participation in these sessions has been fabulous and this program will continue in 2015/16. To compliment this, the Budget also includes a new initiative to introduce a quarterly newsletter produced by Council for all residents across the Shire.



### **Economic Development**

There will continue to be a strong focus on investment facilitation and assistance will be provided for major employers and new investors. In 2015/16 a range of services will be provided to business including the popular small business training workshops series held throughout the Shire and support for the annual Colac Otway Business Awards.

Council Involvement on the Great Ocean Road Regional Tourism (GORRT) board along with the operation of the Visitor Information Centres (VICs) in Apollo Bay and Colac provides marketing and promotion services that support hundreds of small and medium sized tourism businesses across the Shire.

### **Port of Apollo Bay**

In 2015/16 Council will continue to manage the overall operation of Port of Apollo Bay as a Committee of Management (CoM). The harbour is a State Government asset and Council manages it in accordance with an approved five year management agreement. The Port operations and capital improvements are fully funded by the Victorian Government. Key components of the harbour operations include:

- Ongoing dredging at the harbour entrance to maintain a safe navigable depth of water
- Maintenance of wharves, jetties, breakwater, marina and other marine assets
- Operation and maintenance of slipway and boat ramp
- Management of berthing and mooring facilities

### **Planning**

The Colac 2050 Plan is a major project for the municipality, partly funded through a State Government grant. Key outcomes for this project in 2015/16 will be the production of retail and employment strategies for Colac, to be implemented through a planning scheme amendment. Another significant project will be the commencement of a Development Plan for Apollo Bay Harbour.

Other key strategic projects which stem from the recent Planning Scheme Review include updates to the Planning Scheme and streamlining planning permit requirements and completion of township plans for Alvie, Beeac and Cororooke.

### **Colac Drainage Strategy**

As Colac and Elliminyt continue to grow, it is becoming more critical to conduct detailed investigations into the underground drainage system that underpins the urban environment. It is known that in sections of our town, the capacity of our underground drainage network is under severe pressure, which results in frequent low impact flooding occurrences. It is envisaged that this will continue to occur with the severity increasing if our underground drainage system is not reviewed and upgraded as necessary as new development occurs. In 2015/16 Council will conduct a strategic study on the underground drainage network of Colac and Elliminyt. The main aims of the strategy will be to assess the condition and effectiveness of the current drainage network, and identify necessary drainage improvement options required to cater for the stormwater management as development continues to grow our town.

### **CosWorks**

CosWorks are responsible for a broad range of activities across our whole shire which is 3,500km<sup>2</sup> in area and comprises;

- more than 860 kilometres of sealed roads
- more than 1,100 kilometres of unsealed roads
- 130 bridges and major culverts
- parks and gardens in all our townships
- statutory, regulatory, warning and tourism signs and all associated line marking
- all footpaths and kerbs and channels

CosWorks plans to achieve best value in all our work through continuous improvement and the use of emerging technologies and work methods to achieve a planned, coordinated, effective and efficient works program meeting our existing levels of service within our current budget parameters. These key core functions will continue in the coming year.

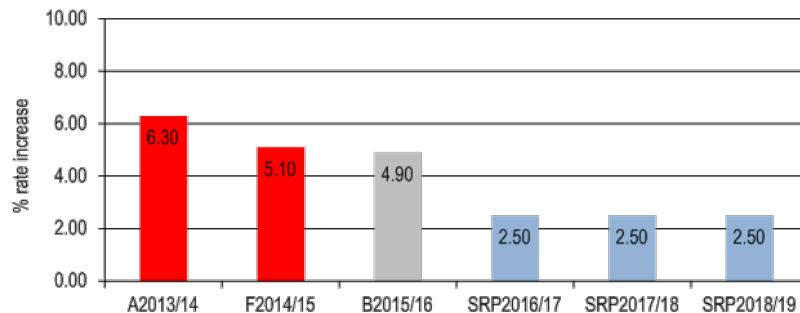
Key budget information is provided below about the rate increase, operating result, services, cash and investments, capital works, financial position, financial sustainability and strategic objectives of the Council.



## Budget Analysis

Council has prepared a Budget for the 2015/16 financial year which seeks to balance the demand for services and infrastructure with the community's capacity to pay. Key budget information is provided below about the rate increase, operating result, services, cash and investments, capital works, financial position, financial sustainability and strategic objectives of the Council.

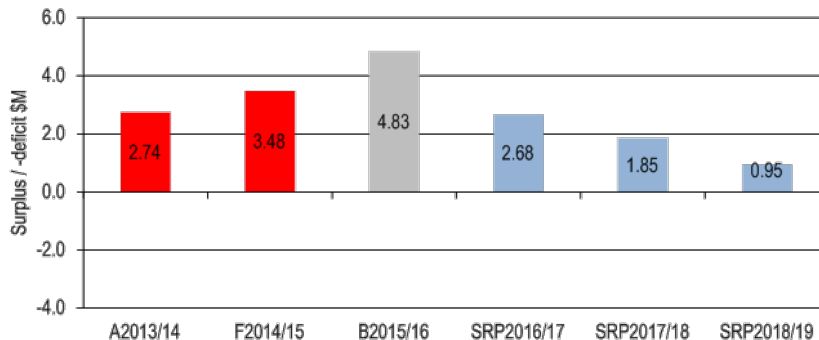
### 1. Rates and Charges



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

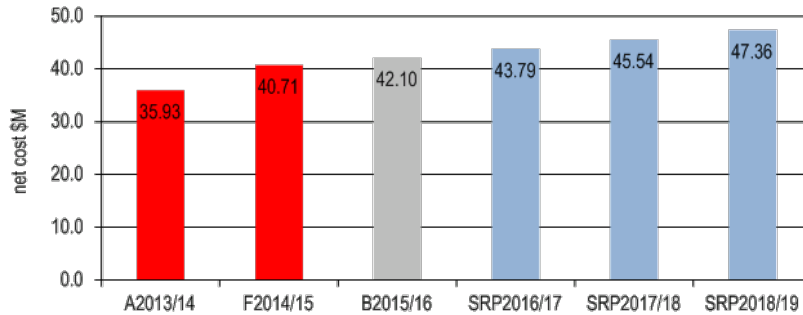
It is proposed that average rates increase by 4.9% for the 2015/16 year, raising total rates of \$27.99 million, including \$0.01 million generated from supplementary rates.

### 2. Operating result



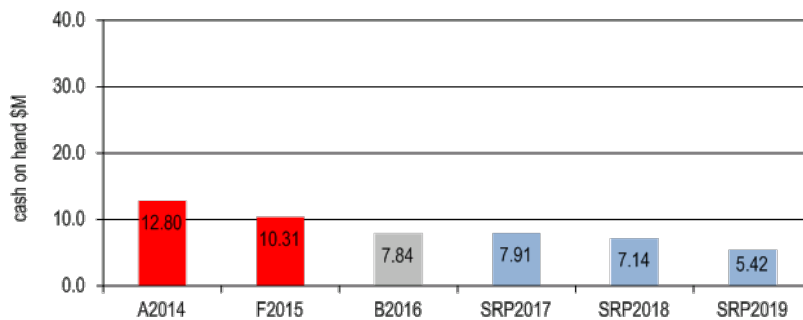
The expected operating result for the 2015/16 year is a surplus of \$4.83 million, which is an increase of \$1.35 million over 2014/15. The improved operating result is due mainly to reductions in Depreciation expense (a result of improved asset management) and also a reduction in materials & services spending (largely resulting from the completion of a number of projects in 2014/15). The adjusted underlying result, which excludes items such as non-recurrent capital grants and non-cash contributions is a small surplus of \$0.23 million, which is an improvement of \$2.76 million over 2014/15 - refer to section 4 of this summary for further information. (The forecast underlying operating result for the 2014/15 year is a deficit of \$2.53 million).

### 3. Services



The net cost of services delivered to the community for the 2015/16 year is expected to be \$42.10 million which is an increase of \$1.60 million over 2014/15. For the 2015/16 year, service levels have been maintained and a number of initiatives proposed. (The forecast net cost for the 2014/15 year is \$40.71 million).

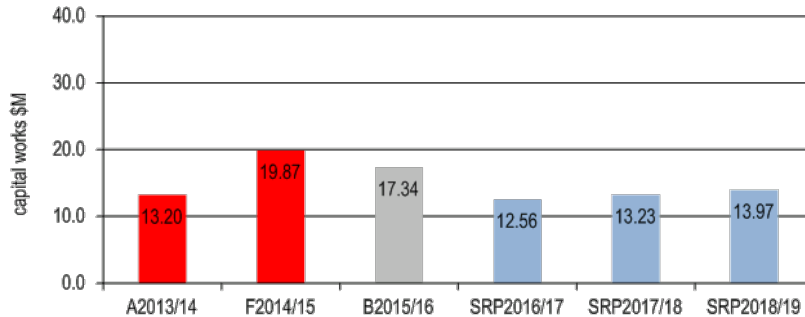
### 4. Cash and investments



Cash and investments are expected to decrease by \$2.5 million during the year to \$7.8 million as at 30 June 2016. This is due mainly to the carried forward component of the 2014/15 capital works program. The reduction in cash and investments is in line with Council's Strategic Resource Plan. (Cash and investments are forecast to be \$10.31 million as at 30 June 2015).

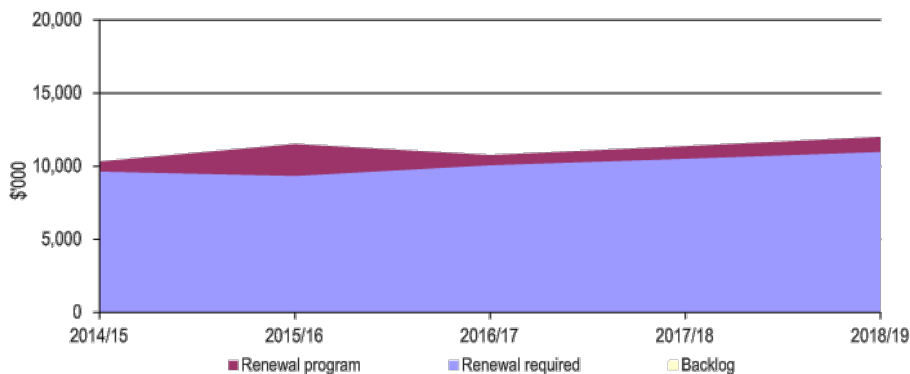


## 5. Capital works



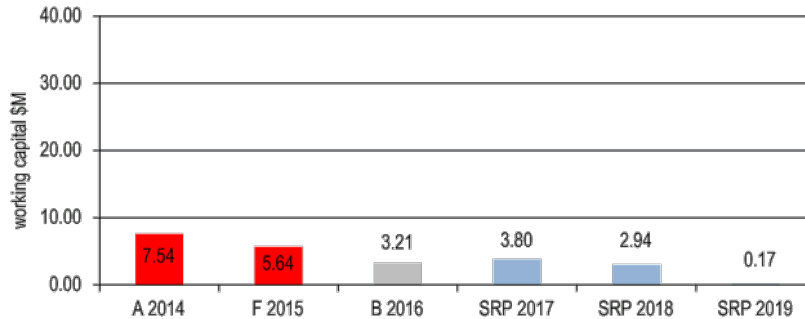
The capital works program for the 2015/16 year is expected to be \$17.3 million of which \$3.0 million relates to projects which will be carried forward from the 2014/15 year. The carried forward component is fully funded from the 2014/15 budget. Of the \$17.3 million of capital funding required, \$5.9 million will come from external grants with the balance of \$11.4 million from Council cash and reserves. The capital expenditure program has been set and prioritised based on a rigorous process of consultation that has enabled Council to assess needs and develop sound business cases for each project.

The graph below sets out the required and actual asset renewal over the life of the current Strategic Resource Plan and the renewal backlog.



Asset renewal is anticipated to cover depreciation significantly during 2015/16 (\$11.53 million renewal compared to \$9.34 million depreciation). This indicates that Council is covering its immediate renewal requirements and not creating a backlog during 2015/16. This trend is forecast to continue over the life of the current Strategic Resource Plan.

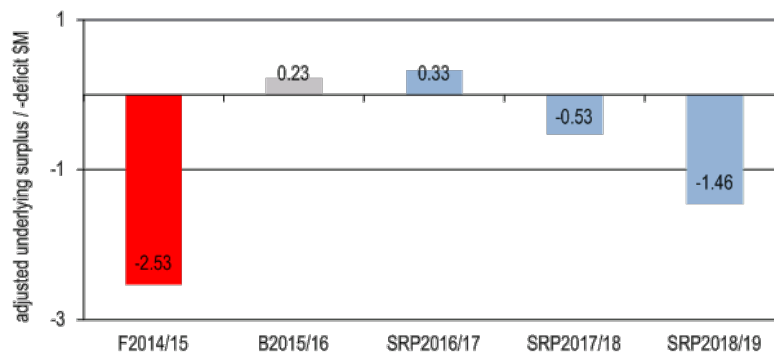
## 6. Financial position



The financial position is expected to improve with net assets (net worth) to increase by \$4.83 million to \$285.71 million although net current assets (working capital) will reduce by \$2.43 million to \$3.21 million as at 30 June 2016. This is mainly due to the use of cash reserves to fund the capital works program. (Total equity is forecast to be \$280.77 million as at 30 June 2015).

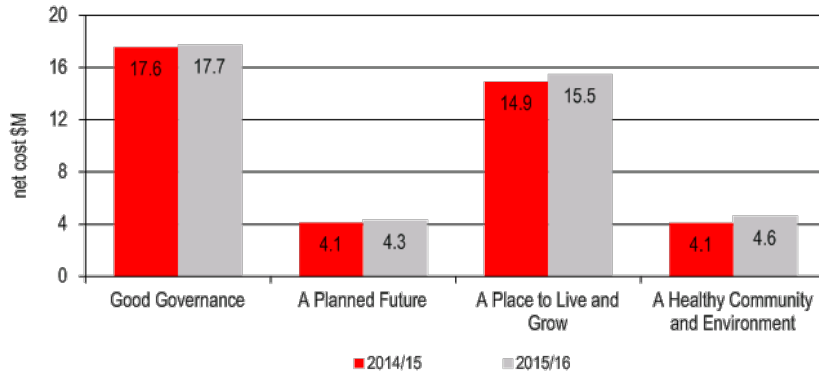
A worrying trend is the continuous decline in working capital over the life of the SRP. This is a direct result of the impact of potential rate capping - for Council to maintain existing service levels as they are (as the SRP calls for), then Council's cash reserves will be run down significantly due to reduced revenue.

## 7. Financial sustainability



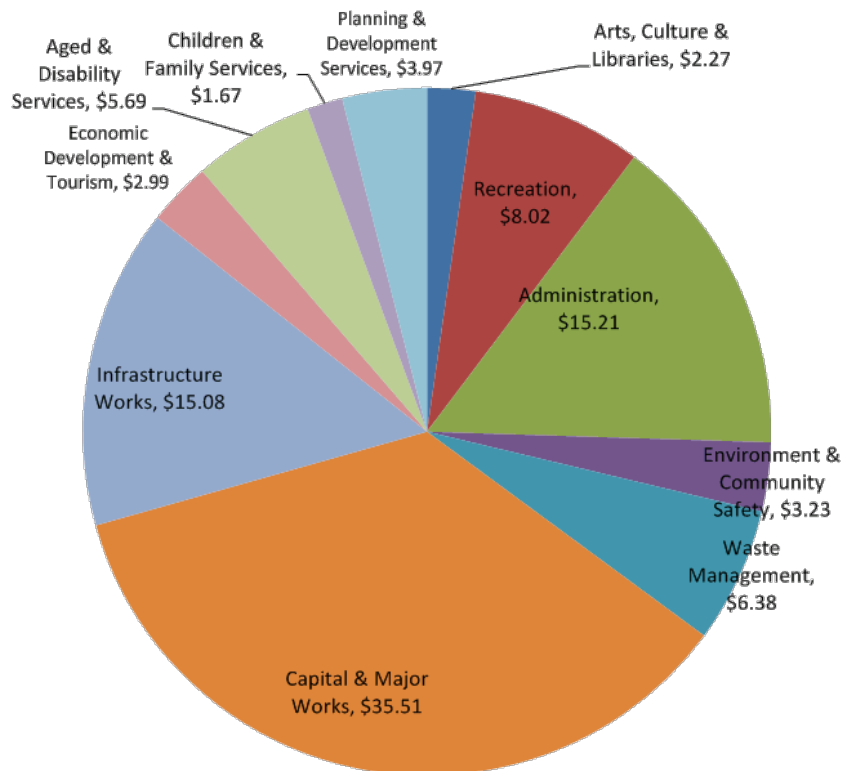
A high level Strategic Resource Plan for the years 2015/16 to 2018/19 has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Plan is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives as specified in the Council Plan. The adjusted underlying result, which is a measure of financial sustainability, shows an increasing deficit over the four year period as the loss of income from rate capping makes Council more grant dependent.

## 8. Strategic objectives



The Annual Budget includes a range of services and initiatives to be funded that will contribute to achieving the strategic objectives specified in the Council Plan. The above graph shows the level of funding allocated in the budget to achieve the strategic objectives as set out in the Council Plan for the 2015/16 year.

## 9. Council expenditure allocations



The above chart provides an indication of how Council allocates its expenditure across the main services that it delivers. It shows how much is allocated to each service area for every \$100 that Council spends.

This budget has been developed through a rigorous process of consultation and review and management endorses it as financially responsible. More detailed budget information is available throughout this document.

**Sue Wilkinson**  
**Chief Executive Officer**

## Budget processes

This section lists the budget processes to be undertaken in order to adopt the Budget in accordance with the *Local Government Act 1989* (the Act) and *Local Government (Planning and Reporting) Regulations 2014* (the Regulations).

Under the Act, Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the rates and charges that Council intends to levy as well as a range of other information required by the Regulations which support the Act.

The 2015/16 budget, which is included in this report, is for the year 1 July 2015 to 30 June 2016 and is prepared in accordance with the Act and Regulations. The budget includes financial statements being a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Statement of Capital Works. These statements have been prepared for the year ended 30 June 2016 in accordance with the Act and Regulations, and consistent with the annual financial statements which are prepared in accordance with Australian Accounting Standards. The budget also includes information about the rates and charges to be levied, the capital works program to be undertaken, the human resources required, and other financial information Council requires in order to make an informed decision about the adoption of the budget.

In advance of preparing the budget, Officers firstly review and update Council's long term financial projections. Financial projections for at least four years are ultimately included in Council's Strategic Resource Plan, which is the key medium-term financial plan produced by Council on a rolling basis. The preparation of the budget, within this broader context, begins with Officers preparing the operating and capital components of the annual budget during January and February. A draft consolidated budget is then prepared and various iterations are considered by Council at informal briefings during March and April. A 'proposed' budget is prepared in accordance with the Act and submitted to Council in May for approval 'in principle'. Council is then required to give 'public notice' that it intends to 'adopt' the budget. It must give 28 days notice of its intention to adopt the proposed budget and make the budget available for inspection at its offices and on its web site. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council.

To assist interested persons to understand the budget and make a submission if they wish, Council officers undertake a community engagement process including public information sessions, focus groups and other techniques. The final step is for Council to adopt the budget after receiving and considering any submissions from interested parties. The budget is required to be adopted by 30 June and a copy submitted to the Minister within 28 days after adoption. The key dates for the budget process are summarised below:

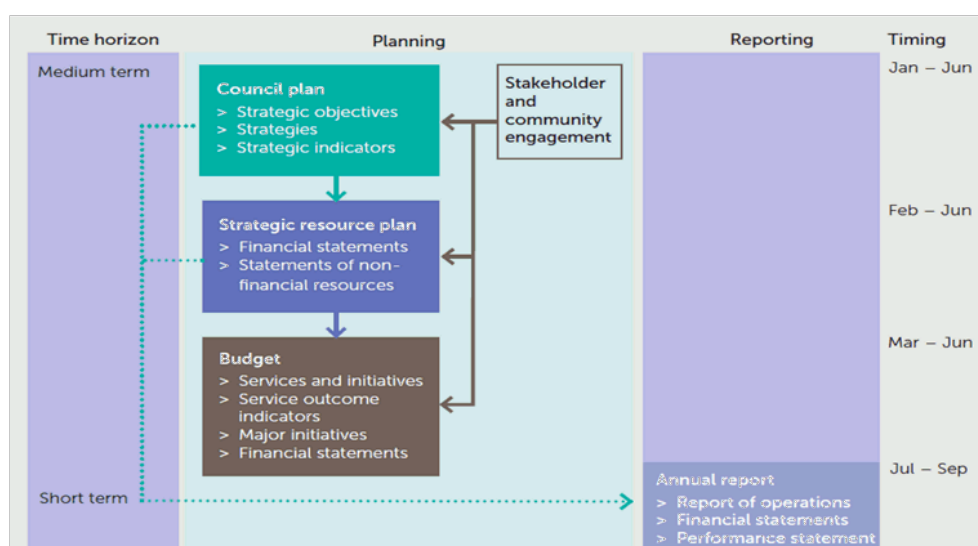
| Budget process                                               | Timing       |
|--------------------------------------------------------------|--------------|
| 1. Officers update Council's long term financial projections | Dec/Jan      |
| 2. Officers prepare operating and capital budgets            | Jan/Feb      |
| 3. Councillors consider draft budgets at informal briefings  | Mar/Apr      |
| 4. Proposed budget submitted to Council for approval         | 22 April     |
| 5. Public notice advising intention to adopt budget          | 27 April     |
| 6. Budget available for public inspection and comment        | April - June |
| 7. Public submission process undertaken                      | May/Jun      |
| 8. Submissions period closes (28 days)                       | June         |
| 9. Submissions considered by Council/Committee               | 10 June      |
| 10. Budget and submissions presented to Council for adoption | 24 June      |
| 11. Copy of adopted budget submitted to the Minister         | 30 June      |

## 1. Linkage to the Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Vision 2030), medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).

### 1.1 Planning and accountability framework

The Strategic Resource Plan, is part of and prepared in conjunction with the Council Plan, and is a rolling four year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The Annual Budget is framed within the Strategic Resource Plan, taking into account the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning (Formerly the Department of Transport, Planning and Local Infrastructure).

In addition to the above, Council has a long term plan which articulates a community vision, mission and values. The Council Plan is prepared with reference to Council's long term Community Plan.

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes. The Council Plan, including the Strategic Resource Plan, is required to be completed by 30 June following a general election and is reviewed each year in advance of the commencement of the Annual Budget process.

## 1.2 Our purpose

### Our vision "A sustainable community with a viable future"

We commit to being open and responsive to community needs; to being an effective Council, and to strive to make our Shire an inclusive, safe and desirable place to live.

### Our mission

Council will work with our community and partners to provide:

- Innovative leadership, good governance and financial accountability
- Value for money, accessible and appropriately targeted services
- A strong advocacy and engagement approach to achieve a truly liveable community.

### Our values

- **Respect** - Be open and consistent in our dealings with people and respect their views.
- **Integrity** - We will work in an open and transparent way, ensuring our processes, decisions and actions are ethical, responsible and honest.
- **Goodwill** - We will have an attitude of kindness or friendliness and build a good relationship with our customers and community.
- **Honesty** - We will be consistent, keep our promises, admit our mistakes and clearly communicate our decisions.
- **Trust** - We will act honestly, openly and fairly to build levels of trust.

## 1.3 Strategic objectives

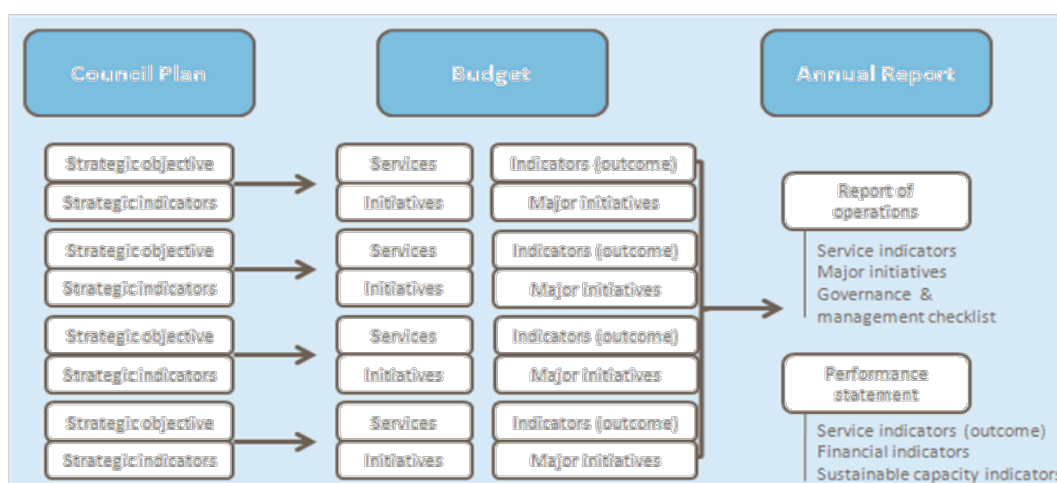
Council delivers activities and initiatives under major service categories. Each contributes to the achievement of one of the four Strategic Objectives as set out in the Council Plan for the 2013-17 years. The following table lists the four Strategic Objectives as described in the Council Plan.

| Strategic Objective       | Description                                                                                                                                                                                                                                                                                     |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Good Governance        | Good Governance means that 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.         |
| 2. A Planned Future       | 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. |
| 3. A Place to Live & Grow | A Place To Live and Grow provides for a community where people feel cared for and supported; where buildings and spaces facilitate creativity, social activity and enrichment of life, and where people have access to gain the skills and education needed to reach their potential.           |
| 4. A Healthy Community    | A Healthy Community 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.                                                                                                           |



## 2. Activities, initiatives and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2015/16 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes a number of major initiatives, initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify initiatives, major initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Environment, Land, Water and Planning

Services for which there are prescribed performance indicators to be reported on in accordance with the Regulations are shown in **bold** and underlined in the following sections.



## 2.1 Strategic Objective 1: Good Governance

Good Governance means that 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.

### Services

| Service area                                | Description of services provided                                                                                                                                                                                                                                                                                     | Expenditure<br>(Revenue)<br>Net Cost<br>\$'000 |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Councillors and Chief Executive Office      | This area of governance includes the Mayor, Councillors, Chief Executive Officer and Public Relations Team and associated support which cannot be easily attributed to the direct service provision areas.                                                                                                           | 1,100<br>0<br><b>1,100</b>                     |
| Finance, Property and Rates                 | This service has the responsibility to generate revenue for Council via rate, levies and charges and to provide sustainable and accountable financial management of Council's resources.                                                                                                                             | 11,737<br><u>(4,085)</u><br><b>7,652</b>       |
| Customer Service                            | This service has the responsibility to provide the first point of contact between Council and the public through Council's Customer Service Centres. The service provides overall corporate customer service to the wider community and assists all areas of Council with the provision of corporate responsibility. | 475<br>0<br><b>475</b>                         |
| Corporate and Community Services Management | This service has the responsibility to maintain strong governance and administrative systems and to ensure that these systems are responsive, accountable and transparent to internal users and community needs.                                                                                                     | 361<br><u>(25)</u><br><b>336</b>               |
| Library Service                             | The library service provides resources and oversight to the Corangamite Regional Library Corporation for the provision of information, education, recreation and enrichment for the community.                                                                                                                       | 725<br><u>(19)</u><br><b>706</b>               |
| Contract Management Service                 | This service provides oversight and governance on contractual and procurement services undertaken by Council                                                                                                                                                                                                         | 302<br><u>(14)</u><br><b>288</b>               |
| Information Services                        | This services provides management and governance of information flows, storage and retrieval within the organisation in accordance with appropriate legislation and standards.                                                                                                                                       | 1,671<br><u>(3)</u><br><b>1,668</b>            |
| Organisation Support and Development        | This service provides and develops a cultural of high performance, productivity and accountability across the organisation.                                                                                                                                                                                          | 753<br>0<br><b>753</b>                         |
| Risk Management Services                    | This service has the responsibility to identify, record and manage all business risk associated with Council's activities. This service manages Council's insurance portfolio.                                                                                                                                       | 611<br><u>(27)</u><br><b>584</b>               |

### Major Initiatives

- 1) Implementation of Council's Internal Audit Program - obtain a 100% response rate to all internal audit recommendations (includes recommendations which are rejected by Council).
- 2) Financial Management - outstanding rates and charges at 30 June 2016 to be <=5% of total Rates and Charges raised during 2015/16.
- 3) Financial Management - Obtain clear audit opinion on Financial Statements.

### Service Performance Outcome Indicators

The following indicator outlines how we intend to measure achievement of service objectives.

| Service    | Indicator     | Performance Measure                                                                                                                                                 | Computation                                                                                                                   |
|------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Governance | Satisfaction  | Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community) | Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community |
| Libraries  | Participation | Active library members (Percentage of the municipal population that are active library members)                                                                     | [Number of active library members / municipal population] x100                                                                |

## 2.2 Strategic Objective 2: A Planned Future

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.

### Services

| Service area                 | Description of services provided                                                                                                                                                                                                                          | Expenditure<br>(Revenue)<br>Net Cost<br>\$'000 |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Statutory Planning           | This service fulfils Council's statutory obligations in being the responsible authority for the management and regulation of land use and development, with the aim of achieving sustainable outcomes in the interests of current and future generations. | 1,407<br>(190)<br><b>1,217</b>                 |
| Strategic Planning           | This service ensures that land use planning is undertaken to meet the sustainable long term needs of current and future generations.                                                                                                                      | 287<br>(2)<br><b>285</b>                       |
| Economic Development         | This service facilitates a healthy and resilient economy by providing effective leadership, advocacy, and partnership, by working with government business and the community.                                                                             | 473<br>(12)<br><b>461</b>                      |
| Tourism                      | This service provides economic benefit by promoting the shire as a location for visitors to enjoy, explore and return to. Visitor information is provided via Council's two Visitor Information Centres and via media.                                    | 1,045<br>(478)<br><b>567</b>                   |
| Sustainable Asset Management | This service provides for sustainable planning, development and use of Council's assets with the aim to maximise community utility in the present and for future generations.                                                                             | 752<br>0<br><b>752</b>                         |
| Building Control             | This service provides for planned building developments to meet present and future community requirements.                                                                                                                                                | 322<br>(93)<br><b>229</b>                      |

### Major Initiatives

- 4) Asset Renewal - Achieve asset renewal ratio of  $\geq 100\%$ .
- 5) Completion of Staged CBD Entrances Project \$700,000.
- 6) Implement Colac Marketing Strategy \$20,000.

### Service Performance Outcome Indicators

The following indicators outlines how we intend to measure achievement of service objectives.

| Service              | Indicator         | Performance Measure                                                                                                                               | Computation                                                                                                                                                                                                                                               |
|----------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Statutory planning   | Decision making   | Council planning decisions upheld at VCAT<br>(Percentage of planning application decisions subject to review by VCAT and that were not set aside) | [Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100                                                                           |
| Economic Development | Economic activity | Change in number of businesses<br>(Percentage change in the number of businesses with an ABN in the municipality)                                 | [Number of businesses with an ABN in the municipality at the end of the financial year /less the number of businesses at the start of the financial year / Number of businesses with an ABN in the municipality at the start of the financial year] x 100 |

### 2.3 Strategic Objective 3: A Place To Live and Grow

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

#### Services

| Business area                       | Description of services provided                                                                                                                                                                               | Expenditure<br>(Revenue)<br>Net Cost<br>\$'000 |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Arts & Culture                      | This service is responsible for the management and provision of arts and cultural services to the community. This service is responsible for the running of the Colac Otway Performing Arts & Cultural Centre. | 922<br>(534)<br><b>388</b>                     |
| Older Persons & Disability Services | This service provides support to older and disabled members of our community in order to sustain quality of life for all our residents.                                                                        | 2891<br>(2,621)<br><b>270</b>                  |
| Children and Family Services        | This service provides support to our children, families and youth to encourage and nurture their growth and development.                                                                                       | 849<br>(574)<br><b>275</b>                     |
| Infrastructure Services             | This service provides for the physical assets required by the community to maintain a happy, healthy and sustainable lifestyle                                                                                 | 4760<br>(210)<br><b>4550</b>                   |
| Parks, Gardens and Reserves         | This service provides for the maintenance of open space for the enjoyment of all community members.                                                                                                            | 1150<br>0<br><b>1150</b>                       |
| Waste Management                    | This service provides for the efficient and effective control of waste products produced by our community. It includes the provision of waste collection services as well as for disposal to landfill.         | 3239<br>(2,987)<br><b>252</b>                  |
| Apollo Bay Harbour                  | This service manages and maintains the Apollo Bay Harbour for the enjoyment of the community.                                                                                                                  | 1224<br>(896)<br><b>328</b>                    |
| Colac Livestock Selling Centre      | This service provides a vital link in our rural infrastructure by providing a marketplace for buying and selling livestock.                                                                                    | 449<br>(638)<br><b>-189</b>                    |

#### Major Initiatives

- 7) Physical Delivery of 90% of the budgeted capital works projects by 30 June 2016.
- 8) Actual expenditure on capital works to be >=90% of budget spend.
- 9) Actual net results on Older Persons & Disability Services to be delivered within +/-5% variance to budget.

### Service Performance Outcome Indicators

The following indicators outline how we intend to measure achievement of service objectives

| Service                   | Indicator       | Performance Measure                                                                                                                                                                                                                                                  | Computation                                                                                                                                                                                                                                                                                      |
|---------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Waste collection          | Waste diversion | Kerbside collection waste diverted from landfill<br>(Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)                                                                                              | [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100                                                                                                                                    |
| Home and Community Care   | Participation   | Participation in HACC service<br>(Percentage of the municipal target population who receive a HACC service)<br>Participation in HACC service by CALD people<br>(Percentage of the municipal target population in relation to CALD people who receive a HACC service) | [Number of people that received a HACC service / Municipal target population for HACC services] x100<br>[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100                                                       |
| Maternal and Child Health | Participation   | Participation in the MCH service<br>(Percentage of children enrolled who participate in the MCH service)<br><br>Participation in MCH service by Aboriginal children<br>(Percentage of Aboriginal children enrolled who participate in the MCH service)               | [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100<br><br>[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100 |
| Roads                     | Satisfaction    | Satisfaction with sealed local roads<br>(Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)                                                                                                             | Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.                                                                                                                                                                                  |

## 2.4 Strategic Objective 4: A Healthy Community

A Healthy Community 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.

### Services

| Service area             | Description of services provided                                                                                                                               | Expenditure<br>(Revenue)<br>Net Cost<br>\$'000 |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Local Laws               | This service provides for community safety and health by providing for a framework for behaviours which affect our community well-being.                       | 706<br>(368)<br><b>338</b>                     |
| Emergency Management     | This service provides for the necessary support for the community in the case of an emergency event occurring.                                                 | 286<br>(24)<br><b>262</b>                      |
| Events                   | This service provides for active community involvement in the provisioning of management and support for community entertainment and events.                   | 231<br>(3)<br><b>228</b>                       |
| Environment              | This service provides for management of our natural environment to the betterment and enjoyment of all members of our community.                               | 565<br>(3)<br><b>562</b>                       |
| Recreation               | This service provides for active community involvement and the promotion of healthy lifestyles by providing for suitable sporting and recreational facilities. | 709<br>0<br><b>709</b>                         |
| BlueWater Fitness Centre | This service actively promotes a healthy lifestyle for our community by directly providing swimming and gymnasium facilities.                                  | 1488<br>(946)<br><b>542</b>                    |
| Public Health            | This service promotes a healthy and safe lifestyle by actively promoting and policing public health issues.                                                    | 357<br>(149)<br><b>208</b>                     |
| Fire Prevention          | This service promotes community safety by aiming to eliminate potential fire risks within our community.                                                       | 84<br>(47)<br><b>37</b>                        |
| Street Lighting          | This service actively promotes community safety by providing a clear and safe environment in our towns after dark.                                             | 173<br>0<br><b>173</b>                         |

### Major Initiatives

- 10) Community Grants program 100% subscribed to.
- 11) >=90% of Scheduled Environmental Health Inspections carried out.



### Service Performance Outcome Indicators

The following indicators outlines how we intend to measure achievement of service objectives

| Service            | Indicator         | Performance Measure                                                                                                                                | Computation                                                                                                                                                                                                                                   |
|--------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Animal Management  | Health and safety | Animal management prosecutions<br>(Number of successful animal management prosecutions)                                                            | Number of successful animal management prosecutions                                                                                                                                                                                           |
| Aquatic Facilities | Utilisation       | Utilisation of aquatic facilities<br>(Number of visits to aquatic facilities per head of municipal population)                                     | Number of visits to aquatic facilities / Municipal population                                                                                                                                                                                 |
| Food safety        | Health and safety | Critical and major non-compliance notifications<br>(Percentage of critical and major non-compliance notifications that are followed up by Council) | [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x 100 |

### 2.7 Performance Statement

The service performance indicators detailed in the preceding pages will be reported on in the Performance Statement which is prepared at the end of the year as required by Section 132 of the Act and included in the 2015/16 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (outlined in Section 8) and sustainable capacity, which are not included in this budget report. The prescribed performance indicators contained in the Performance Statement are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the Report of Operations.

### 2.8 Reconciliation with budgeted operating result

|                                       | Net Cost<br>(Revenue)<br>\$'000 | Expenditure<br>\$'000 | Revenue<br>\$'000 |
|---------------------------------------|---------------------------------|-----------------------|-------------------|
| Good Governance                       | 13,562                          | 17,735                | (4,173)           |
| A Planned Future                      | 3,511                           | 4,286                 | (775)             |
| A Place To Live and Grow              | 7,024                           | 15,484                | (8,460)           |
| A Healthy Community and               | 3,059                           | 4,599                 | (1,540)           |
| Other non-attributable                | 1,895                           |                       |                   |
| <b>Deficit before funding sources</b> | <b>29,051</b>                   |                       |                   |
| <b>Funding sources:</b>               |                                 |                       |                   |
| Rates & charges                       | 27,987                          |                       |                   |
| Capital grants                        | 5,893                           |                       |                   |
| <b>Total funding sources</b>          | <b>33,880</b>                   |                       |                   |
| <b>Surplus for the year</b>           | <b>4,829</b>                    |                       |                   |

### 3. Budget influences

This section sets out the key budget influences arising from the internal and external environment within which the Council operates.

#### 3.1 Snapshot of Colac Otway Shire Council

Colac Otway Shire Council is located in the South West of Victoria. The shire, covering an area of 3,443 square kilometres, stretching from the plains of Cressy in the north to rainforest of Cape Otway in the south. The shire consists of rich agricultural lands, timbered forrests and the urban areas of Colac, Apollo Bay, Birregurra, Pirron Yallock and Cressy. The shire administrative centre is based in the urban hub of Colac, with an additional service centre in the coastal town of Apollo Bay.

The current shire was created through the amalgamation between the former City of Colac and the former Shire of Colac and the former Shire of Otway.

##### Population

Our population was estimated to be 20,973 in 2013 (source: Australian Bureau Statistics). Our population has remained relatively steady over the last decade exhibiting a 1.0% growth rate. We are anticipating increased population growth in the medium term as the duplication of the Princess Highway from Geelong to Colac opens up access to the region.

##### Ageing population

The shire has a relatively older population, with 59.7% of our residents being over 35 years old. Over one quarter (25.7%) are aged over 60 years old, with 19.4% of our population school- aged (between 5 and 19 years old).

Only 7.5% of our population was born outside of Australia.

##### Employment and occupation

Colac Otway's residents enjoy steady employment, with 97% of our active workforce population in some form of employment. Of this 57% are employed in a full-time capacity.

Our five major employment sectors (which employ 56% of the workforce) are:

- Manufacturing (12.7%)
- Health Care and Social Assistance (12.6%)
- Agriculture, Forestry & Fishing (12.0%)
- Retail Trade (10.5%)
- Tourism (8.5%)
- Education and Training (6.0%)
- Public Administration and Safety (4.8%)



### **Budget implications**

As a result of the Shire's demographic profile there are a number of budget implications in the short and long term as follows:

- Council's Ageing population presents challenges in planning for infrastructure and services which provide ease of access and useability and support for the increasing aged members of our community. We also face workforce issues as the 'workforce' age demographic declines.
- The location, relatively large area and very diverse topography of the shire presents transport issues - the duplication of the Princess Highway from Geelong to Colac will alleviate a number of access issues, but may present different problem, with the potential for a significant increase in road freight and traffic travelling through the shire.
- Complex regulatory environment - Council operates in a highly regulated environment.
- Asset Renewal - the highly diverse topography within the shire presents unique circumstances in renewing assets due to the vastly different conditions from one end of the shire to the other.

### **3.2 External influences**

- Consumer Price Index (CPI) increases on goods and services of 1.7% through the year to December quarter 2014 (ABS release 28 January 2015). State-wide CPI is forecast to be 2.5% for the 2015/16 year (Victorian Budget Papers 2014/15).
- Australian Average Weekly Earnings (AWE) growth for Public Sector full-time adult ordinary time earnings in the 12 months to May 2014 was 3.1% (ABS release 14 August 2014). The wages price index in Victoria is projected to be 3.50% per annum in 2015/16 and the subsequent two years (Victorian Budget Papers 2014/15). Council must renegotiate a new Collective Agreement during the 2015/16 year.
- Ongoing freeze in Victorian Grants Commission funding.
- Receipt of one off additional \$1.2 million capital works funding in 2015/16 as part of the Roads to Recovery program.
- Cost Shifting occurs where Local Government provides a service to the community on behalf of the State and Federal Government. Over time the funds received by local governments do not increase in line with real cost increases. Examples of services that are subject to Cost Shifting include school crossing supervisors, library services, pest and weed control services and home and community care for aged residents. In all these services the level of payment received by Council from the State Government does not reflect the real cost of providing the service to the community.
- The Victorian State Government has announced that local government rates will be capped from 2016-17. Depending on the level at which rates are capped Council may need to undertake a review of services that are provided to the community with the aim of reducing the level of rate payer subsidy for services undertaken by Local Government on behalf of the State and Federal Governments.
- Councils across Australia raise approximately 3% of the total taxation collected by all levels of Government in Australia. In addition Councils are entrusted with the maintenance of more than 30% of all Australian public assets including roads, bridges, parks, footpaths and public buildings. This means that a large proportion of Council's income must be allocated to the maintenance and replacement of these valuable public assets in order to ensure the quality of public infrastructure is maintained at satisfactory levels.

- The carbon price repeal legislation received Royal Assent on 17 July 2014, effective from 1 July 2014. Councils are expected to account for the carbon price refunds received and unused carbon price revenue collected in a transparent way. The Australian Competition and Consumer Commission has recently suggested that Councils use the money collected for the Carbon Tax on projects or infrastructure benefiting their communities or by accounting for this additional money by setting their future fees and charges lower than they would otherwise have been.
- The Fire Services Property Levy will continue to be collected by Council on behalf of the State Government with the introduction of the *Fire Services Property Levy Act 2012*.

### 3.3 Internal influences

As well as external influences, there are also a number of internal influences which are expected to have an impact on the preparation of the 2015/16 Budget. These matters have arisen from events occurring in the 2014/15 year resulting in variances between the forecast actual and budgeted results for that year and matters expected to arise in the 2015/16 year. These matters and their financial impact are set out below:

- Wage growth arising from Council's current Enterprise Bargaining Agreement.
- The return to full scale operation of the Bluewater Fitness Centre during 2015/16 after a comprehensive redevelopment of the site. This will affect income (from fees and charges), Employee Benefits (from increased staffing requirements arising from returning the centre to full operations) and Materials and Services (increases in utilities and consumables arising from full operation of the centre)
- New resources in Environmental Health and Strategic Property Management services.

### 3.4 Budget principles

In response to these influences, guidelines were prepared and distributed to all Council officers with budget responsibilities. The guidelines set out the key budget principles upon which the officers were to prepare their budgets. The principles included:

- Existing fees and charges to be increased in line with CPI or market levels
- Grants to be based on confirmed funding levels
- New revenue sources to be identified where possible
- Service levels to be maintained at 2014/15 levels with the aim to use less resources with an emphasis on innovation and efficiency
- Salaries and wages to be increased in line with Average Weekly Earnings and Council's EBA
- Contract labor to be minimized
- Construction and material costs to increase in line with the Engineering Construction Index
- New initiatives or new employee proposals to be justified through a business case
- Real savings in expenditure and increases in revenue identified in 2014/15 to be preserved
- Operating revenues and expenses arising from completed 2014/15 capital projects to be included.

### 3.5 Long term strategies

The budget includes consideration of a number of long term strategies and contextual information to assist Council to prepare the Budget in a proper financial management context. These include a Strategic Resource Plan for 2015/16 to 2018/19 (Section 8.), Rating Information (Section 9.) and Other Long Term Strategies (Section 10.) including borrowings, infrastructure and service delivery.

## 4. Analysis of operating budget

This section analyses the operating budget including expected income and expenses of the Council for the 2015/16 year.

### 4.1 Budgeted income statement

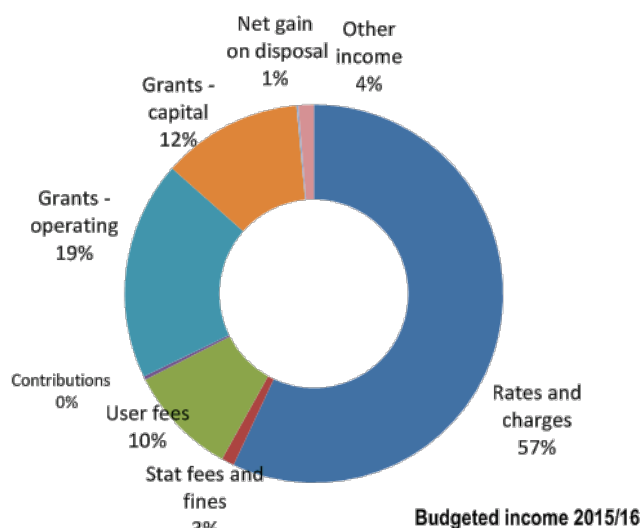
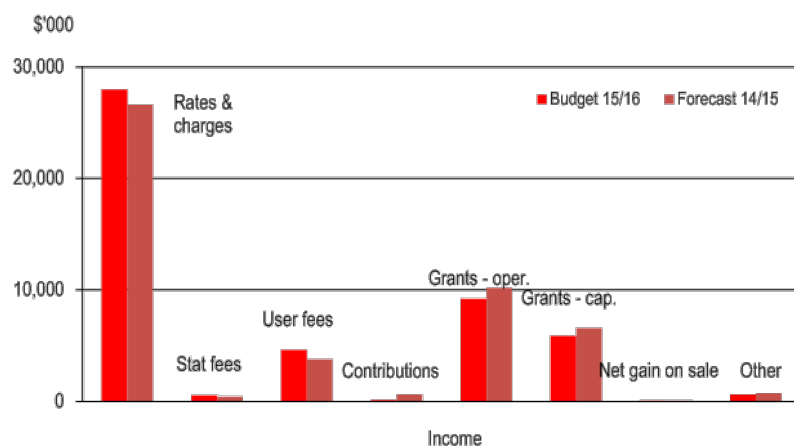
|                                              | Ref   | Forecast<br>Actual<br>2014/15<br>\$'000 | Budget<br>2015/16<br>\$'000 | Variance<br>\$'000 |
|----------------------------------------------|-------|-----------------------------------------|-----------------------------|--------------------|
| Total income                                 | 4.2   | 49,086                                  | 49,120                      | 34                 |
| Total expenses                               | 4.3   | (45,609)                                | (44,291)                    | 1,318              |
| <b>Surplus (deficit) for the year</b>        |       | <b>3,477</b>                            | <b>4,829</b>                | <b>1,352</b>       |
| Grants –non-recurrent capital                | 4.2.6 | (5,390)                                 | (4,602)                     | 788                |
| Contributions - non-monetary assets          |       | 0                                       | 0                           | 0                  |
| Capital contributions - other sources        | 4.2.4 | (620)                                   | 0                           | 620                |
| <b>Adjusted underlying surplus (deficit)</b> |       | <b>(2,533)</b>                          | <b>227</b>                  | <b>2,760</b>       |

#### 4.1.1 Adjusted underlying surplus (\$2.76 million increase)

The adjusted underlying result is the net surplus or deficit for the year adjusted for non-recurrent capital grants, non-monetary asset contributions, and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by capital income items which can often mask the operating result. The adjusted underlying result for the 2015/16 year is a surplus of \$0.23 million which is a significant turnaround from the 2014/15 year. In calculating the adjusted underlying result, Council has excluded grants received for capital purposes which are non-recurrent and capital contributions from other source. Contributions of non-monetary assets are excluded as the value of assets assumed by Council is dependent on the level of development activity each year.

### 4.2 Income

|                                                                     | Ref   | Forecast<br>Actual<br>2014/15<br>\$'000 | Budget<br>2015/16<br>\$'000 | Variance<br>\$'000 |
|---------------------------------------------------------------------|-------|-----------------------------------------|-----------------------------|--------------------|
| <b>Income Types</b>                                                 |       |                                         |                             |                    |
| Rates and charges                                                   | 4.2.1 | 26,623                                  | 27,987                      | 1,364              |
| Statutory fees and fines                                            | 4.2.2 | 449                                     | 534                         | 85                 |
| User fees                                                           | 4.2.3 | 3,792                                   | 4,628                       | 836                |
| Contributions - monetary                                            | 4.2.4 | 620                                     | 149                         | (471)              |
| Grants - operating                                                  | 4.2.5 | 10,189                                  | 9,203                       | (986)              |
| Grants - capital                                                    | 4.2.6 | 6,590                                   | 5,893                       | (697)              |
| Net gain on disposal of property,<br>infrastructure, plant & equip. | 4.2.7 | 81                                      | 83                          | 2                  |
| Other income                                                        | 4.2.8 | 742                                     | 643                         | (99)               |
| <b>Total income</b>                                                 |       | <b>49,086</b>                           | <b>49,120</b>               | <b>34</b>          |



Source: Appendix A

#### **4.2.1 Rates and charges (\$1.36 million increase)**

It is proposed that income raised by all rates and charges be increased by 4.9% or \$1.36 million over 2014/15 to \$27.98 million. This includes an increase in the Municipal Charge of 4.34%; kerbside waste charge of 4.95%; and forecasts supplementary rates of \$0.10 million. Section 9. "Rating Information" includes a more detailed analysis of the rates and charges to be levied for 2015/16. Information on rates and charges specifically required by the Regulations is included in Appendix B.

#### **4.2.2 Statutory fees and fines (\$0.09 million increase)**

Statutory fees relate mainly to fees and fines levied in accordance with legislation and include animal registrations, *Public Health and Wellbeing Act 2008* registrations and parking fines. Increases in statutory fees are made in accordance with legislative requirements.

Statutory fees are forecast to increase by 18.9% or \$0.09 million compared to 2014/15. Statutory Planning fees will increase by \$0.02 million due to anticipated increased activity in the building sector. Traffic Enforcement fees will also increase by \$0.06 million due to the appointment of an additional enforcement officer.

A detailed listing of statutory fees is included in Appendix D.

#### **4.2.3 User fees (\$0.84 million increase)**

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include separate rating schemes, use of leisure, entertainment and other community facilities and the provision of human services such as family day care and home help services. In setting the budget, Council has reviewed the reasonableness of all of its user fees and charges with the intent of balancing maximum cost recovery with the users capacity to pay and other market realities, including competition and provision of alternative facilities.

User charges are projected to increase by a significant 22% or \$0.84 million over 2014/15. The main area contributing to the increase is leisure services (\$0.35 million) due to the expected full reopening of Council's Blue Water Fitness Centre during the first quarter of 2015/16 after a comprehensive year-long refurbishment; and also a significant increase in the community care area (\$0.42), where Council is engaging in considerably more third party packaged care programs. In addition, Council has increased all other user fees by at least 2.5% to cover inflationary trends over the budget period to maintain parity between user charges and the costs of service delivery.

A detailed listing of fees and charges is included in Appendix D.

#### **4.2.4 Contributions - monetary (\$0.47 million decrease)**

Contributions relate to monies paid by developers in regard to public resort and recreation, drainage and car parking in accordance with planning permits issued for property development.

Contributions are projected to decrease by \$0.47 million or 76% compared to 2014/15 due mainly to the completion of a number of major developments within the municipality during the 2014/15 year, most notably being the Pascoe Street carpark program in Apollo Bay.



#### 4.2.5 Grants - operating (\$0.99 million decrease)

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants has decreased by 9.7% or \$0.99 million compared to 2014/15. A list of operating grants by type and source, classified into recurrent and non-recurrent, is included below.

| Operating Grant Funding Type and Source    | Forecast                    | Budget            | Variance     |
|--------------------------------------------|-----------------------------|-------------------|--------------|
|                                            | Actual<br>2014/15<br>\$'000 | 2015/16<br>\$'000 | \$'000       |
| <i>Recurrent - Commonwealth Government</i> |                             |                   |              |
| Victorian Grants Commission                | 6,018                       | 6,018             | 0            |
| Family day care                            | 253                         | 304               | 51           |
| Aged & Disability Services                 | 60                          | 54                | (6)          |
| Administration                             | 44                          | 44                | 0            |
| <i>Recurrent - State Government</i>        |                             |                   |              |
| Aged care                                  | 1205                        | 1275              | 70           |
| School crossing supervisors                | 55                          | 44                | (11)         |
| Port management                            | 702                         | 702               | 0            |
| Maternal and child health                  | 214                         | 215               | 1            |
| Recreation & Culture                       | 197                         | 97                | (100)        |
| Community safety                           | 50                          | 50                | 0            |
| Administration                             | 467                         | 163               | (304)        |
| Total recurrent grants                     | <b>9,265</b>                | <b>8,966</b>      | <b>(299)</b> |
| <i>Non-recurrent - State Government</i>    |                             |                   |              |
| Administration                             | 268                         | 12                | (256)        |
| Environment protection & services          | 444                         | 115               | (329)        |
| Planning services                          | 0                           | 35                | 35           |
| Aged care                                  | 62                          | 0                 | (62)         |
| Planning services                          | 150                         | 75                | (75)         |
| Total non-recurrent grants                 | <b>924</b>                  | <b>237</b>        | <b>(687)</b> |
| Total operating grants                     | <b>10,189</b>               | <b>9,203</b>      | <b>(986)</b> |

Increases or decreases in specific operating grant funding reflect expected changes in demand for these services. The Victoria Grants Commission (VGC) funding is budgeted to remain static as per the ongoing freeze in Financial Assistance Grants by the Australian Government. There have been significant reduction in Administration of Economic Development grants and in Environmental project grants reflecting the completion of projects in those areas.

#### 4.2.6 Grants - capital (\$0.07 million decrease)

Capital grants include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Overall the level of capital grants has remained relatively steady with a minor decrease of 1% or \$0.06 million compared to 2014/15. There have however been some major movements in the break down of these grants. Notably Council will receive considerably less infrastructure grants through the cessation of the Country Roads and Bridges grant (\$1.0 million) for 2015/16. This has been offset for 2015/16 by an anticipated one off increase of \$1.29 million in the Roads to Recovery Grant received by Council. In other areas the funding for the Blue Water Fitness Centre redevelopment (\$2.75 million) ends in 2014/15, but Council anticipated to receive \$2.48 million in grants for the redevelopment of the Colac Central Reserve during 2015/16. Section 6. "Analysis of Capital Budget" includes a more detailed analysis of the grants and contributions expected to be received during the 2015/16 year. A list of capital grants by type and source, classified into recurrent and non-recurrent, is included below.

| Capital Grant Funding Type and Source          | Forecast                    |                             |                    |
|------------------------------------------------|-----------------------------|-----------------------------|--------------------|
|                                                | Actual<br>2014/15<br>\$'000 | Budget<br>2015/16<br>\$'000 | Variance<br>\$'000 |
| <i>Recurrent - Commonwealth Government</i>     |                             |                             |                    |
| Roads to Recovery                              | 1200                        | 2491                        | 1291               |
| <i>Recurrent - State Government</i>            | -                           | -                           | -                  |
| <b>Total recurrent grants</b>                  | <b>1200</b>                 | <b>2491</b>                 | <b>1291</b>        |
| <i>Non-recurrent - Commonwealth Government</i> |                             |                             |                    |
| Parks, Open Space, Streetscapes                | -                           | 200                         | 200                |
| <i>Non-recurrent - State Government</i>        |                             |                             |                    |
| Buildings                                      | 2758                        | -                           | -2,758             |
| Parks, Open Space, Streetscapes                | 98                          | 583                         | 485                |
| Recreation                                     | 65                          | 2,540                       | 2,475              |
| Aerodromes                                     | 182                         | 79                          | -103               |
| Other Infrastructure                           | 2287                        | -                           | -2,287             |
| <b>Total non-recurrent grants</b>              | <b>5,390</b>                | <b>3,402</b>                | <b>-1,988</b>      |
| <b>Total capital grants</b>                    | <b>6,590</b>                | <b>5,893</b>                | <b>-697</b>        |

#### 4.2.7 Net gain on disposal of property, infrastructure, plant and equipment (\$0.002 million increase)

Proceeds from the disposal of Council assets is forecast to be \$0.39 million for 2015/16 and relate mainly to the planned cyclical replacement of part of the plant and vehicle fleet (\$1.70 million). The written down value of assets sold is forecast to be \$0.31 million.

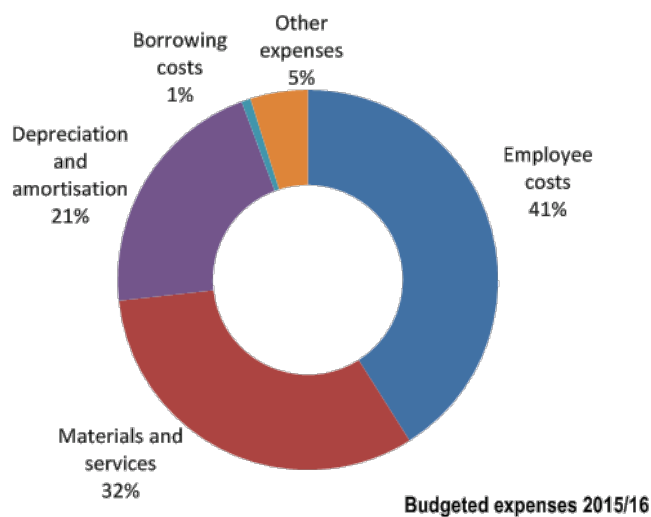
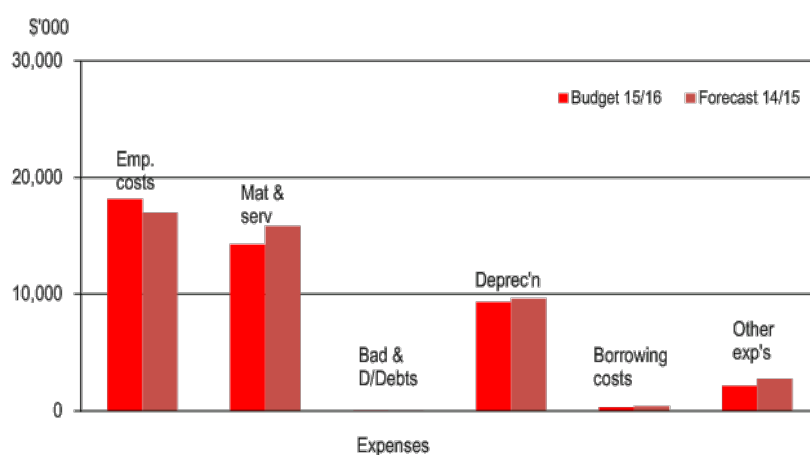
#### 4.2.8 Other income (\$0.10 million decrease)

Other income relates to a range of items such as private works, cost recoups and other miscellaneous income items. It also includes interest revenue on investments and rate arrears.

Other income is forecast to decrease by 15% or \$0.11 million compared to 2014/15. Interest on investments is forecast to decline by 13% or \$0.07 million compared to 2014/15. This is mainly due to a forecast reduction in Council's available cash reserves during 2015/16 to fund major infrastructure projects and significantly lower forecast interest rates available on investments.

### 4.3 Expenses

| Expense Types                 | Ref   | Forecast                    | Budget<br>2015/16<br>\$'000 | Variance<br>\$'000 |
|-------------------------------|-------|-----------------------------|-----------------------------|--------------------|
|                               |       | Actual<br>2014/15<br>\$'000 |                             |                    |
| Employee costs                | 4.3.1 | 16,980                      | 18,168                      | 1,188              |
| Materials and services        | 4.3.2 | 15,836                      | 14,274                      | (1,562)            |
| Bad and doubtful debts        | 4.3.3 | 2                           | 2                           | 0                  |
| Depreciation and amortisation | 4.3.4 | 9,635                       | 9,338                       | (297)              |
| Borrowing costs               | 4.3.5 | 410                         | 346                         | (64)               |
| Other expenses                | 4.3.6 | 2,746                       | 2,163                       | (583)              |
| <b>Total expenses</b>         |       | <b>45,609</b>               | <b>44,291</b>               | <b>(1,318)</b>     |



Source: Appendix A



#### 4.3.1 Employee costs (\$1.19 million increase)

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, rostered days off, etc.

Employee costs are forecast to increase by 7% or \$1.19 million compared to 2014/15 forecast. This increase relates to three key factors:

- Council's Enterprise Bargaining Agreement (EBA) which calls for a 3.6% increase in base wage rates over 2015/16
- Movements between bandings and classifications under Council's EBA provisions which is anticipated to add 1.4% to base wage rates during 2015/16
- Movement of approximately \$0.25 million of wages from capital works programs in 2014/15 to operating programs in 2015/16 as a result of different works priorities.
- An additional \$0.26 million anticipated from returning the Blue Water Fitness Centre to full operating hours during 2015/16
- New resources in Environmental Health and Strategic Property Management.

When reviewing total employee expenses against the original budget from 2014/15 (\$17.49 million) we see a smaller 3.8% increase, very much in line with the provisions of Council's EBA. The difference between the original anticipated budget and the current revised budget for 2014-15 is largely due to that the bluewater fitness centre did not open during 2014/15 so a lesser amount of wages were incurred than were anticipated.

A summary of human resources expenditure categorised according to the organisational structure of Council

| Department                         | Budget<br>2015/16<br>\$'000 | Comprises                        |                                  |
|------------------------------------|-----------------------------|----------------------------------|----------------------------------|
|                                    |                             | Permanent<br>Full Time<br>\$'000 | Permanent<br>Part Time<br>\$'000 |
| Chief Executive Office             | 552                         | 535                              | 17                               |
| Corporate & Community Services     | 8,179                       | 4,643                            | 3,536                            |
| Infrastructure Services            | 5,402                       | 5,066                            | 336                              |
| Sustainable Planning & Development | 3,603                       | 2,143                            | 1,460                            |
| Total permanent staff expenditure  | 17,736                      | 12,387                           | 5,349                            |
| Casuals and other expenditure      | 432                         |                                  |                                  |
| Capitalised labour costs           | 578                         |                                  |                                  |
| <b>Total expenditure</b>           | <b>18,746</b>               |                                  |                                  |

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

| Department                         | Budget<br>FTE | Comprises        |                  |
|------------------------------------|---------------|------------------|------------------|
|                                    |               | FTE<br>Full Time | FTE<br>Part Time |
| Chief Executive Office             | 4.5           | 4                | 0.5              |
| Corporate & Community Services     | 99.2          | 48               | 51.2             |
| Infrastructure Services            | 78.1          | 76               | 2.1              |
| Sustainable Planning & Development | 39.33         | 28               | 11.3             |
| Total                              | 221.1         | 156              | 65.1             |
| <b>Total staff</b>                 | <b>221.1</b>  |                  |                  |

#### 4.3.2 Materials and services (\$1.56 million decrease)

Materials and services include the purchases of consumables, payments to contractors for the provision of services and utility costs. Materials and services are forecast to decrease by 3.6% or \$0.83 million compared to 2014/15.

Contractor costs are forecast to decrease by \$1.07 million compared to 2014/15. This is mainly due to project works which have been largely or at least stage completed by 30 June 2015. The larger of these include:

- Environmental (Victorian Adaptation & Sustainability Partnerships) projects (\$0.40 million)
- Advancing Country Towns projects (\$0.40 million)
- Environmental (Climate Resilient Communities) projects (\$0.22 million)

Other expenses with noticeable anticipated movements include:

- Materials purchased for the replacement of Kerbside Organics bins will reduce by \$0.50 million, as this project will be finalised before June 30 2015
- Memberships are anticipated to decrease by \$0.03 million
- Public Liability Insurance is expected to increase by \$0.09 million
- Fuel costs are anticipated to increase by \$0.02 million
- Utilities (Electricity, Water, Gas) are anticipated to increase by \$0.05 million

#### 4.3.3 Bad and doubtful debts (\$0 change)

Bad and doubtful debts is projected to remain at the same levels for 2014/15.

#### 4.3.4 Depreciation and amortisation (\$0.30 million decrease)

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. The decrease of \$0.30 million for 2015/16 is due mainly to a comprehensive review of Council's asset management systems and practices which has resulted in a significantly more accurate calculation of depreciation for the 2015/16 year.

#### 4.3.5 Borrowing costs (\$0.05 million decrease)

Borrowing costs relate to interest charged by financial institutions on funds borrowed. The reduction in borrowing costs results from the planned reduction in borrowings due to repayment of principal in accordance with loan agreements.

#### 4.3.6 Other expenses (\$0.06 million decrease)

Other expenses relate to a range of unclassified items including contributions to community groups, advertising, insurances, motor vehicle registrations and other miscellaneous expenditure items. Other expenses are forecast to decrease by \$0.06 million compared to 2014/15.

## 5. Analysis of budgeted cash position

This section analyses the expected cash flows from the operating, investing and financing activities of Council for the 2015/16 year. Budgeting cash flows for Council is a key factor in setting the level of rates and providing a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves.

The analysis is based on three main categories of cash flows:

- **Operating activities** - Refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt
- **Investing activities** - Refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment
- **Financing activities** - Refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan repayments for the year.

### 5.1 Budgeted cash flow statement

|                                                                   | Ref   | Forecast<br>Actual<br>2014/15<br>\$'000 | Budget<br>2015/16<br>\$'000 | Variance<br>\$'000 |
|-------------------------------------------------------------------|-------|-----------------------------------------|-----------------------------|--------------------|
| <b>Cash flows from operating activities</b>                       | 5.1.1 |                                         |                             |                    |
| <i>Receipts</i>                                                   |       |                                         |                             |                    |
| Rates and charges                                                 |       | 26,623                                  | 27,888                      | 1,265              |
| User fees and fines                                               |       | 4,530                                   | 5,760                       | 1,230              |
| Grants - operating                                                |       | 10,917                                  | 9,203                       | (1,714)            |
| Grants - capital                                                  |       | 6,163                                   | 5,893                       | (270)              |
| Interest                                                          |       | 503                                     | 428                         | (75)               |
| Other receipts                                                    |       | 2,617                                   | 1,471                       | (1,146)            |
|                                                                   |       | <b>51,353</b>                           | <b>50,643</b>               | <b>(710)</b>       |
| <i>Payments</i>                                                   |       |                                         |                             |                    |
| Employee costs                                                    |       | (16,816)                                | (17,999)                    | (1,183)            |
| Other payments                                                    |       | (17,436)                                | (17,229)                    | 207                |
|                                                                   |       | <b>(34,252)</b>                         | <b>(35,228)</b>             | <b>(976)</b>       |
| <b>Net cash provided by operating activities</b>                  |       | <b>17,101</b>                           | <b>15,415</b>               | <b>(1,686)</b>     |
| <b>Cash flows from investing activities</b>                       | 5.1.2 |                                         |                             |                    |
| Payments for property, infrastructure, plant & equip.             |       | (20,014)                                | (17,376)                    | 2,638              |
| Proceeds from sale of property, infrastructure, plant & equipment |       | 375                                     | 427                         | 52                 |
| <b>Net cash used in investing activities</b>                      |       | <b>(19,639)</b>                         | <b>(16,949)</b>             | <b>2,690</b>       |
| <b>Cash flows from financing activities</b>                       | 5.1.3 |                                         |                             |                    |
| Finance costs                                                     |       | (410)                                   | (346)                       | 64                 |
| Proceeds from borrowings                                          |       | 1,000                                   | 0                           | (1,000)            |
| Repayment of borrowings                                           |       | (553)                                   | (591)                       | (38)               |
| <b>Net cash used in financing activities</b>                      |       | <b>37</b>                               | <b>(937)</b>                | <b>(974)</b>       |
| <b>Net decrease in cash and cash equivalents</b>                  |       | <b>(2,501)</b>                          | <b>(2,471)</b>              | <b>30</b>          |
| Cash and cash equivalents at the beginning of the year            |       | 12,815                                  | 10,314                      | (2,501)            |
| <b>Cash and cash equivalents at end of the year</b>               | 5.1.4 | <b>10,314</b>                           | <b>7,843</b>                | <b>(2,471)</b>     |

### 5.1.1 Operating activities (\$1.68 million decrease)

The decrease in cash inflows from operating activities is due to a combination of slightly lower income, mainly from a significant reduction in operating grants and other income, and a larger reduction in other payments of \$2.91 million.

The net cash flows from operating activities does not equal the surplus (deficit) for the year as the expected revenues and expenses of the Council include non-cash items which have been excluded from the Cash Flow Statement. The budgeted operating result is reconciled to budgeted cash flows available from operating activities as set out in the following table.

|                                                                           | Forecast<br>Actual<br>2014/15<br>\$'000 | Budget<br>2015/16<br>\$'000 | Variance<br>\$'000 |
|---------------------------------------------------------------------------|-----------------------------------------|-----------------------------|--------------------|
| <b>Surplus (deficit) for the year</b>                                     | <b>3,477</b>                            | <b>4,829</b>                | <b>1,352</b>       |
| Depreciation                                                              | 9,635                                   | 9,338                       | (297)              |
| Loss (gain) on disposal of property, infrastructure,<br>plant & equipment | (81)                                    | (83)                        | (2)                |
| Finance costs                                                             | 410                                     | 346                         | (64)               |
| Net movement in assets and liabilities                                    | 3,660                                   | 985                         | (2,675)            |
| <b>Cash flows available from operating activities</b>                     | <b>17,101</b>                           | <b>15,415</b>               | <b>(1,686)</b>     |

### 5.1.2 Investing activities (\$2.69 million decrease)

The small decrease in payments for investing activities represents the planned capital works expenditure disclosed in section 10 of this budget report.

### 5.1.3 Financing activities (\$0.97 million decrease)

For 2015/16 the total of principal repayments and finance charges is \$0.94 million. The majority of the decline in cash generated from financing activities is attributed to Council budgeting to not take on any new debt during 2015-16. Council took on \$1.00 million in new debt in 2014/15.

### 5.1.4 Cash and cash equivalents at end of the year (\$2.47 million decrease)

Overall, total cash and investments is forecast to decrease by \$2.47 million to \$7.83 million as at 30 June 2016. This includes an amount of \$2.99 million of capital expenditure which is carried forward from 2014/15. This amount is funded from reserves. This is consistent with Council's Capital Budget for 2015/16 (see Section 6).

## 5.2 Restricted and unrestricted cash and investments

Cash and cash equivalents held by Council are restricted in part, and not fully available for Council's operations. The budgeted cash flow statement above indicates that Council is estimating at 30 June 2015 it will have cash and investments of \$9.84 million, which has been restricted as shown in the following table.

|                                                              |       | Forecast                 |                          |                    |
|--------------------------------------------------------------|-------|--------------------------|--------------------------|--------------------|
|                                                              | Ref   | Actual<br>2015<br>\$'000 | Budget<br>2016<br>\$'000 | Variance<br>\$'000 |
| <b>Total cash and investments</b>                            |       | <b>10,314</b>            | <b>7,843</b>             | <b>(2,471)</b>     |
| Restricted cash and investments                              |       |                          |                          |                    |
| - Statutory reserves                                         | 5.2.1 | (1,207)                  | (1,204)                  | 3                  |
| - Cash held to carry forward capital works                   | 5.2.2 | (2,998)                  | 0                        | 2,998              |
| - Trust funds and deposits                                   |       | (248)                    | (248)                    | 0                  |
| <b>Unrestricted cash and investments</b>                     | 5.2.3 | <b>5,861</b>             | <b>6,391</b>             | <b>530</b>         |
| - Discretionary reserves                                     | 5.2.4 | (4,418)                  | (3,498)                  | 920                |
| <b>Unrestricted cash adjusted for discretionary reserves</b> | 5.2.5 | <b>1,443</b>             | <b>2,893</b>             | <b>1,450</b>       |

### 5.2.1 Statutory reserves (\$1.20 million)

These funds must be applied for specified statutory purposes in accordance with various legislative requirements. While these funds earn interest revenues for Council, the funds are not available for other purposes. Examples include the Recreational Lands Reserve, the Carparking Reserve and the Landfill Rehabilitation Reserve.

### 5.2.2 Cash held to fund carry forward capital works

There is no amount shown as cash held to fund carry forward works at 30 June 2016, as it is expected that the capital works budget in the 2015/16 financial year will be fully completed. An amount of \$2.74 million is forecast to be held at 30 June 2015 to fund capital works budgeted but not completed in the 2014/15 financial year. Section 6.2 contains further details on capital works funding.

### 5.2.3 Unrestricted cash and investments (\$6.21 million)

The amount shown is in accordance with the definition of unrestricted cash included in the Regulations. These funds are free of statutory reserve funds and cash to be used to fund capital works expenditure from the previous financial year.

### 5.2.4 Discretionary reserves (\$3.50 million)

These funds are shown as discretionary reserves as, although not restricted by a statutory purpose, Council has made decisions regarding the future use of these funds and unless there is a Council resolution these funds should be used for those earmarked purposes. The decisions about future use of these funds has been reflected in Council's Strategic Resource Plan and any changes in future use of the funds will be made in the context of the future funding requirements set out in the plan.

### 5.2.5 Unrestricted cash adjusted for discretionary reserves (\$2.72 million)

These funds are free of all specific Council commitments and represent funds available to meet daily cash flow requirements, unexpected short term needs and any budget commitments which will be expended in the following year such as grants and contributions. Council regards these funds as the minimum necessary to ensure that it can meet its commitments as and when they fall due without borrowing further funds.



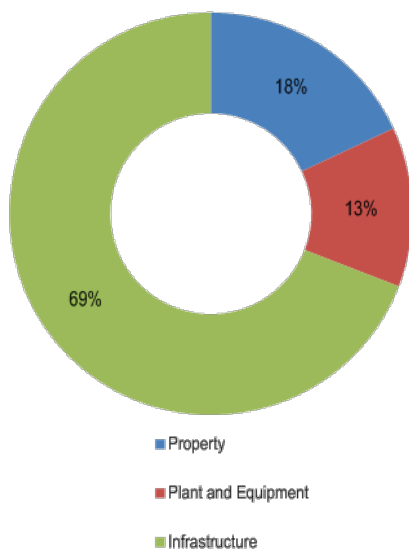
## 6. Analysis of capital budget

This section analyses the planned capital expenditure budget for the 2015/16 year and the sources of funding for the capital budget. Further detail on the capital works program can be found in Appendix C.

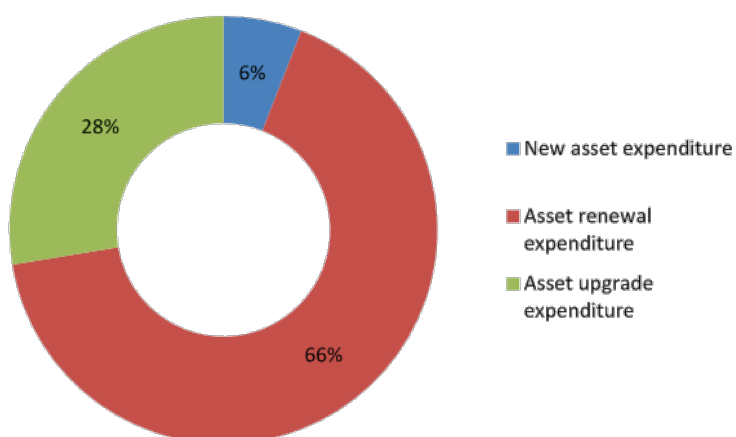
### 6.1 Capital works

| Capital Works Areas                    | Ref   | Forecast<br>Actual<br>2014/15<br>\$'000 | Budget<br>2015/16<br>\$'000 | Variance<br>\$'000 |
|----------------------------------------|-------|-----------------------------------------|-----------------------------|--------------------|
| <b>Works carried forward</b>           | 6.1.1 |                                         |                             |                    |
| <b>Property</b>                        |       |                                         |                             |                    |
| Buildings                              |       | 0                                       | 1,934                       | 1,934              |
| <b>Total property</b>                  |       | 0                                       | 1,934                       | 1,934              |
| <b>Plant and equipment</b>             |       |                                         |                             |                    |
| Computers and telecommunications       |       | 0                                       | 56                          | 56                 |
| <b>Total plant and equipment</b>       |       | 0                                       | 56                          | 56                 |
| <b>Infrastructure</b>                  |       |                                         |                             |                    |
| Bridges                                |       | 0                                       | 422                         | 422                |
| Recreational, leisure and community    |       | 0                                       | 150                         | 150                |
| Parks, open space and streetscapes     |       | 0                                       | 300                         | 300                |
| Other infrastructure                   |       | 0                                       | 137                         | 137                |
| <b>Total infrastructure</b>            |       | 0                                       | 1,009                       | 872                |
| <b>Total works carried forward</b>     |       | 0                                       | 2,999                       | 2,862              |
| <b>New works</b>                       |       |                                         |                             |                    |
| <b>Property</b>                        | 6.1.2 |                                         |                             |                    |
| Land improvements                      |       | 16                                      | 0                           | (16)               |
| <b>Total land</b>                      |       | 16                                      | 0                           | (16)               |
| Buildings                              |       | 8,502                                   | 1,194                       | (7,309)            |
| <b>Total buildings</b>                 |       | 8,502                                   | 1,194                       | (7,309)            |
| <b>Total property</b>                  |       | 8,518                                   | 1,194                       | (7,325)            |
| <b>Plant and equipment</b>             | 6.1.3 |                                         |                             |                    |
| Plant, machinery and equipment         |       | 1,798                                   | 1,917                       | 119                |
| Fixtures, fittings and furniture       |       | 60                                      | 30                          | (30)               |
| Computers and telecommunications       |       | 281                                     | 222                         | (59)               |
| <b>Total plant and equipment</b>       |       | 2,139                                   | 2,169                       | 30                 |
| <b>Infrastructure</b>                  | 6.1.4 |                                         |                             |                    |
| Roads                                  |       | 5,787                                   | 5,600                       | (187)              |
| Bridges                                |       | 991                                     | 250                         | (741)              |
| Footpaths and cycleways                |       | 1,068                                   | 654                         | (414)              |
| Drainage                               |       | 162                                     | 150                         | (12)               |
| Recreational, leisure and community    |       | 196                                     | 2,710                       | 2,514              |
| Parks, open space and streetscapes     |       | 142                                     | 1,178                       | 1,036              |
| Aerodromes                             |       | 91                                      | 0                           | (91)               |
| Other infrastructure                   |       | 774                                     | 433                         | (341)              |
| <b>Total infrastructure</b>            |       | 9,211                                   | 10,975                      | 1,764              |
| <b>Total new works</b>                 |       | 19,868                                  | 14,338                      | (5,531)            |
| <b>Total capital works expenditure</b> |       | 19,868                                  | 17,337                      | (2,669)            |
| <b>Represented by:</b>                 |       |                                         |                             |                    |
| New asset expenditure                  | 6.1.5 | 1,774                                   | 1,029                       | (745)              |
| Asset renewal expenditure              | 6.1.5 | 10,327                                  | 11,523                      | 1,196              |
| Asset upgrade expenditure              | 6.1.5 | 7,767                                   | 4,785                       | (2,982)            |
| Asset expansion expenditure            | 6.1.5 | 0                                       | 0                           | 0                  |
| <b>Total capital works expenditure</b> |       | 19,868                                  | 17,337                      | (2,531)            |

**Budgeted capital works 2015/16**



**Budgeted capital works 2015/16**



Source: Appendix A. A more detailed listing of capital works is included in Appendix C.

**6.1.1 Carried forward works (\$2.99 million)**

At the end of each financial year there are projects which are either incomplete or not commenced due to factors including planning issues, weather delays and extended consultation. For the 2014/15 year it is forecast that \$2.99 million of capital works will be incomplete and be carried forward into the 2015/16 year. The more significant projects include the Blue Water Fitness Centre Redevelopment (\$1.34 million), the Bridge Renewal Program (\$0.42 million), Colac CBD & Entrances Program (\$0.3 million) and Disability

**6.1.2 Property (\$1.19 million)**

The property class comprises buildings and building improvements including community facilities, municipal offices, sports facilities and pavilions.

For the 2015/16 year, \$1.19 million will be expended on building and building improvement projects. The major projects are Council's building Renewal program of \$0.60 million, and completion of the Blue Water Fitness Centre (\$0.5 million).

**6.1.3 Plant and equipment (\$2.17million)**

Plant and equipment includes plant, machinery and equipment, computers and telecommunications and miscellaneous furniture and equipment.

For the 2015/16 year, \$2.17 million will be expended on plant, equipment and other projects. The more significant projects include ongoing cyclical replacement of the plant and vehicle fleet (\$1.27 million), upgrade and replacement of information technology (\$0.22million) and miscellaneous furniture and equipment purchases (\$0.03 million).

**6.1.4 Infrastructure (\$10.98 million)**

Infrastructure includes roads, bridges, footpaths and cycleways, drainage, recreation, leisure and community facilities, parks, open space and streetscapes, off street car parks and other structures.

For the 2015/16 year, \$5.60 million will be expended on road projects. The more significant projects include sealed road reconstructions (\$2.35 million), unsealed road resheeting (\$1.40 million), local roads reseal program (\$0.75 million), and sealed roads major patch program (\$0.30 million).

\$0.60 million will be expended on drainage renewal projects.

\$2.71 million will be expended on recreation, leisure and community assets, including \$2.48 million for the Colac Central Reserve Redevelopment project.

Other infrastructure expenditure includes \$0.25 million on bridges, \$0.65 million on footpaths and cycleways, \$0.43 million on other infrastructure.



### 6.1.5 Asset renewal (\$11.52 million), new assets (\$1.03 million) and upgrade (\$4.79 million)

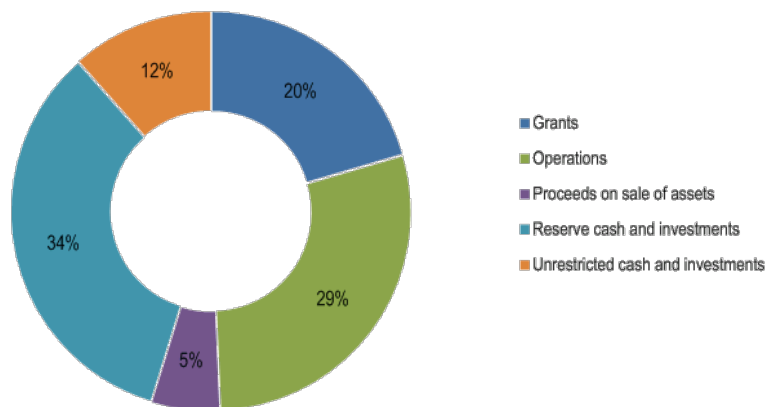
A distinction is made between expenditure on new assets, asset renewal, upgrade and expansion. Expenditure on asset renewal is expenditure on an existing asset, or on replacing an existing asset that returns the service of the asset to its original capability. Expenditure on new assets does not have any element of expansion or upgrade of existing assets but will result in an additional burden for future operation, maintenance and capital renewal.

The major projects included in the above categories, which constitute expenditure on new assets, are the construction of new footpaths across the Shire (\$0.25 million), equipment for the Colac Otway Performing Arts and Culture Centre (\$0.20 million), the construction of an underground rainwater harvesting tank at Colac's Memorial Square (\$0.19 million), the construction of new playgrounds (\$0.14 million) and the provisioning of solar PV systems on Council facilities (\$0.11 million). The remaining capital expenditure represents renewals and expansion/upgrades of existing assets.

## 6.2 Funding sources

| Sources of funding                  | Ref   | Forecast                    | Budget<br>2015/16<br>\$'000 | Variance<br>\$'000 |
|-------------------------------------|-------|-----------------------------|-----------------------------|--------------------|
|                                     |       | Actual<br>2014/15<br>\$'000 |                             |                    |
| <b>Works carried forward</b>        |       |                             |                             |                    |
| <b>Current year funding</b>         |       |                             |                             |                    |
| Grants                              |       | 0                           | 482                         | 482                |
| Contributions                       |       | 0                           | 10                          | 10                 |
| Borrowings                          |       | 0                           | 129                         | 129                |
| Council cash                        |       |                             |                             |                    |
| - operations                        |       | 0                           | 0                           | 0                  |
| - proceeds on sale of assets        |       | 0                           | 0                           | 0                  |
| - reserve cash and investments      |       | 0                           | 2,378                       | 2,378              |
| - unrestricted cash and investments |       | 0                           | 0                           | 0                  |
| <b>Total works carried forward</b>  | 6.2.1 | <b>0</b>                    | <b>2,999</b>                | <b>2,999</b>       |
| <b>New works</b>                    |       |                             |                             |                    |
| <b>Current year funding</b>         |       |                             |                             |                    |
| Grants                              | 6.2.2 | 5,951                       | 5,893                       | (58)               |
| Contributions                       |       | 620                         | 0                           | (620)              |
| Borrowings                          |       | 1,287                       | 0                           | (1,287)            |
| Council cash                        |       |                             |                             |                    |
| - operations                        | 6.2.3 | 6,655                       | 7,408                       | 753                |
| - proceeds on sale of assets        | 6.2.4 | 341                         | 388                         | 47                 |
| - reserve cash and investments      | 6.2.5 | 2,324                       | 649                         | (1,675)            |
| <b>Total new works</b>              |       | <b>17,178</b>               | <b>14,338</b>               | <b>(2,841)</b>     |
| <b>Total funding sources</b>        |       | <b>17,178</b>               | <b>17,337</b>               | <b>159</b>         |

Budgeted total funding sources 2015/16



Source: Appendix A

#### 6.2.1 Carried forward works (\$2.99 million)

At the end of each financial year there are projects which are either incomplete or not commenced due to factors including planning issues, weather delays and extended consultation. For the 2014/15 year it is forecast that \$2.74 million of capital works will be incomplete and be carried forward into the 2015/16 year.

#### 6.2.2 Grants - Capital (\$5.89 million)

Capital grants include all monies received from State and Federal sources for the purposes of funding the capital works program. Significant grants and contributions are budgeted to be received for Roads to Recovery projects (\$2.49 million), and the Colac Central Reserve redevelopment project (\$2.48 million)

#### 6.2.3 Council cash - operations (\$7.41 million)

Council generates cash from its operating activities, which is used as a funding source for the capital works program. It is forecast that \$7.51 million will be generated from operations to fund the 2015/16 capital works program. This amount equates to the cash generated from operating activities of \$15.42 million as set out in Section 5. 'Analysis of Budgeted Cash Position'.

#### 6.2.4 Council cash - proceeds from sale of assets (\$0.39 million)

Proceeds from sale of assets include plant and motor vehicle sales in accordance with Council's renewal policies of \$0.39 million.

#### 6.2.5 Reserve cash - reserve cash and investments (\$0.65 million)

Council has significant cash reserves, which it is currently using to fund its annual capital works program. The reserves include monies set aside for specific purposes. For 2015/16 \$0.65 million will be used to fund part of the new capital works program including plant and fleet renewal (\$0.1 million), Buildings renewal (\$0.46 million), and Playgrounds (\$0.08 million)

## 7. Analysis of budgeted financial position

This section analyses the movements in assets, liabilities and equity between 2014/15 and 2015/16. It also considers a number of key financial performance indicators.

### 7.1 Budgeted balance sheet

|                                               | Ref   | Forecast<br>Actual<br>2015<br>\$'000 | Budget<br>2016<br>\$'000 | Variance<br>\$'000 |
|-----------------------------------------------|-------|--------------------------------------|--------------------------|--------------------|
| <b>Current assets</b>                         | 7.1.1 |                                      |                          |                    |
| Cash and cash equivalents                     |       | 10,314                               | 7,843                    | (2,471)            |
| Trade and other receivables                   |       | 2,411                                | 2,419                    | 8                  |
| Financial assets                              |       | 0                                    | 0                        | 0                  |
| Other assets                                  |       | 182                                  | 182                      | 0                  |
| <b>Total current assets</b>                   |       | <b>12,907</b>                        | <b>10,444</b>            | <b>(2,463)</b>     |
| <b>Non-current assets</b>                     | 7.1.1 |                                      |                          |                    |
| Investments in associates and joint ventures  |       | 398                                  | 398                      | 0                  |
| Property, infrastructure, plant and equipment |       | 283,267                              | 289,961                  | 6,694              |
| <b>Total non-current assets</b>               |       | <b>283,665</b>                       | <b>290,359</b>           | <b>6,694</b>       |
| <b>Total assets</b>                           |       | <b>296,572</b>                       | <b>300,803</b>           | <b>4,231</b>       |
| <b>Current liabilities</b>                    | 7.1.2 |                                      |                          |                    |
| Trade and other payables                      |       | 1,666                                | 1,491                    | 175                |
| Trust funds and other deposits                |       | 248                                  | 248                      | 0                  |
| Provisions                                    |       | 4,763                                | 4,858                    | (95)               |
| Interest-bearing loans and borrowings         |       | 591                                  | 636                      | (45)               |
| <b>Total current liabilities</b>              |       | <b>7,268</b>                         | <b>7,233</b>             | <b>35</b>          |
| <b>Non-current liabilities</b>                | 7.1.2 |                                      |                          |                    |
| Provisions                                    |       | 3,654                                | 3,727                    | (73)               |
| Interest-bearing loans and borrowings         |       | 4,773                                | 4,137                    | 636                |
| <b>Total non-current liabilities</b>          |       | <b>8,427</b>                         | <b>7,864</b>             | <b>563</b>         |
| <b>Total liabilities</b>                      |       | <b>15,695</b>                        | <b>15,097</b>            | <b>598</b>         |
| <b>Net assets</b>                             |       | <b>280,877</b>                       | <b>285,706</b>           | <b>4,829</b>       |
| <b>Equity</b>                                 | 7.1.4 |                                      |                          |                    |
| Accumulated surplus                           |       | 121,833                              | 130,582                  | 8,749              |
| Reserves                                      |       | 159,044                              | 155,124                  | (3,920)            |
| <b>Total equity</b>                           |       | <b>280,877</b>                       | <b>285,706</b>           | <b>4,829</b>       |

Source: Appendix A

#### 7.1.1 Current Assets (\$2.47 million decrease) and Non-Current Assets (\$6.69 million increase)

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of three months or less. These balances are projected to decrease by \$2.47million during the year mainly to fund the capital works program during the year.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are not expected to change significantly in the budget.

Other assets includes items such as prepayments for expenses that Council has paid in advance of service delivery, inventories or stocks held for sale or consumption in council's services and other revenues due to be received in the next 12 months. The value of Other Assets are not anticipated to move significantly.

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment, etc which has been built up by Council over many years. The increase in this balance is attributable to the net result of the capital works program (\$17.37 million of new, upgraded and renewed assets), depreciation of assets (\$9.34 million), the sale through sale of property, plant and equipment (\$0.4 million) and assets values written off (\$1.0 million).

### 7.1.2 Current Liabilities (\$0.04million decrease) and Non Current Liabilities (\$0.60 million decrease)

Trade and other payables are those to whom Council owes money as at 30 June. These liabilities are budgeted to decline slightly with 2014/15 levels.

Provisions include accrued long service leave, annual leave and rostered days off owing to employees. These employee entitlements are only expected to increase marginally due to more active management of entitlements despite factoring in an increase for Collective Agreement outcomes.

Interest-bearing loans and borrowings are borrowings of Council. The Council is budgeting to repay loan principal of \$0.64 million over the year.

### 7.1.3 Working Capital (\$0.57million increase)

Working capital is the excess of current assets above current liabilities. This calculation recognises that although Council has current assets, some of those assets are already committed to the future settlement of liabilities in the following 12 months, and are therefore not available for discretionary spending.

Some of Council's cash assets are restricted in that they are required by legislation to be held in reserve for specific purposes or are held to fund carry forward capital works from the previous financial year.

|                                                 | Forecast<br>Actual<br>2015<br>\$'000 | Budget<br>2016<br>\$'000 | Variance<br>\$'000 |
|-------------------------------------------------|--------------------------------------|--------------------------|--------------------|
| <b>Current assets</b>                           | 12,907                               | 10,444                   | 2,463              |
| <b>Current liabilities</b>                      | 7,268                                | 7,233                    | 35                 |
| <b>Working capital</b>                          | 5,639                                | 3,211                    | 2,428              |
| Restricted cash and investment current assets   |                                      |                          |                    |
| - Statutory reserves                            | (1,207)                              | (1,204)                  | (3)                |
| - Cash used to fund carry forward capital works | (2,998)                              | 0                        | (2,998)            |
| - Trust funds and deposits                      | 248                                  | 248                      | 0                  |
| <b>Unrestricted working capital</b>             | <b>1,434</b>                         | <b>2,007</b>             | <b>(573)</b>       |

In addition to the restricted cash shown above, Council is also projected to hold \$3.49 million in discretionary reserves at 30 June 2016. Although not restricted by a statutory purpose, Council has made decisions regarding the future use of these funds and unless there is a Council resolution these funds should be used for those earmarked purposes.

#### **7.1.4 Equity (\$4.83 million increase)**

Total equity always equals net assets and is made up of the following components:

- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations
- Other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed
- Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus includes the operating surplus for the year.

During the year an amount of \$0.24 million (net) is budgeted to be transferred to other reserves from accumulated surplus. This is a transfer between equity balances only and does not impact on the total balance of equity.

#### **7.2 Key assumptions**

In preparing the Budgeted Balance Sheet for the year ending 30 June 2016 it was necessary to make a number of assumptions about assets, liabilities and equity balances. The key assumptions are as follows:

- A total of 98.5% of total rates and charges raised will be collected in the 2015/16 year (2014/15: 97.8% forecast actual)
- Trade creditors to be based on total capital and operating expenditure less written down value of assets sold, depreciation and employee costs. Payment cycle is 30 days
- Other debtors and creditors to remain consistent with 2014/15 levels
- Proceeds from the sale of property in 2014/15 will be received in full in the 2015/16 year
- Employee entitlements to be increased by the Collective Agreement outcome offset by the impact of more active management of leave entitlements of staff
- Repayment of loan principal to be \$0.64 million
- Total capital expenditure to be \$17.08 million, including \$2.74 million carried forward from the previous year.



## 8. Strategic resource plan and financial performance indicators

This section includes an extract of the adopted Strategic Resource Plan to provide information on the long term financial projections of the Council.

### 8.1 Plan development

The Act requires a Strategic Resource Plan to be prepared describing both financial and non-financial resources (including human resources) for at least the next four financial years to achieve the strategic objectives in the Council Plan. In preparing the SRP, Council must take into account all other plans and strategies in regard to services and initiatives which commit financial and non-financial resources for the period of the SRP.

Council has prepared an SRP for the four years 2015/16 to 2018/19 as part of its ongoing financial planning to assist in adopting a budget within a longer term framework. The SRP takes the strategic objectives and strategies as specified in the Council Plan and expresses them in financial terms for the next four years.

The key objective, which underlines the development of the SRP, is financial sustainability in the medium to long term, while still achieving Council's strategic objectives as specified in the Council Plan. The key financial objectives, which underpin the SRP, are:

- Maintain existing service levels
- Maintain Operating Surpluses
- Maintain a capital renewal program ahead of depreciation
- Achieve a balanced budget on a cash basis.

In preparing the SRP, Council has also been mindful of the need to comply with the following Principles of Sound Financial Management as contained in the Act:

- Prudently manage financial risks relating to debt, assets and liabilities
- Provide reasonable stability in the level of rate burden
- Consider the financial effects of Council decisions on future generations
- Provide full, accurate and timely disclosure of financial information.

The SRP is updated annually through a rigorous process of consultation with Council service providers followed by a detailed sensitivity analysis to achieve the key financial objectives.

### 8.2 Financial resources

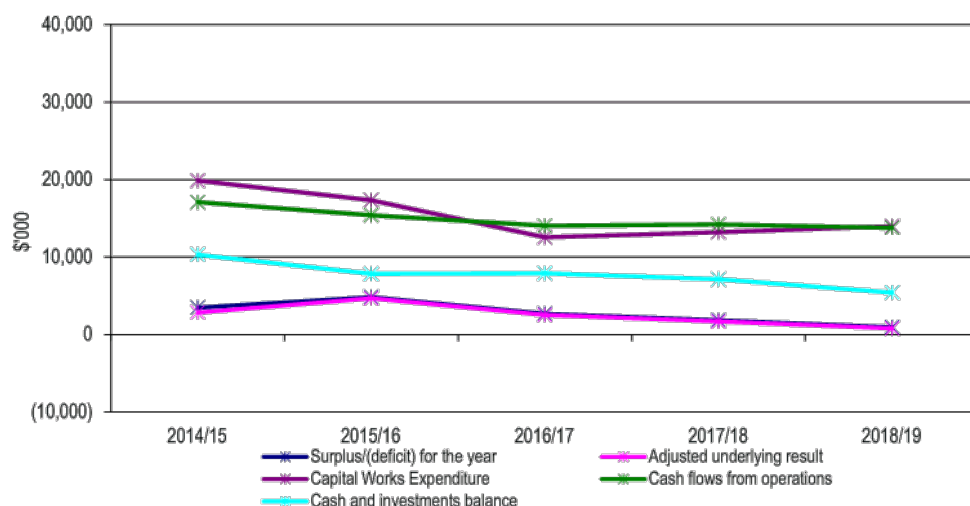
The following table summarises the key financial results for the next four years as set out in the SRP for years 2015/16 to 2018/19. Appendix A includes a more detailed analysis of the financial resources to be used over the four year period.

|                                | Forecast | Budget  | Strategic Resource Plan |         |         | Trend |
|--------------------------------|----------|---------|-------------------------|---------|---------|-------|
|                                | Actual   |         | Projections             |         |         |       |
| Indicator                      | 2014/15  | 2015/16 | 2016/17                 | 2017/18 | 2018/19 | +/-   |
|                                | \$'000   | \$'000  | \$'000                  | \$'000  | \$'000  |       |
| Surplus/(deficit) for the year | 3,477    | 4,829   | 2,677                   | 1,851   | 954     | -     |
| Adjusted underlying result     | 2,857    | 4,680   | 2,527                   | 1,699   | 800     | +     |
| Cash and investments balance   | 10,314   | 7,843   | 7,910                   | 7,137   | 5,419   | o     |
| Cash flows from operations     | 17,101   | 15,415  | 14,053                  | 14,217  | 13,790  | -     |
| Capital works expenditure      | 19,868   | 17,337  | 12,562                  | 13,230  | 13,971  | -     |

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

The following graph shows the general financial indicators over the four year period.



The key outcomes of the Plan are as follows:

- **Financial sustainability (Section 5)** - Cash and investments is forecast to decline significantly over the four year period from \$9.80 million to \$4.90 million, as a result of severe restrictions being placed on Council's revenue raising capacity by State Government.
- **Rating levels (Section 9)** – Rate capping is expected to be implemented from the 2016/17 year. This significantly reduces Council's rate income. Council has assumed a rate capping of 2.5%
- **Service delivery strategy (section 10)** – Service levels have been maintained throughout the four year period. At this stage Council has made no decisions as to service levels in relation to rate capping.
- **Borrowing strategy (Section 10)** – Total borrowings are forecast to reduce from \$4.78 million to \$2.72 million over the four year period. No additional borrowings are anticipated over the period.
- **Infrastructure strategy (Section 10)** - Capital expenditure over the four year period will total \$56.84 million at an average of \$14.21 million.

### 8.3 Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives.

| Indicator                  | Measure                                                                                                    | Notes | Forecast<br>Actual<br>2014/15 | Budget<br>2015/16 | Strategic Resource Plan<br>Projections |         |         | Trend |
|----------------------------|------------------------------------------------------------------------------------------------------------|-------|-------------------------------|-------------------|----------------------------------------|---------|---------|-------|
|                            |                                                                                                            |       |                               |                   | 2016/17                                | 2017/18 | 2018/19 | +/-of |
| <b>Operating position</b>  |                                                                                                            |       |                               |                   |                                        |         |         |       |
| Adjusted underlying result | Adjusted underlying surplus (deficit) / Adjusted underlying revenue                                        | 1     | 6.8%                          | 10.9%             | 5.7%                                   | 3.8%    | 1.7%    | -     |
| <b>Liquidity</b>           |                                                                                                            |       |                               |                   |                                        |         |         |       |
| Working Capital            | Current assets / current liabilities                                                                       | 2     | 177.6%                        | 144.4%            | 152.4%                                 | 139.6%  | 102.0%  | -     |
| Unrestricted cash          | Unrestricted cash / current liabilities                                                                    | 3     | 77.2%                         | 43.4%             | 44.3%                                  | 32.7%   | 8.3%    | -     |
| <b>Obligations</b>         |                                                                                                            |       |                               |                   |                                        |         |         |       |
| Loans and borrowings       | Interest bearing loans and borrowings / rate revenue                                                       | 4     | 20.1%                         | 17.1%             | 14.4%                                  | 11.8%   | 9.0%    | +     |
| Loans and borrowings       | Interest and principal repayments on interest bearing loans and borrowings / rate revenue                  |       | 3.6%                          | 3.3%              | 3.2%                                   | 3.1%    | 3.0%    | o     |
| Indebtedness               | Non-current liabilities / own source revenue                                                               |       | 26.7%                         | 23.3%             | 21.0%                                  | 18.6%   | 13.7%   | +     |
| Asset renewal              | Asset renewal expenditure / depreciation                                                                   | 5     | 107.2%                        | 123.4%            | 107.0%                                 | 108.3%  | 109.5%  | o     |
| <b>Stability</b>           |                                                                                                            |       |                               |                   |                                        |         |         |       |
| Rates concentration        | Rate revenue / adjusted underlying revenue                                                                 | 6     | 54.9%                         | 57.2%             | 59.9%                                  | 60.1%   | 60.3%   | -     |
| Rates effort               | Rate revenue / CIV of rateable properties in the municipality                                              |       | 0.4%                          | 0.4%              | 0.4%                                   | 0.4%    | 0.4%    | o     |
| <b>Efficiency</b>          |                                                                                                            |       |                               |                   |                                        |         |         |       |
| Expenditure level          | Total expenditure / no. of property assessments                                                            |       | \$3,075                       | \$2,968           | \$3,037                                | \$3,140 | \$3,249 | +     |
| Revenue level              | Residential rate revenue / No. of residential property assessments                                         |       | \$1,157                       | \$1,206           | \$1,219                                | \$1,249 | \$1,269 | +     |
| Workforce turnover         | No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year |       | 13.5%                         | 12.7%             | 11.9%                                  | 12.3%   | 12.3%   | o     |

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator



## Notes to indicators

**1 Adjusted underlying result** – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. As significant deterioration on Council's underlying result is expected over the period as rate capping dramatically affects Council's revenue raising capacity. Council has insufficient capacity raise alternative revenue streams to offset the effect of rate capping.

**2 Working Capital** – The proportion of current liabilities represented by current assets. Working capital is forecast to increase somewhat in 2015/16 year and then fall significantly as the cumulative effect of rate capping has a negative effect upon Council's cash reserves.

**3 Unrestricted Cash** - Trend indicates Council's reducing cash balance as a result of rate capping is having a significant negative effect on the cash available to Council for discretionary spending

**4 Debt compared to rates** - Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.

**5 Asset renewal** - This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Despite the restrictions being placed on Council from rate capping, Council is maintaining a positive renewal level.

**5 Rates concentration** - Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will become more reliant on rate revenue compared to all other revenue sources.

## 8.4 Non-financial resources

In addition to the financial resources to be consumed over the planning period, Council will also consume non-financial resources, in particular human resources. A summary of Council's anticipated human resources requirements for the 2015/16 year is shown below and further detail is included in section 4.3.1 of this budget. A statement of Human Resources is included in Appendix A.

| Indicator               | Forecast | Budget  | Strategic Resource Plan |         |         |
|-------------------------|----------|---------|-------------------------|---------|---------|
|                         | Actual   |         | Projections             |         |         |
|                         | 2014/15  | 2015/16 | 2016/17                 | 2017/18 | 2018/19 |
| Employee costs (\$'000) |          |         |                         |         |         |
| - Operating             | 17,812   | 18,746  | 19,683                  | 20,667  | 21,701  |
| - Capital               | 0        | 0       | 0                       | 0       | 0       |
| Total                   | 17,812   | 18,746  | 19,683                  | 20,667  | 21,701  |
| Employee numbers (EFT)  | 213.1    | 221.1   | 221.1                   | 221.1   | 221.1   |

## 9. Rating information

This section contains information on Council's past and foreshadowed rating levels along with Council's rating structure and the impact of changes in property valuations. This section should be read in conjunction with Council's Rating Strategy which is available on Council's website.

### 9.1 Rating context

In developing the Strategic Resource Plan (referred to in Section 8.), rates and charges were identified as an important source of revenue, accounting for 57% of the total revenue received by Council annually. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the Victorian community.

However, it has also been necessary to balance the importance of rate revenue as a funding source with community sensitivity to increases, particularly recent changes in property valuations and subsequently rates for some properties in the municipality. To ensure that deliberations about future rate increases have been made on an informed basis, comparisons of historical rate increases were made between Council and other similar sized councils. The following table shows a comparison of the last five years and the average rates per capita for the 2014/15 year.

| Colac Otway                           |                |
|---------------------------------------|----------------|
| Year                                  | Shire Council  |
| 2010/11                               | 8.0%           |
| 2011/12                               | 5.7%           |
| 2012/13                               | 6.8%           |
| 2013/14                               | 6.3%           |
| 2014/15                               | 5.1%           |
| <b>Average increase</b>               | <b>6.4%</b>    |
| <b>Average per assessment 2014/15</b> | <b>\$1,447</b> |

Source: Council's strategic resource plan 2015/16 to 2018/19

### 9.2 Current year rate increase

It will be necessary to achieve future revenue growth where possible while containing costs in order to continue to achieve operating surpluses to 2018/19 as set out in the Strategic Resource Plan. This may prove to be problematic in future years in an environment of rate capping coupled with the freeze on Financial Assistance Grants.

In order to achieve these objectives while maintaining service levels and a strong capital expenditure program, the general rate will increase by a modest 4.9%, the municipal charge by 4.34%, and the kerbside collection charge by 4.95%. This will raise total rate and charges for 2015/16 of \$27.99 million, including \$0.10 million generated from supplementary rates.

The following table sets out future proposed increases in rates and charges and the total rates to be raised, based on the forecast financial position of Council as at 30 June 2015.

| Year    | General<br>Rate<br>Increase<br>% | Municipal<br>Charge<br>Increase<br>\$'000 | Garbage<br>Charge<br>Increase<br>\$'000 | Recycling<br>Charge<br>Increase<br>\$'000 | Total<br>Rates<br>Raised<br>\$'000 |
|---------|----------------------------------|-------------------------------------------|-----------------------------------------|-------------------------------------------|------------------------------------|
| 2014/15 | 5.00                             | 5.00                                      | 4.80                                    | 5.00                                      | 26,623                             |
| 2015/16 | 4.90                             | 4.34                                      | 4.95                                    | 4.95                                      | 27,987                             |
| 2016/17 | 2.50                             | 2.50                                      | 5.00                                    | 5.00                                      | 28,654                             |
| 2017/18 | 2.50                             | 2.50                                      | 3.50                                    | 3.50                                      | 29,370                             |
| 2018/19 | 2.50                             | 2.50                                      | 3.50                                    | 3.50                                      | 30,104                             |

### 9.3 Rating structure

Council has established a rating structure which is comprised of three key elements. These are:

- Property values, form the central basis of rating under the *Local Government Act 1989*
- A user pays component to reflect usage of certain services provided by Council
- A fixed municipal charge per property to cover some of other administrative costs of the Council.

Striking a proper balance between these elements provides equity in the distribution of the rate burden across residents.

Council makes a further distinction within the property value component of rates based on the purpose for which the property is used, that is, whether the property is used for residential or commercial purposes. This distinction is based on the concept that business should pay a fair and equitable contribution to rates taking into account the benefits those commercial properties derive from the local community.

Having reviewed the various valuation bases for determining the property value component of rates, Council has determined to apply a Capital Improved Value (CIV) basis on the grounds that it provides the most equitable distribution of rates across the municipality. There are currently no plans to change that basis, but Council does review its rating structure every four years.

The existing rating structure comprises six differential rates, as set out in the table below. These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the Act. Council also levies a municipal charge, a kerbside collection charge and a recycling charge as allowed under the Act.

The following table summarises the rates to be determined for the 2015/16 year. A more detailed analysis of the rates to be raised is contained in Appendix B "Statutory Disclosures".

| Rate type                                     | How applied  | Differential | 2014/15 | 2015/16 | Change |
|-----------------------------------------------|--------------|--------------|---------|---------|--------|
| Residential Colac                             | Cents/\$ CIV | 1.00         | 0.4317  | 0.45130 | 4.5%   |
| Residential Colac East, Colac West, Elliminyt | Cents/\$ CIV | 1.00*        | 0.3993  | 0.45130 | 13.0%  |
| Residential Other                             | Cents/\$ CIV | 0.85         | 0.3669  | 0.38360 | 4.5%   |
| Rural Farm                                    | Cents/\$ CIV | 0.79         | 0.341   | 0.35650 | 4.5%   |
| Holiday Rental                                | Cents/\$ CIV | 1.00         | 0.4317  | 0.45130 | 4.5%   |
| Commercial/Industrial Colac                   | Cents/\$ CIV | 1.65         | 0.7123  | 0.74460 | 4.5%   |
| Commercial/Industrial Other                   | Cents/\$ CIV | 1.40         | 0.6044  | 0.63180 | 4.5%   |
| Municipal charge                              | \$/ property |              | \$171   | \$178   | 4.1%   |
| Kerbside collection charge                    | \$/ property |              | \$272   | \$286   | 5.1%   |
| Recycling charge                              | \$/ property |              | \$180   | \$189   | 5.0%   |

Council has adopted a formal *Rating Strategy* that contains expanded information on Council's rating structure and the reasons behind its choices in applying the rating mechanisms it has used.

\* Prior to the 2013/14 year the Residential Colac East, Colac West, Elliminyt differential was set to 85% of the base residential rate. Council resolved to remove this differential and set this rate at 100% of the base residential rate. This was to be phased in over two years, with the Residential Colac East, Colac West, Elliminyt rate being set at 92.5% of the base residential rate for the 2014/15 year, before moving to 100% of the base residential rate for the 2015/16 year.

| Other Charges               | How applied | 2014/15 | 2015/16 | Change  |
|-----------------------------|-------------|---------|---------|---------|
| Air River Drainage Scheme   | per hectare | \$0.20  | \$0.00  | -100.0% |
| Tirrengower Drainage Scheme | per hectare | \$2.50  | \$2.50  | 0.0%    |

## 10. Summary of other strategies

This section sets out summaries of the strategies that have been developed and incorporated into the Strategic Resource Plan including borrowings, infrastructure and service delivery.

### 10.1 Borrowings

In developing the Strategic Resource Plan SRP (see Section 8), borrowings was identified as an important funding source for capital works programs. In the past, Council has borrowed strongly to finance large infrastructure projects and since then has been in a phase of debt reduction. This has resulted in a reduction in debt servicing costs, but has meant that cash and investment reserves have been used as an alternate funding source to maintain robust capital works programs.

The SRP attempts to balance required expenditure against Council's capacity to raise revenue whilst at least maintaining existing service levels into the future. Limitations on Council's future rate raising capacity imposed on it by State Government requires that Council reassess all potential funding sources, including borrowings. However it must be noted that revenue sources must be sufficient to allow for repayment of debt. Council is committed to maintaining a low level of debt and as such no additional borrowings are forecast over the life of the SRP.

For the 2015/16 year, Council has decided not take out any new borrowings to fund the capital works program and therefore, after making loan repayments of \$0.59 million, will reduce its total borrowings to \$4.77 million as at 30 June 2016. The following table sets out future proposed borrowings, based on the forecast financial position of Council as at 30 June 2015.

| Year    | New<br>Borrowings<br>\$'000 | Principal<br>Paid<br>\$'000 | Interest<br>Paid<br>\$'000 | Balance<br>30 June<br>\$'000 |
|---------|-----------------------------|-----------------------------|----------------------------|------------------------------|
| 2014/15 | 1,000                       | 553                         | 410                        | 5,364                        |
| 2015/16 | 0                           | 591                         | 346                        | 4,773                        |
| 2016/17 | 0                           | 636                         | 276                        | 4,137                        |
| 2017/18 | 0                           | 683                         | 225                        | 3,454                        |
| 2018/19 | 0                           | 732                         | 184                        | 2,722                        |

The table below shows information on borrowings specifically required by the Regulations.

|                                                       | 2014/15<br>\$ | 2015/16<br>\$ |
|-------------------------------------------------------|---------------|---------------|
| Total amount borrowed as at 30 June of the prior year | 4,917,000     | 5,364,000     |
| Total amount proposed to be borrowed                  | 1,000,000     | 0             |
| Total amount projected to be redeemed                 | (553,000)     | (591,000)     |
| Total amount of borrowings as at 30 June              | 5,364,000     | 4,773,000     |



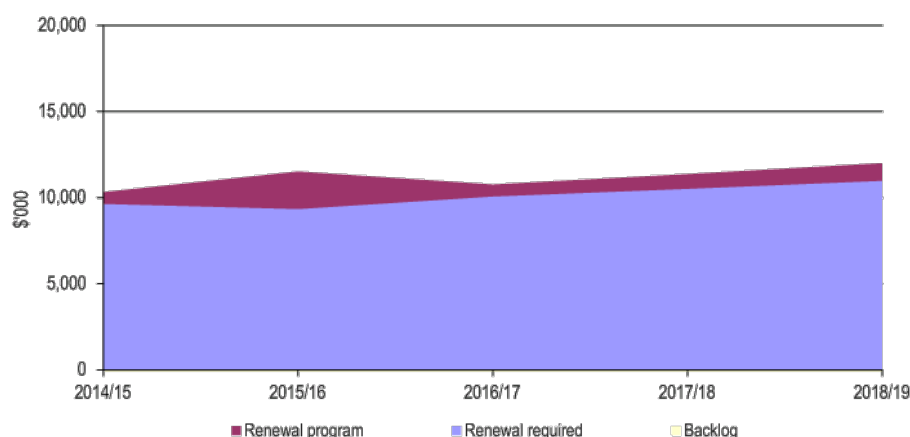
## 10.2 Infrastructure

The Council has developed an Infrastructure Strategy based on the knowledge provided by various Asset Management Plans, which sets out the capital expenditure requirements of Council for the next 10 years by class of asset, and is a key input to the SRP. It predicts infrastructure consumption, renewal needs and considers infrastructure needs to meet future community service expectations. The Strategy has been developed through a rigorous process of consultation and evaluation. The key aspects of the process are as follows:

- Long term capital planning process which integrates with the Council Plan, Strategic Resource Plan and Annual Budget processes
- Identification of capital projects through the preparation of asset management plans
- Prioritisation of capital projects within classes on the basis of evaluation criteria
- Methodology for allocating annual funding to classes of capital projects
- Business Case template for officers to document capital project submissions.

A key objective of the Infrastructure Strategy is to maintain or renew Council's existing assets at desired condition levels. If sufficient funds are not allocated to asset renewal then Council's investment in those assets will reduce, along with the capacity to deliver services to the community.

The graph below sets out the required and actual asset renewal over the life of the current SRP and the renewal backlog.



At present, Council is able to fully fund asset renewal requirements identified in the Infrastructure Strategy (as measured by renewal against depreciation). The Infrastructure Strategy is endeavouring to provide a sufficient level of annual funding to meet ongoing asset renewal needs, the above graph indicates that in each year of the SRP the required asset renewal is being addressed and Council is fully funding its asset requirements in those years and not creating a backlog. However, Council needs to be mindful of the longer term effects of rate capping and reduced income will have on its capacity to continue to fund capital works programs.

In updating the Infrastructure Strategy for the 2015/16 year, the following influences have had a significant impact:

- Reduction in the amount of cash and investment reserves available to fund future capital expenditure programs
- Availability of significant Federal funding for upgrade of roads
- The enactment of the *Road Management Act 2004* removing the defence of non-feasance on major assets such as roads
- Building and OHS regulations compliance applying to all Council properties

The following table summarises Council's forward outlook on capital expenditure including funding sources for the next four years.

| Year    | Summary of funding sources |        |               |              |            |
|---------|----------------------------|--------|---------------|--------------|------------|
|         | Total Capital Program      | Grants | Contributions | Council Cash | Borrowings |
|         | \$'000                     | \$'000 | \$'000        | \$'000       | \$'000     |
| 2014/15 | 19,868                     | 5,951  | 620           | 12,010       | 1287       |
| 2015/16 | 17,337                     | 5,893  | 10            | 11,305       | 129        |
| 2016/17 | 12,562                     | 3,546  | 0             | 9,016        | 0          |
| 2017/18 | 13,230                     | 3,579  | 0             | 9,651        | 0          |
| 2018/19 | 13,971                     | 3,612  | 0             | 10,359       | 0          |

In addition to using cash generated from its annual operations, borrowings and external contributions such as government grants, Council has significant cash or investment reserves that are also used to fund a variety of capital projects. These reserves are either 'statutory' or 'discretionary' cash reserves. Statutory reserves relate to cash and investments held by Council that must be expended on a specific purpose as directed by legislation or a funding body, and include contributions to car parking, drainage and public resort and recreation. Discretionary cash reserves relate to those cash and investment balances that have been set aside by Council and can be used at Council's discretion, even though they may be earmarked for a specific purpose.

### 10.3 Service delivery

The key objectives in Council's Strategic Resource Plan (referred to in Section 8.) which directly impact the future service delivery strategy are to maintain existing service levels and to achieve a breakeven operating result within five to six years. The Rating Information (see Section 9.) also refers to modest rate increases into the future approximating CPI plus 1%. With these key objectives as a basis, a number of internal and external influences have been identified through discussions with management which will have a significant impact on the scope and level of services to be provided over the next four years.

The general influences affecting all operating revenue and expenditure include the following:

|                                | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|--------------------------------|---------|---------|---------|---------|
|                                | %       | %       | %       | %       |
| Consumer Price Index           | 2.5     | 2.5     | 2.5     | 2.5     |
| Average Weekly Earnings        | 4.5     | 4.5     | 4.5     | 4.5     |
| Engineering Construction Index | 3.2     | 3.2     | 3.2     | 3.2     |
| Non-residential Building Index | 3.5     | 3.5     | 3.5     | 3.5     |
| Rate increases                 | 4.90    | 2.5     | 2.5     | 2.5     |
| Property growth                | 0.5     | 0.5     | 0.5     | 0.5     |
| Wages growth                   | 5.0     | 5.0     | 4.5     | 4.5     |
| Government funding             | 2.0     | 2.0     | 2.0     | 2.0     |
| Statutory fees                 | 2.0     | 2.0     | 2.0     | 2.0     |
| Investment return              | 3.0     | 3.0     | 3.5     | 3.5     |

As well as the general influences, there are also a number specific influences which relate directly to service areas or activities. The most significant changes in these areas are summarised below.

#### Transfer Station and Landfills

Waste tipping fees for inert waste are expected to rise further as the State Government has increased the levy payable upon disposal of waste at landfill. Following increases of \$44 per tonne since 2009/10, the fee will rise a further 10% per tonne in 2015/16.

#### Aged & Disability Services

An amount of uncertainty exists around final arrangements for the introduction of the National Disability Insurance Scheme. Council has been one of the pilot sites for the trial of the NDIS and has had significant input into the funding arrangements.

#### Valuation Services

The Council is required to revalue all properties within the municipality every two years. The last general revaluation was carried out as at 1 January 2014 effective for the 2014/15 year and the next revaluation will be undertaken as at 1 January 2016. Council has recently appointed a new valuation contractor to undertake the 2016/17 valuation.

The service delivery outcomes measured in financial terms are shown in the following table.

| Year    | Surplus<br>(Deficit)<br>for the year<br>\$'000 | Adjusted<br>Underlying<br>Surplus<br>(Deficit)<br>\$'000 | Net<br>Service<br>(Cost)<br>\$'000 |
|---------|------------------------------------------------|----------------------------------------------------------|------------------------------------|
| 2014/15 | 3,477                                          | (3,733)                                                  | (40,711)                           |
| 2015/16 | 4,829                                          | (1,213)                                                  | (42,104)                           |
| 2016/17 | 2,677                                          | (1,019)                                                  | (43,788)                           |
| 2017/18 | 1,851                                          | (1,880)                                                  | (45,540)                           |
| 2018/19 | 954                                            | (2,812)                                                  | (47,361)                           |

Service levels have been maintained throughout the four year period with operating surpluses forecast in all years of the SRP. Excluding the effects of items such as capital contributions, the adjusted underlying result is a reducing deficit over the four year period.



## Appendices

The following appendices include voluntary and statutory disclosures of information which provide support for the analysis contained in sections 1 to 10 of this report.

This information has not been included in the main body of the budget report in the interests of clarity and conciseness. Council has decided that whilst the budget report needs to focus on the important elements of the budget and provide appropriate analysis, the detail upon which the annual budget is based should be provided in the interests of open and transparent local government.

The contents of the appendices are summarised below:

| Appendix | Nature of information     | Page |
|----------|---------------------------|------|
| A        | Financial statements      | 59   |
| B        | Rates and charges         | 66   |
| C        | Capital works program     | 71   |
| D        | Fees and charges schedule | 81   |

## **Appendix A Financial Statements**

This appendix presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the years 2015/16 to 2018/19 has been extracted from the Strategic Resource Plan.

The appendix includes the following budgeted information:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

**Comprehensive Income Statement**  
For the four years ending 30 June 2019

|                                                                                         | Forecast<br>Actual<br>2014/15<br>\$'000 | Budget<br>2015/16<br>\$'000 | Strategic Resource Plan<br>Projections |                   |                   |
|-----------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|----------------------------------------|-------------------|-------------------|
|                                                                                         |                                         |                             | 2016/17<br>\$'000                      | 2017/18<br>\$'000 | 2018/19<br>\$'000 |
| <b>Income</b>                                                                           |                                         |                             |                                        |                   |                   |
| Rates and charges                                                                       | 28,623                                  | 27,987                      | 28,654                                 | 29,370            | 30,104            |
| Statutory fees and fines                                                                | 449                                     | 534                         | 565                                    | 582               | 600               |
| User fees                                                                               | 3,792                                   | 4,628                       | 4,790                                  | 4,958             | 5,131             |
| Grants - Operating                                                                      | 10,189                                  | 9,203                       | 9,742                                  | 9,836             | 9,933             |
| Grants - Capital                                                                        | 6,590                                   | 5,893                       | 3,546                                  | 3,579             | 3,612             |
| Contributions - monetary                                                                | 620                                     | 149                         | 150                                    | 152               | 154               |
| Net gain/(loss) on disposal of property,<br>infrastructure, plant and equipment         | 81                                      | 83                          | 0                                      | 0                 | 0                 |
| Other income                                                                            | 742                                     | 643                         | 547                                    | 553               | 558               |
| <b>Total income</b>                                                                     | <b>49,086</b>                           | <b>49,120</b>               | <b>47,994</b>                          | <b>49,030</b>     | <b>50,092</b>     |
| <b>Expenses</b>                                                                         |                                         |                             |                                        |                   |                   |
| Employee costs                                                                          | 16,980                                  | 18,168                      | 19,076                                 | 20,030            | 21,032            |
| Materials and services                                                                  | 15,836                                  | 14,274                      | 14,695                                 | 15,172            | 15,665            |
| Bad and doubtful debts                                                                  | 2                                       | 2                           | 2                                      | 2                 | 2                 |
| Depreciation and amortisation                                                           | 9,635                                   | 9,338                       | 10,067                                 | 10,508            | 10,974            |
| Borrowing costs                                                                         | 410                                     | 346                         | 276                                    | 225               | 184               |
| Other expenses                                                                          | 2,746                                   | 2,163                       | 1,201                                  | 1,242             | 1,281             |
| <b>Total expenses</b>                                                                   | <b>45,609</b>                           | <b>44,291</b>               | <b>45,317</b>                          | <b>47,179</b>     | <b>49,138</b>     |
| <b>Surplus/(deficit) for the year</b>                                                   | <b>3,477</b>                            | <b>4,829</b>                | <b>2,677</b>                           | <b>1,851</b>      | <b>954</b>        |
| <b>Other comprehensive income</b>                                                       |                                         |                             |                                        |                   |                   |
| <b>Items that will not be reclassified to<br/>surplus or deficit in future periods:</b> |                                         |                             |                                        |                   |                   |
| Net asset revaluation increment /(decrement)                                            | -                                       | -                           | -                                      | -                 | 15,762            |
| <b>Total comprehensive result</b>                                                       | <b>3,477</b>                            | <b>4,829</b>                | <b>2,677</b>                           | <b>1,851</b>      | <b>16,716</b>     |

## Balance Sheet

For the four years ending 30 June 2019

|                                              | Forecast<br>Actual<br>2014/15<br>\$'000 | Budget<br>2015/16<br>\$'000 | Strategic Resource Plan<br>Projections |                   |                   |
|----------------------------------------------|-----------------------------------------|-----------------------------|----------------------------------------|-------------------|-------------------|
|                                              |                                         |                             | 2016/17<br>\$'000                      | 2017/18<br>\$'000 | 2018/19<br>\$'000 |
| <b>Assets</b>                                |                                         |                             |                                        |                   |                   |
| <b>Current assets</b>                        |                                         |                             |                                        |                   |                   |
| Cash and cash equivalents                    | 10,314                                  | 7,843                       | 7,910                                  | 7,137             | 5,419             |
| Trade and other receivables                  | 2,411                                   | 2,419                       | 2,943                                  | 3,059             | 3,143             |
| Inventories                                  | 182                                     | 182                         | 182                                    | 182               | 182               |
| <b>Total current assets</b>                  | <b>12,907</b>                           | <b>10,444</b>               | <b>11,035</b>                          | <b>10,378</b>     | <b>8,744</b>      |
| <b>Non-current assets</b>                    |                                         |                             |                                        |                   |                   |
| Investments in associates and joint ventures | 398                                     | 398                         | 398                                    | 398               | 398               |
| Property, infrastructure, plant & equipment  | 283,049                                 | 289,743                     | 291,448                                | 293,502           | 311,361           |
| Intangible assets                            | 218                                     | 218                         | -                                      | -                 | -                 |
| <b>Total non-current assets</b>              | <b>283,665</b>                          | <b>290,359</b>              | <b>291,846</b>                         | <b>293,900</b>    | <b>311,759</b>    |
| <b>Total assets</b>                          | <b>296,572</b>                          | <b>300,803</b>              | <b>302,881</b>                         | <b>304,278</b>    | <b>320,503</b>    |
| <b>Liabilities</b>                           |                                         |                             |                                        |                   |                   |
| <b>Current liabilities</b>                   |                                         |                             |                                        |                   |                   |
| Trade and other payables                     | 1,666                                   | 1,491                       | 1,353                                  | 1,402             | 1,461             |
| Trust funds and deposits                     | 248                                     | 248                         | 248                                    | 248               | 248               |
| Provisions                                   | 4,763                                   | 4,858                       | 4,955                                  | 5,054             | 5,156             |
| Interest-bearing loans and borrowings        | 591                                     | 636                         | 683                                    | 732               | 1,711             |
| <b>Total current liabilities</b>             | <b>7,268</b>                            | <b>7,233</b>                | <b>7,239</b>                           | <b>7,436</b>      | <b>8,576</b>      |
| <b>Non-current liabilities</b>               |                                         |                             |                                        |                   |                   |
| Provisions                                   | 3,654                                   | 3,727                       | 3,805                                  | 3,886             | 3,966             |
| Interest-bearing loans and borrowings        | 4,773                                   | 4,137                       | 3,454                                  | 2,722             | 1,011             |
| <b>Total non-current liabilities</b>         | <b>8,427</b>                            | <b>7,864</b>                | <b>7,259</b>                           | <b>6,608</b>      | <b>4,977</b>      |
| <b>Total liabilities</b>                     | <b>15,695</b>                           | <b>15,097</b>               | <b>14,498</b>                          | <b>14,044</b>     | <b>13,553</b>     |
| <b>Net assets</b>                            | <b>280,877</b>                          | <b>285,706</b>              | <b>288,383</b>                         | <b>290,234</b>    | <b>306,950</b>    |
| <b>Equity</b>                                |                                         |                             |                                        |                   |                   |
| Accumulated surplus                          | 121,833                                 | 130,582                     | 133,059                                | 134,710           | 135,464           |
| Reserves                                     | 159,044                                 | 155,124                     | 155,324                                | 155,524           | 171,486           |
| <b>Total equity</b>                          | <b>280,877</b>                          | <b>285,706</b>              | <b>288,383</b>                         | <b>290,234</b>    | <b>306,950</b>    |

**Statement of Changes in Equity**  
For the four years ending 30 June

|                                             | Total<br>\$'000 | Accumulated<br>Surplus<br>\$'000 | Revaluation<br>Reserve<br>\$'000 | Other<br>Reserves<br>\$'000 |
|---------------------------------------------|-----------------|----------------------------------|----------------------------------|-----------------------------|
| <b>2015/16</b>                              |                 |                                  |                                  |                             |
| Balance at beginning of the financial year  | 280,877         | 121,833                          | 150,421                          | 8,623                       |
| Surplus/(deficit) for the year              | 4,829           | 4,829                            | -                                | -                           |
| Transfer to other reserves                  | -               | (7,602)                          | -                                | 7,602                       |
| Transfer from other reserves                | -               | 11,523                           | -                                | (11,523)                    |
| <b>Balance at end of the financial year</b> | <b>285,706</b>  | <b>130,583</b>                   | <b>150,421</b>                   | <b>4,702</b>                |
| <b>2016/17</b>                              |                 |                                  |                                  |                             |
| Balance at beginning of the financial year  | 285,706         | 130,583                          | 150,421                          | 4,702                       |
| Surplus/(deficit) for the year              | 2,677           | 2,677                            | -                                | -                           |
| Transfer to other reserves                  | -               | (200)                            | -                                | 200                         |
| <b>Balance at end of the financial year</b> | <b>288,383</b>  | <b>133,060</b>                   | <b>150,421</b>                   | <b>4,902</b>                |
| <b>2017/18</b>                              |                 |                                  |                                  |                             |
| Balance at beginning of the financial year  | 288,383         | 133,060                          | 150,421                          | 4,902                       |
| Surplus/(deficit) for the year              | 1,851           | 1,851                            | -                                | -                           |
| Transfer to other reserves                  | -               | (200)                            | -                                | 200                         |
| <b>Balance at end of the financial year</b> | <b>290,234</b>  | <b>134,711</b>                   | <b>150,421</b>                   | <b>5,102</b>                |
| <b>2018/19</b>                              |                 |                                  |                                  |                             |
| Balance at beginning of the financial year  | 290,234         | 134,711                          | 150,421                          | 5,102                       |
| Surplus/(deficit) for the year              | 954             | 954                              | -                                | -                           |
| Net asset revaluation increment/(decrement) | 15,762          | -                                | 15,762                           | -                           |
| Transfer to other reserves                  | -               | (200)                            | -                                | 200                         |
| <b>Balance at end of the financial year</b> | <b>306,950</b>  | <b>135,465</b>                   | <b>166,183</b>                   | <b>5,302</b>                |

# Statement of Cash Flows

For the four years ending 30 June 2019

|                                                                     | Forecast<br>Actual<br>2014/15<br>\$'000<br>Inflows<br>(Outflows) | Budget<br>2015/16<br>\$'000<br>Inflows<br>(Outflows) | Strategic Resource Plan<br>Projections     |                                            |                                            |
|---------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
|                                                                     |                                                                  |                                                      | 2016/17<br>\$'000<br>Inflows<br>(Outflows) | 2017/18<br>\$'000<br>Inflows<br>(Outflows) | 2018/19<br>\$'000<br>Inflows<br>(Outflows) |
| <b>Cash flows from operating activities</b>                         |                                                                  |                                                      |                                            |                                            |                                            |
| Rates and charges                                                   | 26,623                                                           | 27,888                                               | 28,654                                     | 29,370                                     | 30,104                                     |
| Statutory fees and fines                                            | 494                                                              | 604                                                  | 622                                        | 640                                        | 660                                        |
| User fees                                                           | 4,036                                                            | 5,156                                                | 4,693                                      | 5,326                                      | 5,552                                      |
| Grants - operating                                                  | 10,917                                                           | 9,203                                                | 9,742                                      | 9,836                                      | 9,933                                      |
| Grants - capital                                                    | 6,163                                                            | 5,893                                                | 3,546                                      | 3,579                                      | 3,612                                      |
| Contributions - monetary                                            | 682                                                              | 164                                                  | 165                                        | 167                                        | 169                                        |
| Interest received                                                   | 503                                                              | 428                                                  | 350                                        | 350                                        | 350                                        |
| Other receipts                                                      | 1,935                                                            | 1,307                                                | 1,889                                      | 1,895                                      | 1,902                                      |
| Net GST refund / payment                                            | 0                                                                | 0                                                    | 0                                          | 0                                          | 0                                          |
| Employee costs                                                      | (16,816)                                                         | (17,999)                                             | (18,901)                                   | (19,850)                                   | (20,849)                                   |
| Materials and services                                              | (17,436)                                                         | (17,229)                                             | (16,707)                                   | (17,096)                                   | (17,643)                                   |
| <b>Net cash provided by/(used in) operating activities</b>          | <b>17,101</b>                                                    | <b>15,415</b>                                        | <b>14,053</b>                              | <b>14,217</b>                              | <b>13,790</b>                              |
| <b>Cash flows from investing activities</b>                         |                                                                  |                                                      |                                            |                                            |                                            |
| Payments for property, infrastructure, plant and equipment          | (20,014)                                                         | (17,376)                                             | (13,074)                                   | (14,082)                                   | (14,592)                                   |
| Proceeds from sale of property, infrastructure, plant and equipment | 375                                                              | 427                                                  | -                                          | -                                          | -                                          |
| <b>Net cash provided by/ (used in) investing activities</b>         | <b>(19,639)</b>                                                  | <b>(16,949)</b>                                      | <b>(13,074)</b>                            | <b>(14,082)</b>                            | <b>(14,592)</b>                            |
| <b>Cash flows from financing activities</b>                         |                                                                  |                                                      |                                            |                                            |                                            |
| Finance costs                                                       | (410)                                                            | (346)                                                | (276)                                      | (225)                                      | (184)                                      |
| Proceeds from borrowings                                            | 1,000                                                            | -                                                    | -                                          | -                                          | -                                          |
| Repayment of borrowings                                             | (553)                                                            | (591)                                                | (636)                                      | (683)                                      | (732)                                      |
| <b>Net cash provided by/(used in) financing activities</b>          | <b>37</b>                                                        | <b>(937)</b>                                         | <b>(912)</b>                               | <b>(908)</b>                               | <b>(916)</b>                               |
| <b>Net increase/(decrease) in cash &amp; cash equivalents</b>       | <b>(2,501)</b>                                                   | <b>(2,471)</b>                                       | <b>67</b>                                  | <b>(773)</b>                               | <b>(1,718)</b>                             |
| Cash and cash equivalents at the beginning of the financial year    | 12,815                                                           | 10,314                                               | 7,843                                      | 7,910                                      | 7,137                                      |
| <b>Cash and cash equivalents at the end of the financial year</b>   | <b>10,314</b>                                                    | <b>7,843</b>                                         | <b>7,910</b>                               | <b>7,137</b>                               | <b>5,419</b>                               |

### Statement of Capital Works

For the four years ending 30 June 2019

|                                                | Forecast<br>Actual<br>2014/15<br>\$'000 | Budget<br>2015/16<br>\$'000 | Strategic Resource Plan<br>Projections |                   |                   |
|------------------------------------------------|-----------------------------------------|-----------------------------|----------------------------------------|-------------------|-------------------|
|                                                |                                         |                             | 2016/17<br>\$'000                      | 2017/18<br>\$'000 | 2018/19<br>\$'000 |
| <b>Property</b>                                |                                         |                             |                                        |                   |                   |
| Land improvements                              | 16                                      | -                           | -                                      | -                 | -                 |
| <b>Total land</b>                              | <b>16</b>                               | <b>0</b>                    | <b>0</b>                               | <b>0</b>          | <b>0</b>          |
| Buildings                                      | 8,502                                   | 3,128                       | 1,884                                  | 1,985             | 2,096             |
| <b>Total buildings</b>                         | <b>8,502</b>                            | <b>3,128</b>                | <b>1,884</b>                           | <b>1,985</b>      | <b>2,096</b>      |
| <b>Total property</b>                          | <b>8,518</b>                            | <b>3,128</b>                | <b>1,884</b>                           | <b>1,985</b>      | <b>2,096</b>      |
| <b>Plant and equipment</b>                     |                                         |                             |                                        |                   |                   |
| Plant, machinery and equipment                 | 1,798                                   | 1,917                       | 1,131                                  | 1,191             | 1,258             |
| Fixtures, fittings and furniture               | 60                                      | 30                          | 40                                     | 50                | 60                |
| Computers and telecommunications               | 281                                     | 278                         | 714                                    | 744               | 780               |
| <b>Total plant and equipment</b>               | <b>2,139</b>                            | <b>2,225</b>                | <b>1,885</b>                           | <b>1,985</b>      | <b>2,098</b>      |
| <b>Infrastructure</b>                          |                                         |                             |                                        |                   |                   |
| Roads                                          | 5,787                                   | 5,600                       | 7,410                                  | 7,805             | 8,242             |
| Bridges                                        | 991                                     | 672                         | 126                                    | 132               | 139               |
| Footpaths and cycleways                        | 1068                                    | 654                         | 251                                    | 265               | 280               |
| Drainage                                       | 162                                     | 150                         | 126                                    | 132               | 139               |
| Recreational, leisure and community facilities | 196                                     | 2860                        | 300                                    | 310               | 320               |
| Parks, open space and streetscapes             | 142                                     | 1,478                       | 454                                    | 464               | 518               |
| Aerodromes                                     | 91                                      | -                           | -                                      | -                 | -                 |
| Other infrastructure                           | 774                                     | 570                         | 126                                    | 132               | 139               |
| <b>Total infrastructure</b>                    | <b>9,211</b>                            | <b>11,984</b>               | <b>8,793</b>                           | <b>9,260</b>      | <b>9,777</b>      |
| <b>Total capital works expenditure</b>         | <b>19,868</b>                           | <b>17,337</b>               | <b>12,562</b>                          | <b>13,230</b>     | <b>13,971</b>     |
| <b>Represented by:</b>                         |                                         |                             |                                        |                   |                   |
| New asset expenditure                          | 1,774                                   | 1,029                       | -                                      | -                 | -                 |
| Asset renewal expenditure                      | 10,327                                  | 11,523                      | 10,769                                 | 11,375            | 12,012            |
| Asset upgrade expenditure                      | 7,767                                   | 4,785                       | 1,793                                  | 1,855             | 1,959             |
| <b>Total capital works expenditure</b>         | <b>19,868</b>                           | <b>17,337</b>               | <b>12,562</b>                          | <b>13,230</b>     | <b>13,971</b>     |

**Statement of Human Resources**  
For the four years ending 30 June 2019

|                                | Forecast<br>Actual<br>2014/15<br>\$'000 | Budget<br>2015/16<br>\$'000 | Strategic Resource Plan<br>Projections |                   |                   |
|--------------------------------|-----------------------------------------|-----------------------------|----------------------------------------|-------------------|-------------------|
|                                |                                         |                             | 2016/17<br>\$'000                      | 2017/18<br>\$'000 | 2018/19<br>\$'000 |
| <b>Staff expenditure</b>       |                                         |                             |                                        |                   |                   |
| Employee costs - operating     | 16,980                                  | <b>18,168</b>               | 19,076                                 | 20,030            | 21,032            |
| Employee costs - capital       | 832                                     | <b>578</b>                  | 607                                    | 637               | 669               |
| <b>Total staff expenditure</b> | <b>17,812</b>                           | <b>18,746</b>               | <b>19,683</b>                          | <b>20,667</b>     | <b>21,701</b>     |
|                                | FTE                                     | FTE                         | FTE                                    | FTE               | FTE               |
| <b>Staff numbers</b>           |                                         |                             |                                        |                   |                   |
| Employees                      | 213.1                                   | <b>221.1</b>                | 221.1                                  | 221.1             | 221.1             |
| <b>Total staff numbers</b>     | <b>213.1</b>                            | <b>221.1</b>                | <b>221.1</b>                           | <b>221.1</b>      | <b>221.1</b>      |

**Note**

The large variance between 2015/16 budget and 2014/15 forecast reflects the return to full operation of the Blue Water Fitness Centre which is anticipated to occur during 2015/16



## **Appendix B**

### **Rates and charges**

This appendix presents information which the Act and the Regulations require to be disclosed in the Council's annual budget.

## Rates and charges

### 1. Rates and charges

1.1 The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

| Type or class of land                         | 2014/15<br>cents/\$CIV | 2015/16<br>cents/\$CIV | Change |
|-----------------------------------------------|------------------------|------------------------|--------|
| Residential Colac                             | 0.4317                 | 0.4513                 | 4.54%  |
| Residential Colac East, Colac West, Elliminyt | 0.3993                 | 0.4513                 | 13.02% |
| Residential Other                             | 0.3669                 | 0.3836                 | 4.55%  |
| Rural Farm                                    | 0.3410                 | 0.3565                 | 4.55%  |
| Holiday Rental                                | 0.4317                 | 0.4513                 | 4.54%  |
| Commercial/Industrial Colac                   | 0.7123                 | 0.7446                 | 4.53%  |
| Commercial/Industrial Other                   | 0.6044                 | 0.6318                 | 4.53%  |

1.2 The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

| Type or class of land                             | 2014/15<br>\$     | 2015/16<br>\$     | Change       |
|---------------------------------------------------|-------------------|-------------------|--------------|
| Residential Colac                                 | 4,984,659         | 5,806,762         | 16.5%        |
| Residential Colac East, Colac West, Elliminyt     | 516,407           | 0                 | -100.0%      |
| Residential Other                                 | 6,861,170         | 7,179,292         | 4.64%        |
| Rural Farm                                        | 5,346,134         | 5,591,981         | 4.60%        |
| Holiday Rental                                    | 926,306           | 966,862           | 4.38%        |
| Commercial/Industrial Colac                       | 1,957,885         | 2,049,329         | 4.67%        |
| Commercial/Industrial Other                       | 1,002,625         | 1,070,810         | 6.80%        |
| <b>Total amount to be raised by general rates</b> | <b>21,595,186</b> | <b>22,665,036</b> | <b>4.95%</b> |

1.3 The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

| Type or class of land                         | 2014/15<br>\$ | 2015/16<br>\$ | Change      |
|-----------------------------------------------|---------------|---------------|-------------|
| Residential Colac                             | 5,101         | 5,520         | 8.2%        |
| Residential Colac East, Colac West, Elliminyt | 374           | 0             | -100.0%     |
| Residential Other                             | 5,210         | 5,245         | 0.7%        |
| Rural Farm                                    | 2,772         | 2,782         | 0.4%        |
| Holiday Rental                                | 411           | 415           | 1.0%        |
| Commercial/Industrial Colac                   | 621           | 623           | 0.3%        |
| Commercial/Industrial Other                   | 343           | 338           | -1.5%       |
| <b>Total number of assessments</b>            | <b>14,832</b> | <b>14,923</b> | <b>0.6%</b> |

1.4 The basis of valuation to be used is the Capital Improved Value (CIV)

**1.5 The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year**

| Type or class of land                         | 2014/15<br>\$        | 2015/16<br>\$        | Change      |
|-----------------------------------------------|----------------------|----------------------|-------------|
| Residential Colac                             | 1,135,286,000        | 1,286,703,000        | 13.3%       |
| Residential Colac East, Colac West, Elliminyt | 133,152,000          | 0                    | -100.0%     |
| Residential Other                             | 1,853,930,000        | 1,871,574,000        | 1.0%        |
| Rural Farm                                    | 1,567,566,000        | 1,568,494,000        | 0.1%        |
| Holiday Rental                                | 207,539,000          | 214,244,000          | 3.2%        |
| Commercial/Industrial Colac                   | 264,449,000          | 275,215,000          | 4.1%        |
| Commercial/Industrial Other                   | 175,363,000          | 169,484,000          | -3.4%       |
| <b>Total value of land</b>                    | <b>5,337,285,000</b> | <b>5,385,714,000</b> | <b>0.9%</b> |

**1.6 The municipal charge under section 159 of the Act compared with the previous financial year**

| Type of Charge | Per Rateable<br>Property<br>2014/15<br>\$ | Per Rateable<br>Property<br>2015/16<br>\$ | Change |
|----------------|-------------------------------------------|-------------------------------------------|--------|
| Municipal      | 171                                       | 178                                       | 4.1%   |

**1.7 The estimated total amount to be raised by municipal charges compared with the previous financial year**

| Type of Charge | 2014/15<br>\$ | 2015/16<br>\$ | Change |
|----------------|---------------|---------------|--------|
| Municipal      | 2,401,233     | 2,505,528     | 4.3%   |

**1.8 The rate or unit amount to be levied for each type of service rate or charge under section 162 of the Act compared with the previous financial year**

| Type of Charge               | Per Rateable<br>Property<br>2014/15<br>\$ | Per Rateable<br>Property<br>2015/16<br>\$ | Change      |
|------------------------------|-------------------------------------------|-------------------------------------------|-------------|
| Weekly Waste Collection      | 272                                       | 285                                       | 4.8%        |
| Fortnightly Waste Collection | 180                                       | 189                                       | 5.0%        |
| <b>Total</b>                 | <b>452</b>                                | <b>474</b>                                | <b>4.9%</b> |

**1.9 The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year**

| Type of Charge               | 2014/15<br>\$    | 2015/16<br>\$    | Change      |
|------------------------------|------------------|------------------|-------------|
| Weekly Waste Collection      | 2,599,502        | 2,728,020        | 4.9%        |
| Fortnightly Waste Collection | 26,820           | 28,350           | 5.7%        |
| <b>Total</b>                 | <b>2,626,322</b> | <b>2,756,370</b> | <b>5.0%</b> |

**1.10 The estimated total amount to be raised by all rates and charges compared with the previous financial year**

| Type of Charge           | 2014/15<br>\$     | 2015/16<br>\$     | Change       |
|--------------------------|-------------------|-------------------|--------------|
| General rates            | 21,595,186        | 22,665,036        | 4.95%        |
| Municipal charge         | 2,401,233         | 2,505,528         | 4.34%        |
| Waste Collection charge  | 2,626,322         | 2,756,370         | 4.95%        |
| <b>Rates and charges</b> | <b>26,622,741</b> | <b>27,926,934</b> | <b>4.90%</b> |

**1.11 Proposed Total Increases by Rate Differential**

The following table shows the actual effect of the proposed rate and charges increase by differential. The table shows the actual change for all rates and charges levied against a property valued at \$300,000 in each differential code which attracts both the Municipal Charge and Weekly Waste Management Charge.

| Rate Differential                             | Total Rates &<br>Charges<br>2014/15 | Total Rates &<br>Charges<br>2015/16 | % Change |
|-----------------------------------------------|-------------------------------------|-------------------------------------|----------|
| Colac Residential                             | 1,738                               | 1,817                               | 4.53%    |
| Colac East, Colac West, Elliminyt Residential | 1,641                               | 1,817                               | 10.73%   |
| Balance of Shire Residential                  | 1,544                               | 1,614                               | 4.54%    |
| Rural Farm                                    | 1,466                               | 1,533                               | 4.54%    |
| Holiday Rental                                | 1,738                               | 1,817                               | 4.53%    |
| Colac Commercial/Industrial                   | 2,580                               | 2,697                               | 4.53%    |
| Balance of Shire Commercial/Industrial        | 2,256                               | 2,358                               | 4.53%    |

**1.12 Other Charges**

| Rate Differential           | Per Hectare<br>2014/15 | Per Hectare<br>2015/16 | % Change |
|-----------------------------|------------------------|------------------------|----------|
| Aire River Drainage Scheme  | 0.20                   | 0.00                   | -100.00% |
| Tirrengower Drainage Scheme | 2.50                   | 2.50                   | 0.00%    |

**1.12 Any significant changes that may affect the estimated amounts to be raised by rates and charges**

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2015/16: estimated \$100,000, 2014/15: \$100,000)
- The variation of returned levels of value (e.g. valuation appeals);
- Changes of use of land such that rateable land becomes non-rateable land and vice versa; and
- Changes of use of land such that residential land becomes business land and vice versa.

## **2. Differential rates**

In accordance with the "Ministerial Guidelines for Differential Rating" issued by the Minister for Local Government Council has given consideration to the purpose and objectives in applying differential rating for the Colac Otway Shire.

The guidelines seek to ensure that when utilising a differential rating regime that Council considers:

- That rates are a tax and good practice taxation principles should be applied in determining the application of differential rates.
- That the differential rating categories have regard to the strategic objectives set out in the Council Plan.
- How the use of differential rating contributes to the equitable and efficient carrying out of its functions compared to the use of a uniform rate.

### **2.1 Rates to be levied**

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 0.004513 cents in the dollar of CIV for all rateable residential properties in Colac and all rateable residential properties in Colac East, Colac West and Elliminyt.
- A general rate of 0.003836 cents in the dollar of CIV for any residential land which is not located in Colac, Colac East, Colac West or Elliminyt (balance of Shire).
- A general rate of 0.003565 cents in the dollar of CIV for all rateable farm land.
- A general rate of 0.004513 cents in the dollar of CIV for all rateable holiday rental properties.
- A general rate of 0.007446 cents in the dollar of CIV for all rateable commercial and industrial properties in Colac, Colac East, Colac West and Elliminyt.
- A general rate of 0.006318 cents in the dollar of CIV for all other rateable commercial and industrial properties not located in Colac, Colac East, Colac West and Elliminyt (balance of Shire).

Each differential rate will be determined by multiplying the Capital Improved Value of rateable land (categorised by the characteristics described below) by the relevant rate in the dollar listed above.

Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

## **2.2 Residential Land – Colac**

Any land, whether vacant or built upon, which is located in Colac, Colac East, Colac West and Elliminyt that is not zoned for commercial or industrial use and which:

2.2.1 does not have the characteristics of:

- a) Rural Farm Land;
- b) Holiday Rental Land; or
- c) Commercial/Industrial Land – Colac, Colac East, Colac West or Elliminyt.

## **2.3 Residential Land – Balance of Shire**

Any land, whether vacant or built upon or which is not located in Colac, Colac East, Colac West or Elliminyt that:

2.4.1 does not have the characteristics of:

- a) Rural Farm Land;
- b) Holiday Rental Land;
- c) Commercial/Industrial Land – Colac, Colac East, Colac West or Elliminyt;
- or
- d) Commercial/Industrial Land – Balance of Shire.

## **2.4 Rural Farm Land**

Any land located within the shire which is "Farm Land" within the meaning of section 2 of the *Valuation of Land Act* 1960 and is zoned to allow land to be used for rural and/or farming purposes.

Typically, these properties may contain buildings used as a residence and for farm purposes and will also contain land with no buildings located upon it.

A Rural – Farm property may also be any land located within the shire which:

- Is not greater than 5 hectares in area;
- Is zoned to allow the land to be used for rural and/or farming purposes;
- Has been deemed unviable for the purpose of carrying on a business of primary production by Council; and
- Has been deemed unsuitable to allow the construction of a dwelling.

## **2.5 Holiday Rental Land**

Any land that contains a dwelling, cabin or house or part of a house that:

2.6.1 is used for the provision of holiday accommodation for the purpose of generating income; or

2.6.2 is made generally available for holiday accommodation and is a secondary or supplemental source of income for the owner.

Note: Typically, the category will include absentee owned holiday houses, owner occupied "Bed and Breakfast" establishments, farm properties with accommodation cabins, holiday farms and the like.

The category will not include land used to provide tourist/holiday accommodation on an overtly commercial scale and basis where the provision of accommodation is an integral part of the use of the property. The types of properties excluded from this category would include motels, resorts, hotels with accommodation, caravan parks, centrally managed and promoted multi unit developments and the like.

**2.6 Commercial/Industrial Land – Colac, Colac East, Colac West, Elliminyt**

Any land which is located in Colac, Colac East, Colac West or Elliminyt which:

2.7.1 does not have the characteristics of:

- a) Rural Farm Land;
- b) Residential Land – Colac, Colac East, Colac West or Elliminyt; or
- c) Holiday Rental Land; and

2.7.2 is used primarily for:

- a) the sale of goods or services;
  - b) other commercial purposes; or
  - c) industrial purposes
- or which is vacant but zoned for commercial or industrial use.

**2.7 Commercial/Industrial Land - Balance of Shire**

Any land which is not located in Colac, Colac East, Colac West or Elliminyt which:

2.8.1 does not have the characteristics of:

- a) Rural Farm Land;
- b) Residential Land – Balance of Shire; or
- c) Holiday Rental Land; and

2.8.2 is used primarily for:

- a) the sale of goods or services;
  - b) other commercial purposes; or
  - c) industrial purposes
- or which is vacant but zoned for commercial or industrial use.

## **Other Charges**

### **3 Municipal Charge**

3.1 A Municipal Charge be declared for the period commencing 1 July 2015 to 30 June 2016 to cover some of the administrative costs of the Council.

3.2 The municipal charge be the sum of \$178 per annum for each rateable property in respect of which a municipal charge can be levied.

### **4 Annual Service (Waste Management) Charges**

#### **4.1 An annual service (waste management) charge of \$285 per annum be declared for:**

4.1.1 all land used primarily for residential or commercial purposes; or

4.1.2 other land in respect of which a weekly waste collection and disposal service is provided, for the period 1 July 2015 to 30 June 2016.

#### **4.2 An annual service (waste management) charge of \$189 per annum be declared for:**

4.2.1 all land used primarily for residential or commercial purposes; or

4.2.2 other land in respect of which a fortnightly waste collection and disposal service is provided, for the period 1 July 2015 to 30 June 2016.

#### **4.3 Commercial properties can have a maximum of one (1) 240 litre or two (2) 120 litre bins.**

### **5 Tirrengower Special (Drainage) Scheme**

The special charge for the Tirrengower drainage works previously declared by Council be fixed at \$2.50 per hectare for the period 1 July 2015 to 30 June 2016.



**Appendix C**  
**Capital works program**

This appendix presents a listing of the capital works projects that will be undertaken for the 2015/16 year.

- The capital works projects are grouped by class and include the following:
- New works for 2015/16
  - Works carried forward from the 2014/15 year.



# Capital works program

For the year ending 30 June 2016

## 1. New works

| PROPERTY       | Capital Works Area                 | Project cost<br>\$'000 | Asset expenditure type |                   |                   |                     | Summary of funding sources |                         |                        |                      |
|----------------|------------------------------------|------------------------|------------------------|-------------------|-------------------|---------------------|----------------------------|-------------------------|------------------------|----------------------|
|                |                                    |                        | New<br>\$'000          | Renewal<br>\$'000 | Upgrade<br>\$'000 | Expansion<br>\$'000 | Grants<br>\$'000           | Contributions<br>\$'000 | Council cash<br>\$'000 | Borrowings<br>\$'000 |
| Buildings      |                                    |                        |                        |                   |                   |                     |                            |                         |                        |                      |
|                | Civic Hall Lighting                | 15                     | 0                      | 15                | 0                 | 0                   | 0                          | 0                       | 15                     | 0                    |
|                | Air Conditioning Renewal           | 50                     | 0                      | 50                | 0                 | 0                   | 0                          | 0                       | 50                     | 0                    |
|                | Building Renewal Program           | 600                    | 0                      | 600               | 0                 | 0                   | 0                          | 0                       | 600                    | 0                    |
|                | Building Projects                  | 344                    | 0                      | 344               | 0                 | 0                   | 0                          | 0                       | 344                    | 0                    |
|                | Essential Safety Measures          | 50                     | 0                      | 0                 | 50                | 0                   | 0                          | 0                       | 50                     | 0                    |
|                | COPACC Fire Services Upgrade       | 25                     | 0                      | 0                 | 25                | 0                   | 0                          | 0                       | 25                     | 0                    |
|                | Forrest Caravan Park Fire Services | 60                     | 0                      | 0                 | 60                | 0                   | 0                          | 0                       | 60                     | 0                    |
|                | Apollo Bay Harbour Toilets         | 50                     | 0                      | 0                 | 50                | 0                   | 0                          | 0                       | 50                     | 0                    |
|                | Total Buildings                    | 1,194                  | 0                      | 1,009             | 185               | 0                   | 0                          | 0                       | 1,194                  | 0                    |
|                |                                    |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| TOTAL PROPERTY |                                    |                        | 1,194                  | 0                 | 1,009             | 185                 | 0                          | 0                       | 1,194                  | 0                    |



| Capital Works Area                          | Project cost<br>\$'000 | Asset expenditure type |                   |                   |                     | Summary of funding sources |                         |                        |                      |
|---------------------------------------------|------------------------|------------------------|-------------------|-------------------|---------------------|----------------------------|-------------------------|------------------------|----------------------|
|                                             |                        | New<br>\$'000          | Renewal<br>\$'000 | Upgrade<br>\$'000 | Expansion<br>\$'000 | Grants<br>\$'000           | Contributions<br>\$'000 | Council cash<br>\$'000 | Borrowings<br>\$'000 |
| PLANT AND EQUIPMENT                         |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Plant, Machinery and Equipment              |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| COPACC equipment                            | 200                    | 200                    | 0                 | 0                 | 0                   | 0                          | 0                       | 200                    | 0                    |
| Civic Hall Drapes                           | 14                     | 0                      | 14                | 0                 | 0                   | 0                          | 0                       | 14                     | 0                    |
| COPACC Technical Assets Renewal             | 45                     | 0                      | 45                | 0                 | 0                   | 0                          | 0                       | 45                     | 0                    |
| Renewal of 2 way Radios                     | 172                    | 0                      | 172               | 0                 | 0                   | 0                          | 0                       | 172                    | 0                    |
| Blue Water Fitness Centre Equipment Renewal | 29                     | 0                      | 29                | 0                 | 0                   | 0                          | 0                       | 29                     | 0                    |
| Motor vehicles and plant                    | 1,458                  | 0                      | 1,458             | 0                 | 0                   | 0                          | 0                       | 1,458                  | 0                    |
| Total Plant, Machinery and Equipment        | 1,917                  | 200                    | 1,717             | 0                 | 0                   | 0                          | 0                       | 1,917                  | 0                    |
| Fixtures, Fittings and Furniture            |                        |                        |                   |                   |                     |                            |                         |                        |                      |
|                                             | 30                     | 0                      | 30                | 0                 | 0                   | 0                          | 0                       | 30                     | 0                    |
| Computers and Telecommunications            |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Information technology: Website             | 40                     | 40                     | 0                 | 0                 | 0                   | 0                          | 0                       | 40                     | 0                    |
| ICT Equipment Renewal Program               | 150                    | 0                      | 150               | 0                 | 0                   | 0                          | 0                       | 150                    | 0                    |
| Information technology: MCH Data Management | 6                      | 0                      | 0                 | 6                 | 0                   | 0                          | 0                       | 6                      | 0                    |
| Information technology - Mobile Solution    | 26                     | 0                      | 0                 | 26                | 0                   | 0                          | 0                       | 26                     | 0                    |
| Total Computers and Telecommunications      | 222                    | 40                     | 150               | 32                | 0                   | 0                          | 0                       | 222                    | 0                    |
| TOTAL PLANT AND EQUIPMENT                   |                        |                        |                   |                   |                     |                            |                         |                        |                      |
|                                             | 2,169                  | 240                    | 1,897             | 32                | 0                   | 0                          | 0                       | 2,169                  | 0                    |



| Capital Works Area                  | Project cost<br>\$'000 | Asset expenditure type |                   |                   |                     | Summary of funding sources |                         |                        |                      |
|-------------------------------------|------------------------|------------------------|-------------------|-------------------|---------------------|----------------------------|-------------------------|------------------------|----------------------|
|                                     |                        | New<br>\$'000          | Renewal<br>\$'000 | Upgrade<br>\$'000 | Expansion<br>\$'000 | Grants<br>\$'000           | Contributions<br>\$'000 | Council cash<br>\$'000 | Borrowings<br>\$'000 |
| INFRASTRUCTURE                      |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Roads                               |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Asphalt Overlay Program             | 100                    | 0                      | 100               | 0                 | 0                   | 0                          | 0                       | 100                    | 0                    |
| Local Roads Reseal Program          | 750                    | 0                      | 750               | 0                 | 0                   | 0                          | 0                       | 750                    | 0                    |
| Sealed Road Aggregate               | 150                    | 0                      | 150               | 0                 | 0                   | 0                          | 0                       | 150                    | 0                    |
| Sealed Road Reconstruction Program  | 2350                   | 0                      | 2,350             | 0                 | 0                   | 2350                       | 0                       | 0                      | 0                    |
| Sealed Roads Major Patch Program    | 300                    | 0                      | 300               | 0                 | 0                   | 141                        | 0                       | 159                    | 0                    |
| Slip Rehabilitation Program         | 250                    | 0                      | 250               | 0                 | 0                   | 0                          | 0                       | 250                    | 0                    |
| Unsealed Road Resheet Program       | 1400                   | 0                      | 1400              | 0                 | 0                   | 0                          | 0                       | 1400                   | 0                    |
| Road Improvement Program            | 280                    | 0                      | 0                 | 280               | 0                   | 0                          | 0                       | 280                    | 0                    |
| Road/Rail Crossings Safety Upgrades | 20                     | 0                      | 0                 | 20                | 0                   | 0                          | 0                       | 20                     | 0                    |
| Total roads                         | 5600                   | 0                      | 5,300             | 300               | 0                   | 2,491                      | 0                       | 3,109                  | 0                    |
| Bridges                             |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Bridges Rehabilitation Program      | 250                    | 0                      | 250               | 0                 | 0                   | 0                          | 0                       | 250                    | 0                    |
| Total Bridges                       | 250                    | 0                      | 250               | 0                 | 0                   | 0                          | 0                       | 250                    | 0                    |



| Capital Works Area                                    | Project Cost<br>\$'000 | Asset expenditure type |                   |                   |                     | Summary of funding sources |                         |                        |                      |
|-------------------------------------------------------|------------------------|------------------------|-------------------|-------------------|---------------------|----------------------------|-------------------------|------------------------|----------------------|
|                                                       |                        | New<br>\$'000          | Renewal<br>\$'000 | Upgrade<br>\$'000 | Expansion<br>\$'000 | Grants<br>\$'000           | Contributions<br>\$'000 | Council cash<br>\$'000 | Borrowings<br>\$'000 |
| <b>Footpaths and Cycleways</b>                        |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Footpath Improvement Program                          | 254                    | 254                    | 0                 | 0                 | 0                   | 0                          | 0                       | 254                    | 0                    |
| Footpath Renewal Program                              | 400                    | 0                      | 400               | 0                 | 0                   | 0                          | 0                       | 400                    | 0                    |
| <b>Total Footpaths and Cycleways</b>                  | <b>654</b>             | <b>254</b>             | <b>400</b>        | <b>0</b>          | <b>0</b>            | <b>0</b>                   | <b>0</b>                | <b>654</b>             | <b>0</b>             |
| <b>Drainage</b>                                       |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Urban Drainage Renewal Program                        | 150                    | 0                      | 150               | 0                 | 0                   | 0                          | 0                       | 150                    | 0                    |
| <b>Total Drainage</b>                                 | <b>150</b>             | <b>0</b>               | <b>150</b>        | <b>0</b>          | <b>0</b>            | <b>0</b>                   | <b>0</b>                | <b>150</b>             | <b>0</b>             |
| <b>Recreational, Leisure and Community Facilities</b> |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Playground Renewal Program                            | 40                     | 0                      | 40                | 0                 | 0                   | 0                          | 0                       | 40                     | 0                    |
| Playground construction, Wyuna and Colac East         | 140                    | 140                    | 0                 | 0                 | 0                   | 60                         | 0                       | 80                     | 0                    |
| Colac Central Reserve Redevelopment                   | 2480                   | 0                      | 0                 | 2480              | 0                   | 2480                       | 0                       | 0                      | 0                    |
| Cororooke Tennis Court Redevelopment                  | 50                     | 0                      | 50                | 0                 | 0                   | 0                          | 0                       | 50                     | 0                    |
| <b>Total Rec, Leisure and Comm'y Facilities</b>       | <b>2710</b>            | <b>140</b>             | <b>90</b>         | <b>2480</b>       | <b>0</b>            | <b>2540</b>                | <b>0</b>                | <b>170</b>             | <b>0</b>             |
| <b>Parks, Open Space and Streetscapes</b>             |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Active Reserves Renewal Program                       | 50                     | 0                      | 50                | 0                 | 0                   | 0                          | 0                       | 50                     | 0                    |
| Rainwater Collection System Memorial Square           | 190                    | 190                    | 0                 | 0                 | 0                   | 170                        | 0                       | 20                     | 0                    |
| Colac CBD Streetscapes NSRF                           | 400                    | 0                      | 0                 | 400               | 0                   | 200                        | 0                       | 200                    | 0                    |
| Colac CBD & Entrances Stage 1                         | 400                    | 0                      | 0                 | 400               | 0                   | 300                        | 0                       | 100                    | 0                    |
| Kawarren Community Precinct                           | 113                    | 0                      | 0                 | 113               | 0                   | 113                        | 0                       | 0                      | 0                    |
| Open Space Renewal Program                            | 25                     | 0                      | 25                | 0                 | 0                   | 0                          | 0                       | 25                     | 0                    |
| <b>Total Parks, Open Space and Streetscapes</b>       | <b>1,178</b>           | <b>190</b>             | <b>75</b>         | <b>913</b>        | <b>0</b>            | <b>783</b>                 | <b>0</b>                | <b>395</b>             | <b>0</b>             |



| Capital Works Area                 | Project cost<br>\$'000 | Asset expenditure type |                   |                   |                     | Summary of funding sources |                         |                        |                      |
|------------------------------------|------------------------|------------------------|-------------------|-------------------|---------------------|----------------------------|-------------------------|------------------------|----------------------|
|                                    |                        | New<br>\$'000          | Renewal<br>\$'000 | Upgrade<br>\$'000 | Expansion<br>\$'000 | Grants<br>\$'000           | Contributions<br>\$'000 | Council cash<br>\$'000 | Borrowings<br>\$'000 |
| Other Infrastructure               |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Kerb & Channel Replacement Program | 75                     | 0                      | 75                | 0                 | 0                   | 0                          | 0                       | 75                     | 0                    |
| Small Towns Improvement Program    | 100                    | 0                      | 0                 | 100               | 0                   | 0                          | 0                       | 100                    | 0                    |
| School Bus Stop Improvements       | 20                     | 0                      | 0                 | 20                | 0                   | 10                         | 0                       | 10                     | 0                    |
| Apollo Bay Transfer Station Access | 138                    | 0                      | 0                 | 138               | 0                   | 69                         | 0                       | 69                     | 0                    |
| Street Furniture Renewal Program   | 100                    | 0                      | 100               | 0                 | 0                   | 0                          | 0                       | 100                    | 0                    |
| Total Other Infrastructure         | 433                    | 0                      | 175               | 258               | 0                   | 79                         | 0                       | 354                    | 0                    |
| TOTAL INFRASTRUCTURE               |                        |                        |                   |                   |                     |                            |                         |                        |                      |
|                                    | 10,975                 | 584                    | 6,440             | 3,951             | 0                   | 5,893                      | 0                       | 5,082                  | 0                    |
| TOTAL NEW CAPITAL WORKS 2015/16    |                        |                        |                   |                   |                     |                            |                         |                        |                      |
|                                    | 14,338                 | 824                    | 9,346             | 4,168             | 0                   | 5,893                      | 0                       | 8,445                  | 0                    |



2.Works carried forward from the 2014/15 year

| Capital Works Area                           | Project cost<br>\$'000 | Asset expenditure type |                   |                   |                     | Summary of funding sources |                         |                        |                      |
|----------------------------------------------|------------------------|------------------------|-------------------|-------------------|---------------------|----------------------------|-------------------------|------------------------|----------------------|
|                                              |                        | New<br>\$'000          | Renewal<br>\$'000 | Upgrade<br>\$'000 | Expansion<br>\$'000 | Grants<br>\$'000           | Contributions<br>\$'000 | Council cash<br>\$'000 | Borrowings<br>\$'000 |
| PROPERTY                                     |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Buildings                                    |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Solar PV Array Rae St Colac                  | 10                     | 10                     | 0                 | 0                 | 0                   | 0                          | 0                       | 0                      | 10                   |
| Solar PV Array Blue Water Fitness Centre     | 100                    | 100                    | 0                 | 0                 | 0                   | 0                          | 0                       | 0                      | 100                  |
| Apollo Bay Fishermans Co-op Viewing Platform | 25                     | 25                     | 0                 | 0                 | 0                   | 0                          | 0                       | 25                     | 0                    |
| Blue Water Fitness Centre Redevelopment      | 1340                   | 0                      | 1340              | 0                 | 0                   | 0                          | 0                       | 1340                   | 0                    |
| Colac Memorial Square Shrine                 | 60                     | 0                      | 60                | 0                 | 0                   | 0                          | 0                       | 60                     | 0                    |
| Colac Botanic Gardens Portacom               | 20                     | 20                     | 0                 | 0                 | 0                   | 0                          | 0                       | 20                     | 0                    |
| Pirron Yallock Sports Clubrooms              | 179                    | 0                      | 179               | 0                 | 0                   | 0                          | 0                       | 179                    | 0                    |
| Rae St Colac Disability Access Works         | 200                    | 0                      | 0                 | 200               | 0                   | 0                          | 0                       | 200                    | 0                    |
| Total Buildings                              | 1,934                  | 155                    | 1,579             | 200               | 0                   | 0                          | 0                       | 1,824                  | 110                  |
| TOTAL PROPERTY                               |                        |                        |                   |                   |                     |                            |                         |                        |                      |
|                                              | 1,934                  | 155                    | 1,579             | 200               | 0                   | 0                          | 0                       | 1,824                  | 110                  |
| PLANT AND EQUIPMENT                          |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Computers and Telecommunications             |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Information technology: Website              | 50                     | 50                     | 0                 | 0                 | 0                   | 0                          | 0                       | 50                     | 0                    |
| COPACC Booking Software                      | 6                      | 0                      | 6                 | 0                 | 0                   | 0                          | 0                       | 6                      | 0                    |
| Total Computers and Telecommunications       | 56                     | 50                     | 6                 | 0                 | 0                   | 0                          | 0                       | 56                     | 0                    |
| TOTAL PLANT AND EQUIPMENT                    |                        |                        |                   |                   |                     |                            |                         |                        |                      |
|                                              | 56                     | 50                     | 6                 | 0                 | 0                   | 0                          | 0                       | 56                     | 0                    |
| INFRASTRUCTURE                               |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Bridges                                      |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Bridge Replacement Program                   | 422                    | 0                      | 422               | 0                 | 0                   | 422                        | 0                       | 0                      | 0                    |
| Total Bridges                                | 422                    | 0                      | 422               | 0                 | 0                   | 422                        | 0                       | 0                      | 0                    |





| Capital Works Area                             | Project cost<br>\$'000 | Asset expenditure type |                   |                   |                     | Summary of funding sources |                         |                        |                      |
|------------------------------------------------|------------------------|------------------------|-------------------|-------------------|---------------------|----------------------------|-------------------------|------------------------|----------------------|
|                                                |                        | New<br>\$'000          | Renewal<br>\$'000 | Upgrade<br>\$'000 | Expansion<br>\$'000 | Grants<br>\$'000           | Contributions<br>\$'000 | Council cash<br>\$'000 | Borrowings<br>\$'000 |
| Recreational, Leisure and Community Facilities |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Cororooke Tennis Courts Redevelopment          | 150                    | 0                      | 150               | 0                 | 0                   | 60                         | 10                      | 80                     | 0                    |
| Total Rec, Leisure and Comm'y Facilities       | 150                    | 0                      | 150               | 0                 | 0                   | 60                         | 10                      | 80                     | 0                    |
| Parks, Open Space and Streetscapes             |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Colac CBD & Entrances Stage 1                  | 300                    | 0                      | 0                 | 300               | 0                   | 0                          | 0                       | 300                    | 0                    |
| Total Parks, Open Space and Streetscapes       | 300                    | 0                      | 0                 | 300               | 0                   | 0                          | 0                       | 300                    | 0                    |
| Other Infrastructure                           |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| Kawarren Community Precinct                    | 98                     | 0                      | 0                 | 98                | 0                   | 0                          | 0                       | 98                     | 0                    |
| Birregurra STIP Street Furniture               | 20                     | 0                      | 20                | 0                 | 0                   | 0                          | 0                       | 20                     | 0                    |
| Street Lighting Project                        | 19                     | 0                      | 0                 | 19                | 0                   | 0                          | 0                       | 0                      | 19                   |
| Total Other Infrastructure                     | 137                    | 0                      | 20                | 117               | 0                   | 0                          | 0                       | 118                    | 19                   |
| TOTAL INFRASTRUCTURE                           |                        |                        |                   |                   |                     |                            |                         |                        |                      |
|                                                | 1,009                  | 0                      | 592               | 417               | 0                   | 482                        | 10                      | 498                    | 19                   |
| TOTAL CARRIED FWD WORKS 2014/15                |                        |                        |                   |                   |                     |                            |                         |                        |                      |
|                                                | 2,999                  | 205                    | 2,177             | 617               | 0                   | 482                        | 10                      | 2,378                  | 129                  |





| Capital Works Area         | Project cost<br>\$'000 | Asset expenditure type |                   |                   |                     | Summary of funding sources |                         |                        |                      |
|----------------------------|------------------------|------------------------|-------------------|-------------------|---------------------|----------------------------|-------------------------|------------------------|----------------------|
|                            |                        | New<br>\$'000          | Renewal<br>\$'000 | Upgrade<br>\$'000 | Expansion<br>\$'000 | Grants<br>\$'000           | Contributions<br>\$'000 | Council cash<br>\$'000 | Borrowings<br>\$'000 |
| <b>3. Summary</b>          |                        |                        |                   |                   |                     |                            |                         |                        |                      |
| PROPERTY                   | 3,128                  | 155                    | 2,588             | 385               | 0                   | 0                          | 0                       | 3,018                  | 110                  |
| PLANT AND EQUIPMENT        | 2,225                  | 290                    | 1,903             | 32                | 0                   | 0                          | 0                       | 2,225                  | 0                    |
| INFRASTRUCTURE             | 11,984                 | 584                    | 7,032             | 4,368             | 0                   | 6,375                      | 10                      | 5,580                  | 19                   |
| <b>TOTAL CAPITAL WORKS</b> | <b>17,337</b>          | <b>1,029</b>           | <b>11,523</b>     | <b>4,785</b>      | <b>0</b>            | <b>6,375</b>               | <b>10</b>               | <b>10,823</b>          | <b>129</b>           |



## **Appendix D**

### **Fees and charges schedule**

This appendix presents the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and services provided during the 2015/16 year.



# Colac Otway

## S H I R E

### FEES & CHARGES SCHEDULE 2015/2016

## **CONTENTS**

### ***Corporate & Community Services***

|                                |    |
|--------------------------------|----|
| Bluewater Fitness Centre       | 3  |
| COPACC                         | 7  |
| Corporate & Community Services | 9  |
| Health & Community Services    | 10 |
| Recreations, Arts & Culture    | 14 |

### ***Infrastructure***

|                                |    |
|--------------------------------|----|
| Waste Management               | 15 |
| Aerodrome Landing Fees         | 16 |
| Apollo Bay Harbour             | 16 |
| Asset Management               | 20 |
| Colac Livestock Selling Centre | 23 |

### ***Sustainable Planning & Development Services***

|                                |    |
|--------------------------------|----|
| Economic Development           | 24 |
| Environment & Community Safety | 24 |
| Planning & Building            | 26 |

| Council    | GST | 2014/2015 | 2015/2016 | % Increase |
|------------|-----|-----------|-----------|------------|
| /Statutory | %   | Fee       | Fee       |            |
|            |     | incl. Tax | incl. Tax |            |

### Corporate & Community Services

#### Bluewater Fitness Centre

##### Aquatic – Daily Charges

##### Combo Swim Spa Sauna Stadium (\$555)

|                                      |   |    |         |         |      |
|--------------------------------------|---|----|---------|---------|------|
| Adult                                | C | 10 | \$10.50 | \$11.00 | 4.8% |
| Concession                           | C | 10 | \$8.50  | \$9.00  | 5.9% |
| Pool or spa or steam room or stadium |   |    |         |         |      |
| Adult                                | C | 10 | \$5.70  | \$6.00  | 5.3% |
| Child                                | C | 10 | \$4.30  | \$4.50  | 4.7% |
| Competitor Entry                     | C | 10 | \$1.00  | \$1.00  | 0.0% |
| Concession                           | C | 10 | \$4.80  | \$5.00  | 4.2% |
| Family                               | C | 10 | \$17.00 | \$17.50 | 2.9% |
| Parent/Toddler                       | C | 10 | \$4.80  | \$5.00  | 4.2% |
| School Group                         | C | 10 | \$4.30  | \$4.50  | 4.7% |

##### Base Membership Rate

|              |   |    |          |          |      |
|--------------|---|----|----------|----------|------|
| Adult        |   |    |          |          |      |
| 12 months    | C | 10 | \$480.00 | \$485.00 | 1.0% |
| 6 months     | C | 10 | \$336.00 | \$340.00 | 1.2% |
| Direct Debit | C | 10 | \$18.50  | \$19.00  | 2.7% |
| Child        |   |    |          |          |      |
| 12 months    | C | 10 | \$334.00 | \$340.00 | 1.8% |
| 6 months     | C | 10 | \$238.00 | \$240.00 | 0.8% |
| Direct Debit | C | 10 | \$12.80  | \$13.50  | 5.5% |
| Concession   |   |    |          |          |      |
| 12 months    | C | 10 | \$400.00 | \$400.00 | 0.0% |
| 6 months     | C | 10 | \$280.00 | \$280.00 | 0.0% |
| Direct Debit | C | 10 | \$15.40  | \$15.50  | 0.6% |
| Family       |   |    |          |          |      |
| 12 months    | C | 10 | \$768.00 | \$775.00 | 0.9% |
| 6 months     | C | 10 | \$537.60 | \$545.00 | 1.4% |
| Direct Debit | C | 10 | \$29.60  | \$30.00  | 1.4% |

##### Creche

##### Creche Cash

|                         |   |    |         |         |      |
|-------------------------|---|----|---------|---------|------|
| 50 Credits              | C | 10 | \$42.50 | \$42.50 | 0.0% |
| Member - BWFC           |   |    |         |         |      |
| Child 1 hr (per hour)   | C | 10 | \$5.00  | \$5.00  | 0.0% |
| Child 1.5 hrs           | C | 10 | \$7.00  | N/A     | 0.0% |
| Child 2 hrs             | C | 10 | \$9.00  | N/A     | 0.0% |
| Family 1 hr (per hour)  | C | 10 | \$8.00  | \$8.00  | 0.0% |
| Family 1.5 hrs          | C | 10 | \$12.00 | N/A     | 0.0% |
| Family 2 hrs            | C | 10 | \$16.00 | N/A     | 0.0% |
| Member - Youth Club     |   |    |         |         |      |
| Child (per hour)        | C | 10 | \$5.00  | N/A     | 0.0% |
| Family Entry (per hour) | C | 10 | \$8.00  | N/A     | 0.0% |
| Non-member - BWFC       |   |    |         |         |      |
| Child 1 hr              | C | 10 | \$8.00  | \$8.00  | 0.0% |
| Child 1.5 hrs           | C | 10 | \$10.00 | N/A     | 0.0% |
| Child 2 hrs             | C | 10 | \$12.00 | N/A     | 0.0% |
| Family 1 hr             | C | 10 | \$12.00 | \$12.00 | 0.0% |
| Family 1.5 hrs          | C | 10 | \$16.00 | N/A     | 0.0% |
| Family 2 hrs            | C | 10 | \$20.00 | N/A     | 0.0% |

|                                        | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u> | <u>2015/2016</u> | <u>% Increase</u> |
|----------------------------------------|-------------------|------------|------------------|------------------|-------------------|
|                                        | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>       | <u>Fee</u>       |                   |
|                                        |                   |            | <u>incl. Tax</u> | <u>incl. Tax</u> |                   |
| <b>Non-member - Youth Club</b>         |                   |            |                  |                  |                   |
| Child (per hour)                       | C                 | 10         | \$8.00           | N/A              | 0.0%              |
| Family Entry (per hour)                | C                 | 10         | \$13.00          | N/A              | 0.0%              |
| <b>Health Club &amp; Group Fitness</b> |                   |            |                  |                  |                   |
| <b>Casual</b>                          |                   |            |                  |                  |                   |
| Fitness Assessment (45 min)            | C                 | 10         | \$50.00          | \$52.00          | 4.0%              |
| <b>Casual Entry</b>                    |                   |            |                  |                  |                   |
| Adult                                  | C                 | 10         | \$11.70          | \$12.00          | 2.6%              |
| Concession                             | C                 | 10         | \$9.40           | \$10.00          | 6.4%              |
| Group entry (schools)                  | C                 | 10         | \$6.20           | \$6.50           | 4.8%              |
| Senior Programs                        | C                 | 10         | \$6.20           | \$6.50           | 4.8%              |
| <b>Personal Training</b>               |                   |            |                  |                  |                   |
| 1 session group training               | C                 | 10         | \$67.00          | \$70.00          | 4.5%              |
| 1 session personal training (45 min)   | C                 | 10         | \$50.00          | \$52.00          | 4.0%              |
| 10 ticket group training               | C                 | 10         | \$569.50         | \$590.00         | 3.6%              |
| 10 ticket personal training            | C                 | 10         | \$425.00         | \$435.00         | 2.4%              |
| 5 ticket group training                | C                 | 10         | \$301.50         | \$310.00         | 2.8%              |
| 5 ticket personal training             | C                 | 10         | \$225.00         | \$235.00         | 4.4%              |
| <b>Health Club + Membership</b>        |                   |            |                  |                  |                   |
| <b>Adult</b>                           |                   |            |                  |                  |                   |
| 12 months                              | C                 | 10         | \$720.00         | \$730.00         | 1.4%              |
| 6 months                               | C                 | 10         | \$504.00         | \$510.00         | 1.2%              |
| Direct Debit                           | C                 | 10         | \$28.00          | \$28.00          | 0.0%              |
| <b>Concession</b>                      |                   |            |                  |                  |                   |
| 12 months                              | C                 | 10         | \$594.00         | \$600.00         | 1.0%              |
| 6 months                               | C                 | 10         | \$415.80         | \$420.00         | 1.0%              |
| Direct Debit                           | C                 | 10         | \$22.80          | \$23.50          | 3.1%              |
| <b>Corporate Adult</b>                 |                   |            |                  |                  |                   |
| 12 months                              | C                 | 10         | \$648.00         | \$655.00         | 1.1%              |
| Direct Debit                           | C                 | 10         | \$25.20          | \$25.50          | 1.2%              |
| <b>Corporate Family</b>                |                   |            |                  |                  |                   |
| 12 months                              | C                 | 10         | \$1,036.80       | \$1,015.00       | -2.1%             |
| Direct Debit                           | C                 | 10         | \$37.20          | \$40.00          | 7.5%              |
| <b>Family</b>                          |                   |            |                  |                  |                   |
| 12 months                              | C                 | 10         | \$1,152.00       | \$1,152.00       | 0.0%              |
| 6 months                               | C                 | 10         | \$806.00         | \$806.00         | 0.0%              |
| Direct Debit                           | C                 | 10         | \$40.50          | \$43.50          | 7.4%              |
| <b>Membership Fee</b>                  |                   |            |                  |                  |                   |
| <b>Direct Debit Default Fee</b>        |                   |            |                  |                  |                   |
| Direct Debit                           | C                 | 10         | \$5.00           | \$5.00           | 0.0%              |
| <b>Direct Debit Joining Fee</b>        |                   |            |                  |                  |                   |
| Adult                                  | C                 | 10         | \$49.00          | \$49.00          | 0.0%              |
| Concession                             | C                 | 10         | \$39.90          | \$40.00          | 0.3%              |
| Family                                 | C                 | 10         | \$70.00          | \$70.00          | 0.0%              |
| <b>Multipass</b>                       |                   |            |                  |                  |                   |
| <b>Adult</b>                           |                   |            |                  |                  |                   |
| 10 ticket health club                  | C                 | 10         | \$105.00         | \$108.00         | 2.9%              |
| 10 ticket swim                         | C                 | 10         | \$51.50          | \$53.00          | 2.9%              |
| 30 ticket health club                  | C                 | 10         | \$298.00         | \$298.00         | 0.0%              |
| 30 ticket swim                         | C                 | 10         | \$145.00         | \$150.00         | 3.4%              |

|                                                            | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u> | <u>2015/2016</u> | <u>% Increase</u> |
|------------------------------------------------------------|-------------------|------------|------------------|------------------|-------------------|
|                                                            | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>       | <u>Fee</u>       |                   |
|                                                            |                   |            | <u>incl. Tax</u> | <u>incl. Tax</u> |                   |
| <b>Concession</b>                                          |                   |            |                  |                  |                   |
| 10 ticket swim                                             | C                 | 10         | \$44.00          | \$44.00          | 0.0%              |
| 10 ticket health club                                      | C                 | 10         | \$84.50          | \$86.00          | 1.8%              |
| 30 ticket health club                                      | C                 | 10         | \$239.00         | \$245.00         | 2.5%              |
| 30 ticket swim                                             | C                 | 10         | \$124.50         | \$125.00         | 0.4%              |
| <b>Other Charges</b>                                       |                   |            |                  |                  |                   |
| <b>Casual Inflatable</b>                                   |                   |            |                  |                  |                   |
| Family Pass                                                | C                 | 10         | \$20.60          | \$21.00          | 1.9%              |
| Single Pass                                                | C                 | 10         | \$6.20           | \$6.50           | 4.8%              |
| Upgrade from Swim                                          | C                 | 10         | \$3.00           | \$3.00           | 0.0%              |
| <b>Inflatable Hire</b>                                     |                   |            |                  |                  |                   |
| Inflatable Hire                                            | C                 | 10         | \$86.00          | \$88.00          | 2.3%              |
| <b>Instructor hire/hr aquatic or dry</b>                   |                   |            |                  |                  |                   |
| Instructor Hire                                            | C                 | 10         | \$53.00          | \$54.00          | 1.9%              |
| <b>Pool party per child</b>                                |                   |            |                  |                  |                   |
| Pool Party                                                 | C                 | 10         | \$10.70          | \$11.00          | 2.8%              |
| <b>Swim School</b>                                         |                   |            |                  |                  |                   |
| <b>30 min 1 on 1</b>                                       |                   |            |                  |                  |                   |
| Swim School                                                | C                 | 0          | \$39.00          | \$40.00          | 2.6%              |
| <b>30 min group lesson</b>                                 |                   |            |                  |                  |                   |
| Swim School                                                | C                 | 0          | \$11.70          | \$12.00          | 2.6%              |
| <b>Family Discount</b>                                     |                   |            |                  |                  |                   |
| Discount for 3 or more children enrolled                   | C                 | 0          | -\$17.70         | -\$18.00         | 1.7%              |
| <b>Membership</b>                                          |                   |            |                  |                  |                   |
| Direct Debit                                               | C                 | 0          | \$19.90          | \$20.50          | 3.0%              |
| <b>Schools Instructor Charge</b>                           |                   |            |                  |                  |                   |
| Instructor Charge                                          | C                 | 0          | \$53.00          | \$55.00          | 3.8%              |
| <b>Schools Swim &amp; Survive Program Entry</b>            |                   |            |                  |                  |                   |
| Program Entry                                              | C                 | 0          | \$3.00           | \$3.00           | 0.0%              |
| <b>Venue Hire</b>                                          |                   |            |                  |                  |                   |
| <b>Pool Hire</b>                                           |                   |            |                  |                  |                   |
| Lane hire/hr (during normal operating hrs)                 | C                 | 10         | \$21.50          | \$22.00          | 2.3%              |
| Lifeguard hire (outside normal operating hours)            | C                 | 10         | Deleted          | N/A              | 0.0%              |
| Whole pool ½ day<4 hrs (during normal operating hours)     | C                 | 10         | \$322.50         | \$330.00         | 2.3%              |
| Whole pool full day 4+ hrs (during normal operating hours) | C                 | 10         | \$483.75         | \$495.00         | 2.3%              |
| Program Pool Hire - half pool per hr                       | C                 | 10         | N/A              | \$33.00          | 100.0%            |
| Program Pool Hire -full pool per hr                        | C                 | 10         | N/A              | \$50.00          | 100.0%            |
| <b>Commercial Room Hire</b>                                |                   |            |                  |                  |                   |
| Program Room Single                                        | C                 | 10         | N/A              | \$36.00          | 100.0%            |
| Program Room Double                                        | C                 | 10         | N/A              | \$54.00          | 100.0%            |
| Meeting Room                                               | C                 | 10         | N/A              | \$36.00          | 100.0%            |
| <b>Community Room Hire</b>                                 |                   |            |                  |                  |                   |
| Program Room Single                                        | C                 | 10         | N/A              | \$25.00          | 100.0%            |
| Program Room Double                                        | C                 | 10         | N/A              | \$37.00          | 100.0%            |
| Meeting Room                                               | C                 | 10         | N/A              | \$25.00          | 100.0%            |
| <b>Stadium Hire</b>                                        |                   |            |                  |                  |                   |
| All day hire                                               | C                 | 10         | \$472.50         | \$515.00         | 9.0%              |
| Off Peak court hire/hr                                     | C                 | 10         | \$35.70          | \$37.00          | 3.6%              |
| Peak court hire/hr                                         | C                 | 10         | \$42.00          | \$43.00          | 2.4%              |



|                                    | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u> | <u>2015/2016</u> | <u>% Increase</u> |
|------------------------------------|-------------------|------------|------------------|------------------|-------------------|
|                                    | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>       | <u>Fee</u>       |                   |
|                                    |                   |            | <u>incl. Tax</u> | <u>incl. Tax</u> |                   |
| <b>Youth Club - Membership Fee</b> |                   |            |                  |                  |                   |
| <b>Direct Debit Default Fee</b>    |                   |            |                  |                  |                   |
| Direct Debit                       | C                 | 10         | \$5.00           | N/A              | 0.0%              |
| <b>Direct Debit Joining Fee</b>    |                   |            |                  |                  |                   |
| Adult                              | C                 | 10         | \$44.00          | N/A              | 0.0%              |
| Concession                         | C                 | 10         | \$38.00          | N/A              | 0.0%              |
| Family                             | C                 | 10         | \$65.50          | N/A              | 0.0%              |
| <b>Youth Club - Silver (Dry)</b>   |                   |            |                  |                  |                   |
| <b>Adult</b>                       |                   |            |                  |                  |                   |
| 12 months                          | C                 | 10         | \$595.00         | N/A              | 0.0%              |
| 6 months                           | C                 | 10         | \$412.00         | N/A              | 0.0%              |
| Direct Debit                       | C                 | 10         | \$24.00          | N/A              | 0.0%              |
| <b>Concession</b>                  |                   |            |                  |                  |                   |
| 12 months                          | C                 | 10         | \$490.00         | N/A              | 0.0%              |
| 6 months                           | C                 | 10         | \$340.00         | N/A              | 0.0%              |
| Direct Debit                       | C                 | 10         | \$20.00          | N/A              | 0.0%              |
| <b>Corporate Adult</b>             |                   |            |                  |                  |                   |
| 12 months                          | C                 | 10         | \$535.50         | N/A              | 0.0%              |
| Direct Debit                       | C                 | 10         | \$21.00          | N/A              | 0.0%              |
| <b>Corporate Family</b>            |                   |            |                  |                  |                   |
| 12 months                          | C                 | 10         | \$828.00         | N/A              | 0.0%              |
| Direct Debit                       | C                 | 10         | \$31.00          | N/A              | 0.0%              |
| <b>Family</b>                      |                   |            |                  |                  |                   |
| 12 months                          | C                 | 10         | \$920.00         | N/A              | 0.0%              |
| 6 months                           | C                 | 10         | \$615.00         | N/A              | 0.0%              |
| Direct Debit                       | C                 | 10         | \$36.50          | N/A              | 0.0%              |



|                                                                 | Council    | GST | 2014/2015<br>Fee | 2015/2016<br>Fee | % Increase |
|-----------------------------------------------------------------|------------|-----|------------------|------------------|------------|
|                                                                 | /Statutory | %   | incl. Tax        | incl. Tax        |            |
| <b>COPACC</b>                                                   |            |     |                  |                  |            |
| <b>Auditorium 1</b>                                             |            |     |                  |                  |            |
| <b>Commercial Hire</b>                                          |            |     |                  |                  |            |
| 4 Hour Hire                                                     | C          | 10  | \$950.00         | \$950.00         | 0.0%       |
| 8 Hour Hire                                                     | C          | 10  | \$1,400.00       | \$1,400.00       | 0.0%       |
| Additional Hour                                                 | C          | 10  | \$125.00         | \$125.00         | 0.0%       |
| Hourly penalty                                                  | C          | 10  | \$200.00         | \$200.00         | 0.0%       |
| <b>Community Groups, Schools &amp; Council From Colac Otway</b> |            |     |                  |                  |            |
| <b>4 Hour Hire</b>                                              |            |     |                  |                  |            |
| 4 Hour Hire                                                     | C          | 10  | \$705.00         | \$705.00         | 0.0%       |
| 8 Hour Hire                                                     | C          | 10  | \$1,050.00       | \$1,050.00       | 0.0%       |
| Additional Hour                                                 | C          | 10  | \$100.00         | \$100.00         | 0.0%       |
| Hourly penalty                                                  | C          | 10  | \$150.00         | \$150.00         | 0.0%       |
| <b>Catering</b>                                                 |            |     |                  |                  |            |
| <b>Catering</b>                                                 |            |     |                  |                  |            |
| Tablecloth Hire - Per tablecloth                                | C          | 10  | \$13.00          | \$13.00          | 0.0%       |
| Tea & Coffee Deluxe - per head                                  | C          | 10  | \$3.50           | \$3.50           | 0.0%       |
| Tea & Coffee Standard - per head                                | C          | 10  | \$3.00           | \$3.00           | 0.0%       |
| Juice - Apple/Orange per bottle                                 | C          | 10  | \$4.50           | \$7.50           | 66.7%      |
| <b>Cinema/Box Office Charges</b>                                |            |     |                  |                  |            |
| <b>Commercial Hire</b>                                          |            |     |                  |                  |            |
| Credit Card Charges on sales                                    | C          | 10  | 4%               | 4%               | 0.0%       |
| Ticketing - per ticket                                          | C          | 10  | \$2.75           | \$2.75           | 0.0%       |
| <b>Community Groups, Schools &amp; Council From Colac Otway</b> |            |     |                  |                  |            |
| <b>Credit Card Charges on sales</b>                             |            |     |                  |                  |            |
| Credit Card Charges on sales                                    | C          | 10  | 4%               | 4%               | 0.0%       |
| Ticketing - per ticket                                          | C          | 10  | \$1.38           | \$1.40           | 1.4%       |
| <b>Civic Hall</b>                                               |            |     |                  |                  |            |
| <b>Commercial Hire</b>                                          |            |     |                  |                  |            |
| 4 Hour Hire                                                     | C          | 10  | \$470.00         | \$470.00         | 0.0%       |
| 8 Hour Hire                                                     | C          | 10  | \$725.00         | \$725.00         | 0.0%       |
| Additional Hour                                                 | C          | 10  | \$85.00          | \$85.00          | 0.0%       |
| <b>Community From Colac Otway</b>                               |            |     |                  |                  |            |
| 4 Hour Hire                                                     | C          | 10  | \$395.00         | \$395.00         | 0.0%       |
| 8 Hour Hire                                                     | C          | 10  | \$620.00         | \$620.00         | 0.0%       |
| Additional Hour                                                 | C          | 10  | \$75.00          | \$75.00          | 0.0%       |
| <b>Equipment Hire</b>                                           |            |     |                  |                  |            |
| <b>Equipment Hire</b>                                           |            |     |                  |                  |            |
| Data projector/AV System - Large                                | C          | 10  | \$80.00          | \$80.00          | 0.0%       |
| Data projector/AV System - Small                                | C          | 10  | \$25.00          | \$25.00          | 0.0%       |
| Haze Machine - Daily                                            | C          | 10  | \$30.00          | \$30.00          | 0.0%       |
| Haze Machine - Weekly                                           | C          | 10  | \$80.00          | \$80.00          | 0.0%       |
| Mirror Ball                                                     | C          | 10  | \$75.00          | \$75.00          | 0.0%       |
| PA System - Advanced                                            | C          | 10  | \$250.00         | \$250.00         | 0.0%       |
| PA System - Basic                                               | C          | 10  | \$100.00         | \$100.00         | 0.0%       |
| Portable Stage - Flat Stage                                     | C          | 10  | \$200.00         | \$200.00         | 0.0%       |
| Portable Stage - Large Tiered Seating                           | C          | 10  | \$1,100.00       | \$1,200.00       | 9.1%       |
| Portable Stage - Small Tiered Seating                           | C          | 10  | \$700.00         | \$800.00         | 14.3%      |
| Wireless Microphone - per additional day                        | C          | 10  | \$25.00          | \$25.00          | 0.0%       |
| Wireless Microphone - per day                                   | C          | 10  | \$50.00          | \$50.00          | 0.0%       |

|                                                                 | Council    | GST | 2014/2015        | 2015/2016        | % Increase |
|-----------------------------------------------------------------|------------|-----|------------------|------------------|------------|
|                                                                 | /Statutory | %   | Fee<br>incl. Tax | Fee<br>incl. Tax |            |
| <b>Green Room</b>                                               |            |     |                  |                  |            |
| <b>Commercial Hire</b>                                          |            |     |                  |                  |            |
| After Hours                                                     | C          | 10  | \$65.00          | \$65.00          | 0.0%       |
| Hourly Rate                                                     | C          | 10  | \$40.00          | \$40.00          | 0.0%       |
| <b>Community From Colac Otway</b>                               |            |     |                  |                  |            |
| After Hours                                                     | C          | 10  | \$57.00          | \$57.00          | 0.0%       |
| Hourly Rate                                                     | C          | 10  | \$27.00          | \$27.00          | 0.0%       |
| <b>Kitchen Hourly Rate</b>                                      |            |     |                  |                  |            |
| <b>Commercial Hire</b>                                          |            |     |                  |                  |            |
| After Hours                                                     | C          | 10  | \$65.00          | \$65.00          | 0.0%       |
| Between 8:30 & 5pm                                              | C          | 10  | \$50.00          | \$50.00          | 0.0%       |
| <b>Community From Colac Otway</b>                               |            |     |                  |                  |            |
| After Hours                                                     | C          | 10  | \$57.00          | \$57.00          | 0.0%       |
| Between 8:30 & 5pm                                              | C          | 10  | \$21.00          | \$27.00          | 28.6%      |
| <b>Labour Charges</b>                                           |            |     |                  |                  |            |
| <b>Hourly Rate</b>                                              |            |     |                  |                  |            |
| Event staff - First 8 Hours                                     | C          | 10  | \$50 per hr      | \$60 per hr      | 20.0%      |
| Event staff - Additional Hour                                   | C          | 10  | N/A              | \$80 per hr      | 100.0%     |
| Technical staff - First 8 Hours                                 | C          | 10  | \$60 per hr      | \$60 per hr      | 0.0%       |
| Technical staff - Additional Hour                               | C          | 10  | N/A              | \$80 per hr      | 100.0%     |
| <b>Meeting Room/s Hourly Rate</b>                               |            |     |                  |                  |            |
| <b>Commercial Hire</b>                                          |            |     |                  |                  |            |
| Double Room (After Hours)                                       | C          | 10  | \$85.00          | \$85.00          | 0.0%       |
| Double Room (Between 8:30 & 5pm)                                | C          | 10  | \$65.00          | \$65.00          | 0.0%       |
| Single Room (After Hours)                                       | C          | 10  | \$65.00          | \$65.00          | 0.0%       |
| Single Room (Between 8:30 & 5pm)                                | C          | 10  | \$40.00          | \$40.00          | 0.0%       |
| <b>Community From Colac Otway</b>                               |            |     |                  |                  |            |
| Double Room (After Hours)                                       | C          | 10  | \$75.00          | \$75.00          | 0.0%       |
| Double Room (Between 8:30 & 5pm)                                | C          | 10  | \$55.00          | \$55.00          | 0.0%       |
| Single Room (After Hours)                                       | C          | 10  | \$55.00          | \$55.00          | 0.0%       |
| Single Room (Between 8:30 & 5pm)                                | C          | 10  | \$35.00          | \$35.00          | 0.0%       |
| <b>Other Charges</b>                                            |            |     |                  |                  |            |
| <b>Commercial Hire</b>                                          |            |     |                  |                  |            |
| Admin Fee                                                       | C          | 10  | \$160.00         | \$160.00         | 0.0%       |
| Grand Piano                                                     | C          | 10  | \$100.00         | \$100.00         | 0.0%       |
| Major Cleaning                                                  | C          | 10  | \$200.00         | \$200.00         | 0.0%       |
| Minor Cleaning                                                  | C          | 10  | \$150.00         | \$150.00         | 0.0%       |
| Piano Tuning                                                    | C          | 10  | \$250.00         | \$260.00         | 4.0%       |
| <b>Community Groups, Schools &amp; Council From Colac Otway</b> |            |     |                  |                  |            |
| Admin Fee                                                       | C          | 10  | \$160.00         | \$160.00         | 0.0%       |
| Grand Piano                                                     | C          | 10  | Free             | Free             | 0.0%       |
| Major Cleaning                                                  | C          | 10  | \$200.00         | \$200.00         | 0.0%       |
| Minor Cleaning                                                  | C          | 10  | \$150.00         | \$150.00         | 0.0%       |
| Piano Tuning                                                    | C          | 10  | \$250.00         | \$260.00         | 4.0%       |
| <b>Public Gallery Exhibition &amp; Display Hire Charges</b>     |            |     |                  |                  |            |
| <b>Exhibition</b>                                               |            |     |                  |                  |            |
| Exhibition                                                      | C          | 10  | 10% commission   | 10% Commission   | 0.0%       |

|                                                                | Council<br>/Statutory | GST<br>% | 2014/2015<br>Fee<br>incl. Tax | 2015/2016<br>Fee<br>incl. Tax     | % Increase |
|----------------------------------------------------------------|-----------------------|----------|-------------------------------|-----------------------------------|------------|
| <b>Public Gallery Hourly Rate For Meeting &amp; Convention</b> |                       |          |                               |                                   |            |
| <b>Commercial Hire</b>                                         |                       |          |                               |                                   |            |
| After Hours                                                    | C                     | 10       | \$65.00                       | \$65.00                           | 0.0%       |
| Between 8:30 & 5pm                                             | C                     | 10       | \$40.00                       | \$40.00                           | 0.0%       |
| <b>Community From Colac Otway</b>                              |                       |          |                               |                                   |            |
| After Hours                                                    | C                     | 10       | \$55.00                       | \$55.00                           | 0.0%       |
| Between 8:30 & 5pm                                             | C                     | 10       | \$35.00                       | \$35.00                           | 0.0%       |
| <b>Rehearsal Room Hourly Rate</b>                              |                       |          |                               |                                   |            |
| <b>Commercial Hire</b>                                         |                       |          |                               |                                   |            |
| After Hours                                                    | C                     | 10       | \$65.00                       | \$65.00                           | 0.0%       |
| Between 8.30 & 5pm                                             | C                     | 10       | \$40.00                       | \$40.00                           | 0.0%       |
| <b>Community From Colac Otway</b>                              |                       |          |                               |                                   |            |
| After Hours                                                    | C                     | 10       | \$55.00                       | \$55.00                           | 0.0%       |
| Between 8.30 & 5pm                                             | C                     | 10       | \$35.00                       | \$35.00                           | 0.0%       |
| <b>Roll Over</b>                                               |                       |          |                               |                                   |            |
| <b>Commercial Hire</b>                                         |                       |          |                               |                                   |            |
| All Day Prior                                                  | C                     | 10       | \$160.00                      | \$160.00                          | 0.0%       |
| Evening Prior                                                  | C                     | 10       | \$100.00                      | \$100.00                          | 0.0%       |
| <b>Community From Colac Otway</b>                              |                       |          |                               |                                   |            |
| All Day Prior                                                  | C                     | 10       | \$130.00                      | \$130.00                          | 0.0%       |
| Evening Prior                                                  | C                     | 10       | \$75.00                       | \$75.00                           | 0.0%       |
| <b>Corporate &amp; Community Services</b>                      |                       |          |                               |                                   |            |
| <b>Community Bus Hire per km</b>                               |                       |          |                               |                                   |            |
| Community Bus Hire per km                                      | C                     | 10       | \$1.00                        | \$1.00                            | 0.0%       |
| <b>Council Properties (per annum)</b>                          |                       |          |                               |                                   |            |
| <b>Apollo Bay Newsheet</b>                                     |                       |          |                               |                                   |            |
| Apollo Bay Newsheet                                            | C                     | 10       | \$790.00                      | \$818.00                          | 3.5%       |
| <b>Bartlett St Kindergarten (Wydinia)</b>                      |                       |          |                               |                                   |            |
| Bartlett St Kindergarten (Wydinia)                             | C                     | 10       | \$1.00                        | \$1.00                            | 0.0%       |
| <b>Freedom of Information (per application)</b>                |                       |          |                               |                                   |            |
| Freedom of Information (per application)                       | S                     | 0        | \$26.50                       | \$26.50                           | 0.0%       |
|                                                                |                       |          |                               | Subject to<br>Statutory<br>Change |            |
| <b>Land Information Certificate</b>                            |                       |          |                               |                                   |            |
| <b>Land Information Certificate</b>                            |                       |          |                               |                                   |            |
| Land Information Certificate                                   | S                     | 0        | \$20.00                       | \$20.00                           | 0.0%       |
|                                                                |                       |          |                               | Subject to<br>Statutory<br>Change |            |
| <b>Payment Dishonour Fee (All Other)</b>                       |                       |          |                               |                                   |            |
| <b>Admin Fee</b>                                               |                       |          |                               |                                   |            |
| Admin Fee                                                      | C                     | 10       | \$25.00                       | \$25.00                           | 0.0%       |
| <b>Payment Dishonour Fee (Direct Debit)</b>                    |                       |          |                               |                                   |            |
| <b>Admin Fee</b>                                               |                       |          |                               |                                   |            |
| Admin Fee                                                      | C                     | 10       | \$10.00                       | \$10.00                           | 0.0%       |

|                                                                  | Council<br>/Statutory | GST<br>% | 2014/2015<br>Fee<br>incl. Tax | 2015/2016<br>Fee<br>incl. Tax | % Increase   |
|------------------------------------------------------------------|-----------------------|----------|-------------------------------|-------------------------------|--------------|
| <b>Printing and Photocopying</b>                                 |                       |          |                               |                               |              |
| <b>A3 sheet</b>                                                  |                       |          |                               |                               |              |
| A3 sheet                                                         | C                     | 10       | \$0.70                        | \$0.90                        | 28.6%        |
| <b>A4 sheet</b>                                                  |                       |          |                               |                               |              |
| A4 sheet                                                         | C                     | 10       | \$0.40                        | \$0.50                        | 25.0%        |
| <b>Coloured copy – A3 sheet</b>                                  |                       |          |                               |                               |              |
| Coloured copy – A3 sheet                                         | C                     | 10       | \$1.70                        | \$1.80                        | 5.9%         |
| <b>Coloured copy – A4 sheet</b>                                  |                       |          |                               |                               |              |
| Coloured copy – A4 sheet                                         | C                     | 10       | \$0.80                        | \$1.00                        | 25.0%        |
| <b>Replacement Rate Notice</b>                                   |                       |          |                               |                               |              |
| Replacement Rate Notice                                          | C                     | 0        | \$22.60                       | \$25.00                       | 10.6%        |
| <b>Record Search Fee</b>                                         |                       |          |                               |                               |              |
| <b>Discovery Fee - Per Hour</b>                                  |                       |          |                               |                               |              |
| Discovery Fee - Per Hour                                         | C                     | 10       | 0                             | \$50.00                       | 0.0%         |
| <b>Health &amp; Community Services</b>                           |                       |          |                               |                               |              |
| <b>Family Day Care Administration Levy</b>                       |                       |          |                               |                               |              |
| <b>Carers Levy</b>                                               |                       |          |                               |                               |              |
| Carers Levy                                                      | C                     | 0        | \$10.72/week                  | \$11.05/week                  | 3.1%         |
| <b>Per family per week</b>                                       |                       |          |                               |                               |              |
| Per family per week                                              | C                     | 0        | \$0.34<br>hour/child          | \$0.35<br>hour/child          | 2.9%         |
| <b>Family Day Care Charges</b>                                   |                       |          |                               |                               |              |
| <b>8am to 6pm Monday to Friday</b>                               |                       |          |                               |                               |              |
| (per hour per child)                                             | C                     | 0        | \$7.10 to \$7.55              | \$7.20 to<br>\$7.65           | 6.3%         |
| <b>Before 8 am and after 6 pm</b>                                |                       |          |                               |                               |              |
| Mon – Fri (per hour per child)                                   | C                     | 0        | \$8.10 to \$8.55              | \$8.20 to \$8.65              | 5.5%         |
| <b>Meals (per meal)</b>                                          |                       |          |                               |                               |              |
| Breakfast                                                        | C                     | 0        | \$3.35                        | \$3.50                        | 4.5%         |
| Evening Meal                                                     | C                     | 0        | \$5.70                        | \$6.00                        | 5.3%         |
| Lunch                                                            | C                     | 0        | \$4.40                        | \$4.50                        | 2.3%         |
| Snack                                                            | C                     | 0        | \$1.50                        | \$1.55                        | 3.3%         |
| <b>Saturday, Sunday and Public Holidays (per hour per child)</b> |                       |          |                               |                               |              |
| Saturday, Sunday and Public Holidays (per hour per child)        | C                     | 0        | \$8.10 to \$8.55              | \$8.20 to \$8.65              | 5.5%         |
| <b>Trips</b>                                                     |                       |          |                               |                               |              |
| Trips                                                            | C                     | 0        | \$4.50                        | \$4.65                        | 3.3%         |
| <b>Aged and Disability Services</b>                              |                       |          |                               |                               |              |
| <b>Home Care (per hr)</b>                                        |                       |          |                               |                               |              |
| Home Care                                                        | C                     | 0        | \$3.85 to \$30.90             | \$4.00 to<br>\$32.00          | 9.1% to 3.6% |
| <b>Overnight Respite (per night)</b>                             |                       |          |                               |                               |              |
| Respite Care                                                     | C                     | 0        | \$35.40                       | \$35.50                       | 0.3%         |
| <b>Personal Care (per hr)</b>                                    |                       |          |                               |                               |              |
| Personal Care                                                    | C                     | 0        | \$3.85 to \$35.50             | \$4.00 to<br>\$36.80          | 3.9% to 3.7% |



|                                                             | Council    | GST | 2014/2015                 | 2015/2016                                                  | % Increase    |
|-------------------------------------------------------------|------------|-----|---------------------------|------------------------------------------------------------|---------------|
|                                                             | /Statutory | %   | Fee<br>incl. Tax          | Fee<br>incl. Tax                                           |               |
| <b>Property Maintenance (per hr plus cost of materials)</b> |            |     |                           |                                                            |               |
| Property Maintenance (per hr plus cost of materials)        | C          | 0   | \$11.30 to \$44.90        | \$11.70 to \$46.50                                         | 1.2% to 3.6%  |
| <b>Respite Care (per hr)</b>                                |            |     |                           |                                                            |               |
| Respite Care                                                | C          | 0   | \$3.85 to \$31.30         | \$4.00 to \$32.50                                          | 3.8%          |
| <b>Veterans Home Care (1st hr)</b>                          |            |     |                           |                                                            |               |
| No further fee                                              | C          | 0   | \$5.40                    | \$5.50                                                     | 1.9%          |
| <b>Community Transport</b>                                  |            |     |                           |                                                            |               |
| <b>Birregurra/Forrest/Beeac/Warrion</b>                     |            |     |                           |                                                            |               |
| One way                                                     | C          | 0   | \$6.70                    | \$8.00                                                     | 19.4%         |
| Return                                                      | C          | 0   | \$14.00                   | \$16.00                                                    | 14.3%         |
| <b>Colac</b>                                                |            |     |                           |                                                            |               |
| One way                                                     | C          | 0   | \$4.60                    | N/A                                                        | -100.0%       |
| Return                                                      | C          | 0   | \$8.90                    | \$9.00                                                     | 1.1%          |
| <b>Colac Otway Shire - Apollo Bay, Lavers Hill</b>          |            |     |                           |                                                            |               |
| One way                                                     | C          | 0   | \$15.00                   | N/A                                                        | -100.0%       |
| Return                                                      | C          | 0   | \$25.80                   | \$30.00                                                    | 16.3%         |
| <b>Colac to Geelong or Ballarat</b>                         |            |     |                           |                                                            |               |
| One way                                                     | C          | 0   | \$15.00                   | \$15.00 (two or more passengers) - \$20.00 (one passenger) | 0% to 33.3%   |
| Return                                                      | C          | 0   | \$25.80                   | \$30.00                                                    | 16.3%         |
| <b>Colac to Melbourne</b>                                   |            |     |                           |                                                            |               |
| One way                                                     | C          | 0   | \$27.90                   | N/A                                                        | -100.0%       |
| Return                                                      | C          | 0   | \$50.50                   | \$55.00                                                    | 8.9%          |
| <b>Colac to Warrnambool</b>                                 |            |     |                           |                                                            |               |
| One way                                                     | C          | 0   | \$17.20                   | N/A                                                        | -100.0%       |
| Return                                                      | C          | 0   | \$31.10                   | \$35.00                                                    | 12.5%         |
| <b>Community Bus Transport to Activities</b>                |            |     |                           |                                                            |               |
| Community Bus Transport to Activities                       | C          | 0   | \$5.40                    | \$5.60                                                     | 3.7%          |
| <b>Full Cost Service</b>                                    |            |     |                           |                                                            |               |
| Full Cost Service                                           | C          | 0   | \$0.89 per km + 10% admin | \$1.00 per km + 10% admin                                  | 12.4%<br>0.0% |
| <b>Out &amp; About Day Out Trips</b>                        |            |     |                           |                                                            |               |
| Out & About Day Out Trips                                   | C          | 0   | \$26.80                   | \$30.00                                                    | 11.9%         |
| <b>Contracted Services</b>                                  |            |     |                           |                                                            |               |
| <b>Case Management (per hr)</b>                             |            |     |                           |                                                            |               |
| Assessments, reassessments, reviews, set up arrangements.   | C          | 10  | \$86.77                   | \$90.00                                                    | 3.7%          |
| <b>Contracted Services</b>                                  |            |     |                           |                                                            |               |
| Rate/Kilometre                                              | C          | 10  | \$1.10                    | \$1.15                                                     | 4.5%          |
| <b>Food Services (per meal)</b>                             |            |     |                           |                                                            |               |
| 7:30am to 7:30pm Sat./Sun./Public Holiday                   | C          | 10  | \$22.35                   | \$22.50                                                    | 0.7%          |
| 7:30am to 7:30pm Mon. to Fri.                               | C          | 10  | \$22.35                   | \$22.50                                                    | 0.7%          |
| <b>Home Care (per hr)</b>                                   |            |     |                           |                                                            |               |
| 7:30am to 7:30pm Sat./Sun./Public Holiday                   | C          | 10  | \$73.50                   | \$78.00                                                    | 6.1%          |
| 7:30am to 7:30pm Mon. to Fri.                               | C          | 10  | \$40.65                   | \$43.00                                                    | 5.8%          |
| 7:30pm to 7:30am Mon. to Fri.                               | C          | 10  | \$57.10                   | \$60.50                                                    | 6.0%          |

|                                                               |                          | Council    | GST | 2014/2015                                              | 2015/2016                                              | % Increase   |
|---------------------------------------------------------------|--------------------------|------------|-----|--------------------------------------------------------|--------------------------------------------------------|--------------|
|                                                               |                          | /Statutory | %   | Fee<br>incl. Tax                                       | Fee<br>incl. Tax                                       |              |
| <b>Personal Care (per hr)</b>                                 |                          |            |     |                                                        |                                                        |              |
| 7:30am to 7:30pm                                              | Sat./Sun./Public Holiday | C          | 10  | \$77.43                                                | \$82.00                                                | 5.9%         |
| 7:30am to 7:30pm Mon. to Fri.                                 |                          | C          | 10  | \$42.64                                                | \$45.50                                                | 6.7%         |
| 7:30pm to 7:30am Mon. to Fri.                                 |                          | C          | 10  | \$60.00                                                | \$63.50                                                | 5.8%         |
| <b>Property Maintenance (per hr plus cost of materials)</b>   |                          |            |     |                                                        |                                                        |              |
| 7:30am to 7:30pm                                              | Sat./Sun./Public Holiday | C          | 10  | \$82.90                                                | \$93.00                                                | 12.2%        |
| 7:30am to 7:30pm Mon. to Fri.                                 |                          | C          | 10  | \$45.33                                                | \$51.00                                                | 12.5%        |
| 7:30pm to 7:30am Mon. to Fri.                                 |                          | C          | 10  | \$64.11                                                | \$72.00                                                | 12.3%        |
| <b>Respite Care (per hr)</b>                                  |                          |            |     |                                                        |                                                        |              |
| 7:30am to 7:30pm                                              | Sat./Sun./Public Holiday | C          | 10  | \$77.43                                                | \$82.00                                                | 5.9%         |
| 7:30am to 7:30pm Mon. to Fri.                                 |                          | C          | 10  | \$42.64                                                | \$45.50                                                | 6.7%         |
| 7:30pm to 7:30am Mon. to Fri.                                 |                          | C          | 10  | \$60.00                                                | \$63.50                                                | 5.8%         |
| <b>Delivered Meals</b>                                        |                          |            |     |                                                        |                                                        |              |
| <b>All meals (per meal)</b>                                   |                          |            |     |                                                        |                                                        |              |
| All meals (per meal)                                          |                          | C          | 0   | \$9.30 to \$19.00                                      | \$9.65 to \$20.00                                      | 3.8% to 5.3% |
| <b>Delivered meals (per meal)</b>                             |                          |            |     |                                                        |                                                        |              |
| Delivered meals (per meal)                                    |                          | C          | 0   | \$9.30 to \$19.00                                      | \$9.65 to \$20.00                                      | 3.8% to 5.3% |
| <b>National Disability Insurance Scheme</b>                   |                          |            |     |                                                        |                                                        |              |
| <b>NDIS - Support Cluster and Associated Pricing Victoria</b> |                          |            |     |                                                        |                                                        |              |
| NDIS - Support Cluster and Associated Pricing Victoria        |                          | S          | 0   | NDIS - Support Cluster and Associated Pricing Victoria | NDIS - Support Cluster and Associated Pricing Victoria | N/A          |
| <b>Health Administration (Registration Fees)</b>              |                          |            |     |                                                        |                                                        |              |
| <b>Additional Staff above 5 wh work over 20 hours/week</b>    |                          |            |     |                                                        |                                                        |              |
| New and renewal                                               |                          | C          | 0   | \$10.00                                                | \$10.50                                                | 5.0%         |
| <b>Additional Staff above 5 who work under 20 hours/week</b>  |                          |            |     |                                                        |                                                        |              |
| New and renewal                                               |                          | C          | 0   | \$5.00                                                 | \$5.50                                                 | 10.0%        |
| <b>CLASS 1 Food Premises</b>                                  |                          |            |     |                                                        |                                                        |              |
| New                                                           |                          | C          | 0   | \$537.70                                               | \$557.00                                               | 3.6%         |
| Renewal                                                       |                          | C          | 0   | \$414.30                                               | \$430.00                                               | 3.8%         |
| <b>CLASS 2 Food Provider</b>                                  |                          |            |     |                                                        |                                                        |              |
| New                                                           |                          | C          | 0   | \$257.50                                               | N/A                                                    |              |
| Renewal                                                       |                          | C          | 0   | \$173.80                                               | N/A                                                    |              |
| <b>CLASS 2 Major Food Premises</b>                            |                          |            |     |                                                        |                                                        |              |
| New                                                           |                          | C          | 0   | \$447.60                                               | \$465.00                                               | 3.9%         |
| Renewal                                                       |                          | C          | 0   | \$307.70                                               | \$320.00                                               | 4.0%         |
| <b>CLASS 2 Minor Food Premises</b>                            |                          |            |     |                                                        |                                                        |              |
| New                                                           |                          | C          | 0   | \$217.90                                               | \$275.00                                               | 26.2%        |
| Renewal                                                       |                          | C          | 0   | \$151.40                                               | \$190.00                                               | 25.5%        |
| <b>CLASS 3 Fruit and Vegetables</b>                           |                          |            |     |                                                        |                                                        |              |
| New                                                           |                          | C          | 0   | \$262.90                                               | \$275.00                                               | 4.6%         |
| Renewal                                                       |                          | C          | 0   | \$162.00                                               | \$170.00                                               | 4.9%         |

|                                                                                                                                                                                                                                                                                                                                                                                                                 | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u> | <u>2015/2016</u>            | <u>% Increase</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------|------------------|-----------------------------|-------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                 | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>       | <u>Fee</u>                  |                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |            | <u>incl. Tax</u> | <u>incl. Tax</u>            |                   |
| <b>CLASS 3 Major Food Premises</b>                                                                                                                                                                                                                                                                                                                                                                              |                   |            |                  |                             |                   |
| New                                                                                                                                                                                                                                                                                                                                                                                                             | C                 | 0          | \$217.90         | \$275.00                    | 26.2%             |
| Renewal                                                                                                                                                                                                                                                                                                                                                                                                         | C                 | 0          | \$151.40         | \$157.00                    | 3.7%              |
| <b>CLASS 3 Major Mobile Food Vehicles</b>                                                                                                                                                                                                                                                                                                                                                                       |                   |            |                  |                             |                   |
| New                                                                                                                                                                                                                                                                                                                                                                                                             | C                 | 0          | \$258.00         | \$275.00                    | 6.6%              |
| Renewal                                                                                                                                                                                                                                                                                                                                                                                                         | C                 | 0          | \$174.00         | \$180.00                    | 3.4%              |
| <b>CLASS 3 Minor Food Premises</b>                                                                                                                                                                                                                                                                                                                                                                              |                   |            |                  |                             |                   |
| New                                                                                                                                                                                                                                                                                                                                                                                                             | C                 | 0          | \$156.70         | \$200.00                    | 27.6%             |
| Renewal                                                                                                                                                                                                                                                                                                                                                                                                         | C                 | 0          | \$100.90         | \$105.00                    | 4.1%              |
| <b>Combo Beauty</b>                                                                                                                                                                                                                                                                                                                                                                                             |                   |            |                  |                             |                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |            |                  | \$140.00 + Pro-             |                   |
| New premises design fee                                                                                                                                                                                                                                                                                                                                                                                         | C                 | 0          | \$106.30         | rata<br>registration<br>fee | 31.7%             |
| Registration/renewal                                                                                                                                                                                                                                                                                                                                                                                            | C                 | 0          | \$139.50         | \$145.00                    | 3.9%              |
| <b>Hairdressers/Beauty Parlours</b>                                                                                                                                                                                                                                                                                                                                                                             |                   |            |                  |                             |                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |            |                  | \$130.00 + Pro-             |                   |
| New premises design fee                                                                                                                                                                                                                                                                                                                                                                                         | C                 | 0          | \$95.50          | rata<br>registration<br>fee | 26.5%             |
| Registration/renewal                                                                                                                                                                                                                                                                                                                                                                                            | C                 | 0          | \$128.80         | \$133.50                    | 3.6%              |
| <b>Skin Penetration</b>                                                                                                                                                                                                                                                                                                                                                                                         |                   |            |                  |                             |                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |            |                  | \$130.00 + Pro-             |                   |
| New premises design fee                                                                                                                                                                                                                                                                                                                                                                                         | C                 | 0          | \$95.50          | rata<br>registration<br>fee | 26.5%             |
| Registration/renewal                                                                                                                                                                                                                                                                                                                                                                                            | C                 | 0          | \$128.80         | \$133.50                    | 3.6%              |
| <b>General Note: all non-food premises are registered to the end of the calendar year which means they all have the same anniversary for renewal of registration. The pro-rata is to take them to 31/12 each year. All food premises are registered for 12 months from the time of initial registration. This staggers food premises renewals throughout the year. This process is governed by legislation.</b> |                   |            |                  |                             |                   |
| <b>Miscellaneous</b>                                                                                                                                                                                                                                                                                                                                                                                            |                   |            |                  |                             |                   |
| <b>Conveyance Enquiries</b>                                                                                                                                                                                                                                                                                                                                                                                     |                   |            |                  |                             |                   |
| Conveyance Enquiries                                                                                                                                                                                                                                                                                                                                                                                            | C                 | 0          | \$123.40         | \$130.00                    | 5.3%              |
| <b>Immunisation</b>                                                                                                                                                                                                                                                                                                                                                                                             |                   |            |                  |                             |                   |
| Immunisation                                                                                                                                                                                                                                                                                                                                                                                                    | C                 | 10         | \$20.40          | \$21.50                     | 5.4%              |
| <b>Late Renewal Penalty Fee per Month</b>                                                                                                                                                                                                                                                                                                                                                                       |                   |            |                  |                             |                   |
| Late Renewal Penalty Fee per Month                                                                                                                                                                                                                                                                                                                                                                              | C                 | 0          | \$33.30          | \$130.00                    | 290.4%            |
| <b>Replacement Certificate</b>                                                                                                                                                                                                                                                                                                                                                                                  |                   |            |                  |                             |                   |
| Replacement Certificate                                                                                                                                                                                                                                                                                                                                                                                         | C                 | 0          | \$45.10          | \$46.50                     | 3.1%              |
| <b>Transfer of Registration</b>                                                                                                                                                                                                                                                                                                                                                                                 |                   |            |                  |                             |                   |
| Transfer of Registration                                                                                                                                                                                                                                                                                                                                                                                        | C                 | 0          | 50% of reg fee   | 50% of<br>renewal fee       | 0.0%              |
| <b>Prescribed Accommodation</b>                                                                                                                                                                                                                                                                                                                                                                                 |                   |            |                  |                             |                   |
| <b>6 to 10 persons</b>                                                                                                                                                                                                                                                                                                                                                                                          |                   |            |                  |                             |                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |            |                  | \$130.00 + Pro-             |                   |
| New premises design fee                                                                                                                                                                                                                                                                                                                                                                                         | C                 | 0          | \$106.30         | rata<br>registration<br>fee | 22.6%             |
| Registration/renewal                                                                                                                                                                                                                                                                                                                                                                                            | C                 | 0          | \$179.20         | \$186.00                    | 3.8%              |
| <b>11 to 20 persons</b>                                                                                                                                                                                                                                                                                                                                                                                         |                   |            |                  |                             |                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |            |                  | \$130.00 + Pro-             |                   |
| New premises design fee                                                                                                                                                                                                                                                                                                                                                                                         | C                 | 0          | \$123.40         | rata<br>registration<br>fee | 5.4%              |
| Registration/renewal                                                                                                                                                                                                                                                                                                                                                                                            | C                 | 0          | \$217.90         | \$226.00                    | 3.7%              |

|                                                    | Council    | GST | 2014/2015<br>Fee | 2015/2016<br>Fee                                                                                                           | % Increase |  |  |
|----------------------------------------------------|------------|-----|------------------|----------------------------------------------------------------------------------------------------------------------------|------------|--|--|
|                                                    | /Statutory | %   | incl. Tax        | incl. Tax                                                                                                                  |            |  |  |
| 20+ persons                                        |            |     |                  |                                                                                                                            |            |  |  |
| New premises design fee                            | C          | 0   | \$128.80         | \$130.00 + Pro-rata registration fee                                                                                       | 0.9%       |  |  |
| Registration/renewal                               | C          | 0   | \$268.30         | \$278.00                                                                                                                   | 3.6%       |  |  |
| Caravan Parks per site                             |            |     |                  |                                                                                                                            |            |  |  |
| Caravan Parks per site                             | \$         | 0   | \$2.50           | \$2.50                                                                                                                     | 0.0%       |  |  |
| Combo Food Premises/Accommodation                  |            |     |                  |                                                                                                                            |            |  |  |
| New premises design fee                            | C          | 0   | \$128.80         | \$130.00 + Pro-rata registration fee                                                                                       | 0.9%       |  |  |
| Registration/renewal                               | C          | 0   | \$156.70         | \$163.00                                                                                                                   | 4.0%       |  |  |
| Public Health - Septic Tanks                       |            |     |                  |                                                                                                                            |            |  |  |
| Additional inspections                             |            |     |                  |                                                                                                                            |            |  |  |
| Additional inspections                             | C          | 0   | \$95.50          | \$130.00                                                                                                                   | 36.1%      |  |  |
| Septic tank alterations                            |            |     |                  |                                                                                                                            |            |  |  |
| Septic tank alterations                            | C          | 0   | \$201.80         | \$250.00                                                                                                                   | 23.9%      |  |  |
| Septic tank systems – aerated wastewater treatment |            |     |                  |                                                                                                                            |            |  |  |
| Septic tank systems – aerated wastewater treatment | C          | 0   | \$369.20         | \$500.00                                                                                                                   | 35.4%      |  |  |
| Septic tanks – trench, sand filter systems         |            |     |                  |                                                                                                                            |            |  |  |
| Septic tanks – trench, sand filter systems         | C          | 0   | \$391.70         | \$500.00                                                                                                                   | 27.6%      |  |  |
| Recreations, Arts & Culture                        |            |     |                  |                                                                                                                            |            |  |  |
| Recreation Reserve Maintenance                     |            |     |                  |                                                                                                                            |            |  |  |
| Central Reserve (per annum)                        |            |     |                  |                                                                                                                            |            |  |  |
| Colac Cricket Association                          | C          | 10  | \$2,514.00       | "Fees and charges to be determined based on the formula specified in Council's Recreation Reserves Fees & Charges Policy." | N/A        |  |  |
| Colac Football Club                                | C          | 10  | \$7,495.00       |                                                                                                                            |            |  |  |
| Colac Little Athletics                             | C          | 10  | \$646.00         |                                                                                                                            |            |  |  |
| Youth & Recreation Centre                          | C          | 10  | \$662.00         |                                                                                                                            |            |  |  |
| Cricket Ground (per annum)                         |            |     |                  |                                                                                                                            |            |  |  |
| Colac Cricket Association                          | C          | 10  | \$600.00         | "Fees and charges to be determined based on the formula specified in Council's Recreation Reserves Fees & Charges Policy." | N/A        |  |  |
| Colac Umpires Association                          | C          | 10  | \$773.00         |                                                                                                                            |            |  |  |
| Eastern Reserve (per annum)                        |            |     |                  |                                                                                                                            |            |  |  |
| Colac Baseball League                              | C          | 10  | \$1,349.00       |                                                                                                                            |            |  |  |
| Colac Cricket Club                                 | C          | 10  | \$1,349.00       |                                                                                                                            |            |  |  |
| Colac Netball Association                          | C          | 10  | \$761.00         |                                                                                                                            |            |  |  |
| Eliminix Recreation Reserve (per annum)            |            |     |                  |                                                                                                                            |            |  |  |
| Eliminix Tennis Club                               | C          | 10  | \$501.00         | "Fees and charges to be determined based on the formula specified in Council's Recreation Reserves Fees & Charges Policy." | N/A        |  |  |
| South Colac Sports Club                            | C          | 10  | \$3,771.00       |                                                                                                                            |            |  |  |
| Western Reserve (per annum)                        |            |     |                  |                                                                                                                            |            |  |  |
| Colac Cricket Association                          | C          | 10  | \$1,464.00       | "Fees and charges to be determined based on the formula specified in Council's Recreation Reserves Fees & Charges Policy." | N/A        |  |  |
| Imperials Football Club                            | C          | 10  | \$6,007.00       |                                                                                                                            |            |  |  |



|  | Council    | GST | 2014/2015 | 2015/2016 | % Increase |
|--|------------|-----|-----------|-----------|------------|
|  | /Statutory | %   | Fee       | Fee       |            |
|  |            |     | incl. Tax | incl. Tax |            |

### Infrastructure

|                                                       |   |    |                                                                 |                                                                      |              |
|-------------------------------------------------------|---|----|-----------------------------------------------------------------|----------------------------------------------------------------------|--------------|
| <b>Waste Management</b>                               |   |    |                                                                 |                                                                      |              |
| <b>Waste Management Additional Service Charge/Bin</b> |   |    |                                                                 |                                                                      |              |
| 240 litre garbage additional service charge/bin       |   |    |                                                                 |                                                                      |              |
| 240 litre garbage additional service charge/bin       | C | 10 | \$260.00                                                        | \$260.00                                                             | 0.0%         |
| 240 litre organic additional service charge/bin       |   |    |                                                                 |                                                                      |              |
| 240 litre organic additional service charge/bin       | C | 10 | \$125.00                                                        | \$125.00                                                             | 0.0%         |
| 240 litre recycle additional service charge/bin       |   |    |                                                                 |                                                                      |              |
| 240 litre recycle additional service charge/bin       | C | 10 | \$75.00                                                         | \$75.00                                                              | 0.0%         |
| Set 3 new bins new property                           |   |    |                                                                 |                                                                      |              |
| Set 3 new bins new property                           | C | 10 | \$0.00                                                          | \$0.00                                                               | 0.0%         |
| Upgrade to 240litre Garbage Bin                       |   |    |                                                                 |                                                                      |              |
| Upgrade to 240litre Garbage Bin                       | C | 10 | \$200.00                                                        | \$200.00                                                             | 0.0%         |
| <b>All waste recival sites</b>                        |   |    |                                                                 |                                                                      |              |
| <b>Car bodies</b>                                     |   |    |                                                                 |                                                                      |              |
| Car bodies                                            | C | 10 | \$64.40                                                         | \$65.00                                                              | 0.9%         |
| <b>Chemical drums</b>                                 |   |    |                                                                 |                                                                      |              |
| Chemical drums                                        | C | 10 | \$1.00 each                                                     | \$1.00 each                                                          | 0.0%         |
| <b>Commercial fully co-mingled recyclables</b>        |   |    |                                                                 |                                                                      |              |
|                                                       |   |    | \$13.50 per m3                                                  | \$14.00 per m3                                                       | 3.7%         |
| Commercial fully co-mingled recyclables               | C | 10 | or \$59 per tonne                                               | or \$60 per tonne                                                    | 1.7%         |
| <b>Mattresses each</b>                                |   |    |                                                                 |                                                                      |              |
| Mattresses each                                       | C | 10 | \$20.00                                                         | \$20.00                                                              | 0.0%         |
| <b>Putrescibles (inc mixed rubbish)</b>               |   |    |                                                                 |                                                                      |              |
|                                                       |   |    | \$54 per m3,120 litre garbage bin or less                       | \$58 per m3,120 litre garbage bin or less                            |              |
| Putrescibles (inc mixed rubbish)                      | C | 10 | \$11,120 litre - 240 litre garbage bin \$17, or \$246 per tonne | less \$11,120 litre - 240 litre garbage bin \$17, or \$260 per tonne | 7.4% to 5.7% |
| <b>Steel scrap</b>                                    |   |    |                                                                 |                                                                      |              |
| Steel scrap                                           | C | 10 | \$11 per m3 or \$41 per tonne                                   | \$11 per m3 or \$41 per tonne                                        | 0.0%         |
| <b>Tree prunings</b>                                  |   |    |                                                                 |                                                                      |              |
| Tree prunings                                         | C | 10 | \$34 per m3 \$130 per tonne                                     | \$35 per m3 \$132 per tonne                                          | 2.9% to 1.5% |
| <b>TV &amp; Monitors</b>                              |   |    |                                                                 |                                                                      |              |
| TV & Monitors                                         | C | 10 | \$10.00                                                         | \$10.00                                                              | 0.0%         |
| <b>Tyres</b>                                          |   |    |                                                                 |                                                                      |              |
| Car                                                   | C | 10 | \$6.40                                                          | \$6.60                                                               | 3.1%         |
| Car on rim                                            | C | 10 | \$10.80                                                         | \$13.00                                                              | 20.4%        |
| Commercial batteries each (more than 2)               | C | 10 | \$5.90                                                          | \$6.00                                                               | 1.7%         |
| Light truck                                           | C | 10 | \$10.80                                                         | \$13.50                                                              | 25.0%        |
| Tractor 1-2m                                          | C | 10 | \$203.90                                                        | \$210.00                                                             | 3.0%         |
| Tractor up to 1m                                      | C | 10 | \$92.30                                                         | \$96.00                                                              | 4.0%         |
| Truck                                                 | C | 10 | \$25.80                                                         | \$37.50                                                              | 45.3%        |

|                                                       | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u> | <u>2015/2016</u> | <u>% Increase</u> |
|-------------------------------------------------------|-------------------|------------|------------------|------------------|-------------------|
|                                                       | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>       | <u>Fee</u>       |                   |
|                                                       |                   |            | <u>incl. Tax</u> | <u>incl. Tax</u> |                   |
| <b>Waste disposal tickets</b>                         |                   |            |                  |                  |                   |
| 10 tickets (up to 240lt bin)                          | C                 | 10         | \$60.00          | \$66.00          | 10.0%             |
| 25 tickets (up to 240lt bin)                          | C                 | 10         | \$135.00         | \$142.00         | 5.2%              |
| <b>Kerbside Bin Fees</b>                              |                   |            |                  |                  |                   |
| <b>120 litre garbage (bin only)</b>                   |                   |            |                  |                  |                   |
| 120 litre garbage (bin only)                          | C                 | 10         | \$70.00          | \$72.00          | 2.9%              |
| <b>120 litre organic (bin only)</b>                   |                   |            |                  |                  |                   |
| 120 litre organic (bin only)                          | C                 | 10         | \$70.00          | \$72.00          | 2.9%              |
| <b>120 litre recycle (bin only)</b>                   |                   |            |                  |                  |                   |
| 120 litre recycle (bin only)                          | C                 | 10         | \$70.00          | \$72.00          | 2.9%              |
| <b>240 litre garbage (bin only)</b>                   |                   |            |                  |                  |                   |
| 240 litre garbage (bin only)                          | C                 | 10         | \$75.00          | \$77.00          | 2.7%              |
| <b>240 litre organic (bin only)</b>                   |                   |            |                  |                  |                   |
| 240 litre organic (bin only)                          | C                 | 10         | \$75.00          | \$77.00          | 2.7%              |
| <b>240 litre recycle (bin only)</b>                   |                   |            |                  |                  |                   |
| 240 litre recycle (bin only)                          | C                 | 10         | \$75.00          | \$77.00          | 2.7%              |
| <b>Bin change over fee (all bins)</b>                 |                   |            |                  |                  |                   |
| Bin change over fee (all bins)                        | C                 | 10         | \$30.00          | \$30.00          | 0.0%              |
| <b>Lost or stolen bins – 120/240 litre</b>            |                   |            |                  |                  |                   |
| Lost or stolen bins – 120/240 litre                   | C                 | 10         | \$53.00          | \$53.00          | 0.0%              |
| <b>Aerodrome Landing Fees</b>                         |                   |            |                  |                  |                   |
| <b>Apollo Bay (per landing)</b>                       |                   |            |                  |                  |                   |
| Apollo Bay (per landing)                              | C                 | 10         | \$8.60           | \$10.00          | 16.3%             |
| <b>Colac (per landing)</b>                            |                   |            |                  |                  |                   |
| Colac (per landing)                                   | C                 | 10         | \$8.60           | \$10.00          | 16.3%             |
| <b>Apollo Bay Harbour</b>                             |                   |            |                  |                  |                   |
| <b>Fixed mooring (annual)</b>                         |                   |            |                  |                  |                   |
| Fixed mooring (annual)                                | C                 | 10         | \$1,746.00       | \$1,806.00       | 3.4%              |
| <b>Itinerant Berth (daily) based on vessel length</b> |                   |            |                  |                  |                   |
| more than 10m but less than 15m                       | C                 | 10         | \$24.00          | \$25.00          | 4.2%              |
| more than 15m but less than 20m                       | C                 | 10         | \$29.00          | \$30.00          | 3.4%              |
| more than 20m but less than 25m                       | C                 | 10         | \$35.00          | \$37.00          | 5.7%              |
| more than 25m but less than 30m                       | C                 | 10         | \$58.00          | \$60.00          | 3.4%              |
| more than 30m                                         | C                 | 10         | \$116.00         | \$120.00         | 3.4%              |
| up to 10m                                             | C                 | 10         | \$12.00          | \$13.00          | 8.3%              |
| <b>Marina keys (per key)</b>                          |                   |            |                  |                  |                   |
| Marina keys (per key)                                 | C                 | 10         | \$24.00          | \$25.00          | 4.2%              |
| <b>Swing mooring (annual)</b>                         |                   |            |                  |                  |                   |
| Swing mooring (annual)                                | C                 | 10         | \$116.00         | \$120.00         | 3.4%              |
| <b>Swing mooring establishment</b>                    |                   |            |                  |                  |                   |
| Swing mooring establishment                           | C                 | 10         | \$186.00         | \$193.00         | 3.8%              |

|                                             |               | Council    | GST | 2014/2015        | 2015/2016        | % Increase |
|---------------------------------------------|---------------|------------|-----|------------------|------------------|------------|
|                                             |               | /Statutory | %   | Fee<br>incl. Tax | Fee<br>incl. Tax |            |
| Other Harbour Fees - based on Vessel Length |               |            |     |                  |                  |            |
| Slipping Fee                                | Vessel Length |            |     |                  |                  |            |
|                                             | 10            | C          | 10  | \$173.00         | \$179.00         | 3.5%       |
|                                             | 10.2          | C          | 10  | \$180.00         | \$186.00         | 3.3%       |
|                                             | 10.4          | C          | 10  | \$187.00         | \$193.00         | 3.2%       |
|                                             | 10.6          | C          | 10  | \$194.00         | \$201.00         | 3.6%       |
|                                             | 10.8          | C          | 10  | \$201.00         | \$208.00         | 3.5%       |
|                                             | 11            | C          | 10  | \$202.00         | \$209.00         | 3.5%       |
|                                             | 11.2          | C          | 10  | \$215.00         | \$222.00         | 3.3%       |
|                                             | 11.4          | C          | 10  | \$221.00         | \$229.00         | 3.6%       |
|                                             | 11.6          | C          | 10  | \$229.00         | \$237.00         | 3.5%       |
|                                             | 11.8          | C          | 10  | \$235.00         | \$243.00         | 3.4%       |
|                                             | 12            | C          | 10  | \$243.00         | \$252.00         | 3.7%       |
|                                             | 12.2          | C          | 10  | \$249.00         | \$258.00         | 3.6%       |
|                                             | 12.4          | C          | 10  | \$257.00         | \$266.00         | 3.5%       |
|                                             | 12.6          | C          | 10  | \$263.00         | \$272.00         | 3.4%       |
|                                             | 12.8          | C          | 10  | \$271.00         | \$280.00         | 3.3%       |
|                                             | 13            | C          | 10  | \$277.00         | \$287.00         | 3.6%       |
|                                             | 13.2          | C          | 10  | \$284.00         | \$294.00         | 3.5%       |
|                                             | 13.4          | C          | 10  | \$291.00         | \$301.00         | 3.4%       |
|                                             | 13.6          | C          | 10  | \$297.00         | \$307.00         | 3.4%       |
|                                             | 13.8          | C          | 10  | \$305.00         | \$316.00         | 3.6%       |
|                                             | 14            | C          | 10  | \$311.00         | \$322.00         | 3.5%       |
|                                             | 14.2          | C          | 10  | \$321.20         | \$332.00         | 3.4%       |
|                                             | 14.4          | C          | 10  | \$331.00         | \$343.00         | 3.6%       |
|                                             | 14.6          | C          | 10  | \$340.00         | \$352.00         | 3.5%       |
|                                             | 14.8          | C          | 10  | \$350.00         | \$362.00         | 3.4%       |
|                                             | 15            | C          | 10  | \$360.00         | \$373.00         | 3.6%       |
|                                             | 15.2          | C          | 10  | \$369.00         | \$382.00         | 3.5%       |
|                                             | 15.4          | C          | 10  | \$378.00         | \$391.00         | 3.4%       |
|                                             | 15.6          | C          | 10  | \$388.00         | \$401.00         | 3.4%       |
|                                             | 15.8          | C          | 10  | \$397.00         | \$411.00         | 3.5%       |
|                                             | 16            | C          | 10  | \$407.00         | \$421.00         | 3.4%       |
|                                             | 16.2          | C          | 10  | \$417.00         | \$431.00         | 3.4%       |
|                                             | 16.4          | C          | 10  | \$426.00         | \$441.00         | 3.5%       |
|                                             | 16.6          | C          | 10  | \$436.00         | \$451.00         | 3.4%       |
|                                             | 16.8          | C          | 10  | \$445.00         | \$460.00         | 3.4%       |
|                                             | 17            | C          | 10  | \$454.80         | \$470.00         | 3.3%       |
|                                             | 17.2          | C          | 10  | \$464.00         | \$480.00         | 3.4%       |
|                                             | 17.4          | C          | 10  | \$473.00         | \$490.00         | 3.6%       |
|                                             | 17.6          | C          | 10  | \$483.80         | \$500.00         | 3.3%       |
|                                             | 17.8          | C          | 10  | \$493.00         | \$510.00         | 3.4%       |
|                                             | 18            | C          | 10  | \$502.00         | \$520.00         | 3.6%       |
|                                             | 18.2          | C          | 10  | \$514.00         | \$532.00         | 3.5%       |
|                                             | 18.4          | C          | 10  | \$526.00         | \$544.00         | 3.4%       |
|                                             | 18.6          | C          | 10  | \$539.00         | \$558.00         | 3.5%       |
|                                             | 18.8          | C          | 10  | \$551.00         | \$570.00         | 3.4%       |
|                                             | 19            | C          | 10  | \$562.00         | \$582.00         | 3.6%       |
|                                             | 19.2          | C          | 10  | \$575.00         | \$595.00         | 3.5%       |
|                                             | 19.4          | C          | 10  | \$587.00         | \$607.00         | 3.4%       |
|                                             | 19.6          | C          | 10  | \$599.00         | \$620.00         | 3.5%       |
|                                             | 19.8          | C          | 10  | \$611.00         | \$632.00         | 3.4%       |
|                                             | 20            | C          | 10  | \$624.00         | \$645.00         | 3.4%       |
|                                             | 20.2          | C          | 10  | \$635.00         | \$658.00         | 3.6%       |
|                                             | 20.4          | C          | 10  | \$647.00         | \$669.00         | 3.4%       |

|                       |               | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u> | <u>2015/2016</u> | <u>% Increase</u> |
|-----------------------|---------------|-------------------|------------|------------------|------------------|-------------------|
|                       |               | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>       | <u>Fee</u>       |                   |
|                       |               |                   |            | <u>incl. Tax</u> | <u>incl. Tax</u> |                   |
|                       | 20.6          | C                 | 10         | \$661.00         | \$683.00         | 3.3%              |
|                       | 20.8          | C                 | 10         | \$672.00         | \$695.00         | 3.4%              |
|                       | 21            | C                 | 10         | \$684.00         | \$707.00         | 3.4%              |
|                       | 21.2          | C                 | 10         | \$697.00         | \$721.00         | 3.4%              |
|                       | 21.4          | C                 | 10         | \$708.00         | \$733.00         | 3.5%              |
|                       | 21.6          | C                 | 10         | \$720.00         | \$745.00         | 3.5%              |
|                       | 21.8          | C                 | 10         | \$732.50         | \$757.00         | 3.3%              |
|                       | 22            | C                 | 10         | \$745.00         | \$770.00         | 3.4%              |
|                       | 22.2          | C                 | 10         | \$757.00         | \$783.00         | 3.4%              |
|                       | 22.4          | C                 | 10         | \$769.00         | \$795.00         | 3.4%              |
|                       | 22.6          | C                 | 10         | \$781.00         | \$809.00         | 3.6%              |
|                       | 22.8          | C                 | 10         | \$793.00         | \$821.00         | 3.5%              |
|                       | 23            | C                 | 10         | \$805.00         | \$832.00         | 3.4%              |
|                       | 23.2          | C                 | 10         | \$817.00         | \$845.00         | 3.4%              |
|                       | 23.4          | C                 | 10         | \$830.00         | \$858.00         | 3.4%              |
|                       | 23.6          | C                 | 10         | \$841.00         | \$871.00         | 3.6%              |
|                       | 23.8          | C                 | 10         | \$853.00         | \$883.00         | 3.5%              |
|                       | 24            | C                 | 10         | \$866.00         | \$894.00         | 3.2%              |
|                       |               |                   |            |                  |                  |                   |
| Storage Fee (Per Day) | Vessel Length |                   |            |                  |                  |                   |
|                       | 10            | C                 | 10         | \$43.00          | \$45.00          | 4.7%              |
|                       | 10.2          | C                 | 10         | \$47.00          | \$49.00          | 4.3%              |
|                       | 10.4          | C                 | 10         | \$51.00          | \$52.00          | 2.0%              |
|                       | 10.6          | C                 | 10         | \$54.00          | \$56.00          | 3.7%              |
|                       | 10.8          | C                 | 10         | \$58.00          | \$60.00          | 3.4%              |
|                       | 11            | C                 | 10         | \$61.00          | \$64.00          | 4.9%              |
|                       | 11.2          | C                 | 10         | \$66.00          | \$68.00          | 3.0%              |
|                       | 11.4          | C                 | 10         | \$69.00          | \$72.00          | 4.3%              |
|                       | 11.6          | C                 | 10         | \$72.00          | \$75.00          | 4.2%              |
|                       | 11.8          | C                 | 10         | \$76.00          | \$79.00          | 3.9%              |
|                       | 12            | C                 | 10         | \$80.00          | \$82.00          | 2.5%              |
|                       | 12.2          | C                 | 10         | \$84.00          | \$87.00          | 3.6%              |
|                       | 12.4          | C                 | 10         | \$87.00          | \$90.00          | 3.4%              |
|                       | 12.6          | C                 | 10         | \$90.00          | \$93.00          | 3.3%              |
|                       | 12.8          | C                 | 10         | \$95.00          | \$99.00          | 4.2%              |
|                       | 13            | C                 | 10         | \$98.00          | \$102.00         | 4.1%              |
|                       | 13.2          | C                 | 10         | \$101.00         | \$105.00         | 4.0%              |
|                       | 13.4          | C                 | 10         | \$105.00         | \$109.00         | 3.8%              |
|                       | 13.6          | C                 | 10         | \$108.00         | \$112.00         | 3.7%              |
|                       | 13.8          | C                 | 10         | \$113.00         | \$117.00         | 3.5%              |
|                       | 14            | C                 | 10         | \$116.00         | \$120.00         | 3.4%              |
|                       | 14.2          | C                 | 10         | \$119.00         | \$123.00         | 3.4%              |
|                       | 14.4          | C                 | 10         | \$123.00         | \$128.00         | 4.1%              |
|                       | 14.6          | C                 | 10         | \$127.00         | \$132.00         | 3.9%              |
|                       | 14.8          | C                 | 10         | \$131.60         | \$136.00         | 3.3%              |
|                       | 15            | C                 | 10         | \$134.00         | \$139.00         | 3.7%              |
|                       | 15.2          | C                 | 10         | \$137.00         | \$142.00         | 3.6%              |
|                       | 15.4          | C                 | 10         | \$142.00         | \$147.00         | 3.5%              |
|                       | 15.6          | C                 | 10         | \$145.00         | \$150.00         | 3.4%              |
|                       | 15.8          | C                 | 10         | \$149.00         | \$154.00         | 3.4%              |
|                       | 16            | C                 | 10         | \$152.00         | \$158.00         | 3.9%              |
|                       | 16.2          | C                 | 10         | \$156.00         | \$162.00         | 3.8%              |
|                       | 16.4          | C                 | 10         | \$160.60         | \$166.00         | 3.4%              |
|                       | 16.6          | C                 | 10         | \$163.00         | \$170.00         | 4.3%              |
|                       | 16.8          | C                 | 10         | \$167.00         | \$173.00         | 3.6%              |
|                       | 17            | C                 | 10         | \$171.00         | \$177.00         | 3.5%              |
|                       | 17.2          | C                 | 10         | \$174.00         | \$180.00         | 3.4%              |

|      | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u> | <u>2015/2016</u> | <u>% Increase</u> |
|------|-------------------|------------|------------------|------------------|-------------------|
|      | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>       | <u>Fee</u>       |                   |
|      |                   |            | <u>incl. Tax</u> | <u>incl. Tax</u> |                   |
| 17.4 | C                 | 10         | \$178.00         | \$184.00         | 3.4%              |
| 17.6 | C                 | 10         | \$181.00         | \$188.00         | 3.9%              |
| 17.8 | C                 | 10         | \$185.00         | \$192.00         | 3.8%              |
| 18   | C                 | 10         | \$189.00         | \$196.00         | 3.7%              |
| 18.2 | C                 | 10         | \$192.00         | \$199.00         | 3.6%              |
| 18.4 | C                 | 10         | \$196.00         | \$203.00         | 3.6%              |
| 18.6 | C                 | 10         | \$200.00         | \$207.00         | 3.5%              |
| 18.8 | C                 | 10         | \$203.00         | \$210.00         | 3.4%              |
| 19   | C                 | 10         | \$207.00         | \$214.00         | 3.4%              |
| 19.2 | C                 | 10         | \$210.00         | \$218.00         | 3.8%              |
| 19.4 | C                 | 10         | \$215.00         | \$223.00         | 3.7%              |
| 19.6 | C                 | 10         | \$218.00         | \$226.00         | 3.7%              |
| 19.8 | C                 | 10         | \$221.00         | \$229.00         | 3.6%              |
| 20   | C                 | 10         | \$225.00         | \$233.00         | 3.6%              |
| 20.2 | C                 | 10         | \$229.00         | \$237.00         | 3.5%              |
| 20.4 | C                 | 10         | \$233.00         | \$241.00         | 3.4%              |
| 20.6 | C                 | 10         | \$236.00         | \$244.00         | 3.4%              |
| 20.8 | C                 | 10         | \$239.00         | \$247.00         | 3.3%              |
| 21   | C                 | 10         | \$244.00         | \$253.00         | 3.7%              |
| 21.2 | C                 | 10         | \$247.00         | \$256.00         | 3.6%              |
| 21.4 | C                 | 10         | \$250.00         | \$259.00         | 3.6%              |
| 21.6 | C                 | 10         | \$254.00         | \$263.00         | 3.5%              |
| 21.8 | C                 | 10         | \$258.00         | \$267.00         | 3.5%              |
| 22   | C                 | 10         | \$262.00         | \$271.00         | 3.4%              |
| 22.2 | C                 | 10         | \$265.00         | \$274.00         | 3.4%              |
| 22.4 | C                 | 10         | \$268.00         | \$277.00         | 3.4%              |
| 22.6 | C                 | 10         | \$273.00         | \$283.00         | 3.7%              |
| 22.8 | C                 | 10         | \$276.00         | \$286.00         | 3.6%              |
| 23   | C                 | 10         | \$280.00         | \$290.00         | 3.6%              |
| 23.2 | C                 | 10         | \$283.00         | \$293.00         | 3.5%              |
| 23.4 | C                 | 10         | \$287.00         | \$297.00         | 3.5%              |
| 23.6 | C                 | 10         | \$291.00         | \$301.00         | 3.4%              |
| 23.8 | C                 | 10         | \$294.00         | \$304.00         | 3.4%              |
| 24   | C                 | 10         | \$297.00         | \$307.00         | 3.4%              |



|                                                                                                      | Council    | GST | 2014/2015<br>Fee                                                                                                                                                                                                 | 2015/2016<br>Fee                                                                                                                                                                                                       | % Increase |
|------------------------------------------------------------------------------------------------------|------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                                                                                                      | /Statutory | %   | incl. Tax                                                                                                                                                                                                        | incl. Tax                                                                                                                                                                                                              |            |
| <b>Asset Management</b>                                                                              |            |     |                                                                                                                                                                                                                  |                                                                                                                                                                                                                        |            |
| <b>Asset Protection Permit Fee</b>                                                                   |            |     |                                                                                                                                                                                                                  |                                                                                                                                                                                                                        |            |
| Asset Protection Permit Fee                                                                          | C          | 0   | \$135.00                                                                                                                                                                                                         | \$140.00                                                                                                                                                                                                               | 3.7%       |
| <b>Checking of Engineering Plans</b>                                                                 |            |     |                                                                                                                                                                                                                  |                                                                                                                                                                                                                        |            |
| Checking of Engineering Plans                                                                        | S          | 0   | 0.75%                                                                                                                                                                                                            | 0.75%                                                                                                                                                                                                                  | 0.0%       |
| <b>Design Fee</b>                                                                                    |            |     |                                                                                                                                                                                                                  |                                                                                                                                                                                                                        |            |
| In house                                                                                             | C          | 0   | 10%                                                                                                                                                                                                              | 10%                                                                                                                                                                                                                    | 0.0%       |
| Other                                                                                                | C          | 0   | At cost +<br>20%                                                                                                                                                                                                 | At cost +<br>20%                                                                                                                                                                                                       | 0.0%       |
| <b>Fee for Legal Point of Discharge Report (as per<br/>Section 312(3) Building Regulations 2006)</b> |            |     |                                                                                                                                                                                                                  |                                                                                                                                                                                                                        |            |
| Fee for Legal Point of Discharge Report (as per<br>Section 312(3) Building Regulations 2006)         | S          | 0   | \$58.17                                                                                                                                                                                                          | \$58.17                                                                                                                                                                                                                | 0.0%       |
| <b>Special Charge Scheme</b>                                                                         |            |     |                                                                                                                                                                                                                  |                                                                                                                                                                                                                        |            |
| Contract administration                                                                              | C          | 0   | 2.50%                                                                                                                                                                                                            | 2.50%                                                                                                                                                                                                                  | 0.0%       |
| Scheme administration                                                                                | C          | 0   | 3.0%                                                                                                                                                                                                             | 3.0%                                                                                                                                                                                                                   | 0.0%       |
| <b>Supervision of Sub-division Works</b>                                                             |            |     |                                                                                                                                                                                                                  |                                                                                                                                                                                                                        |            |
| (% of estimated cost of constructing works<br>proposed)                                              | S          | 0   | 2.50%                                                                                                                                                                                                            | 2.50%                                                                                                                                                                                                                  | 0.0%       |
| <b>Local Road (speed at any time is greater than 50kph)</b>                                          |            |     |                                                                                                                                                                                                                  |                                                                                                                                                                                                                        |            |
| <b>Minor Works</b>                                                                                   |            |     |                                                                                                                                                                                                                  |                                                                                                                                                                                                                        |            |
| Conducted on any part of the roadway, shoulder or<br>pathway (11.5 units)                            | S          | 0   | Charge based<br>on value of fee<br>unit set in<br>accordance<br>with the<br>Monetary Units<br>Act 2004. Fees<br>are reviewed<br>each financial<br>year and<br>changes (if any)<br>apply from 1<br>July each year | Charge based<br>on value of<br>fee unit set in<br>accordance<br>with the<br>Monetary<br>Units Act<br>2004. Fees are<br>reviewed<br>each financial<br>year and<br>changes (if<br>any) apply<br>from 1 July<br>each year | N/A        |
| Not conducted on any part of the roadway,<br>shoulder or pathway (5 units)                           | S          | 0   | Charge based<br>on value of fee<br>unit set in<br>accordance<br>with the<br>Monetary Units<br>Act 2004. Fees<br>are reviewed<br>each financial<br>year and<br>changes (if any)<br>apply from 1<br>July each year | Charge based<br>on value of<br>fee unit set in<br>accordance<br>with the<br>Monetary<br>Units Act<br>2004. Fees are<br>reviewed<br>each financial<br>year and<br>changes (if<br>any) apply<br>from 1 July<br>each year | N/A        |

|                                                                          | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u>                                                                                                                                                             | <u>2015/2016</u>                                                                                                                                                             | <u>% Increase</u> |
|--------------------------------------------------------------------------|-------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|                                                                          | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>                                                                                                                                                                   | <u>Fee</u>                                                                                                                                                                   |                   |
|                                                                          |                   |            | <u>incl. Tax</u>                                                                                                                                                             | <u>incl. Tax</u>                                                                                                                                                             |                   |
| <b>Works on Roads (works other than minor works)</b>                     |                   |            |                                                                                                                                                                              |                                                                                                                                                                              |                   |
| Conducted on any part of the roadway, shoulder or pathway (25 units)     | \$                | 0          | Charge based on value of fee unit set in accordance with the Monetary Units Act 2004. Fees are reviewed each financial year and changes (if any) apply from 1 July each year | Charge based on value of fee unit set in accordance with the Monetary Units Act 2004. Fees are reviewed each financial year and changes (if any) apply from 1 July each year | N/A               |
| Not conducted on any part of the roadway, shoulder or pathway (25 units) | \$                | 0          | Charge based on value of fee unit set in accordance with the Monetary Units Act 2004. Fees are reviewed each financial year and changes (if any) apply from 1 July each year | Charge based on value of fee unit set in accordance with the Monetary Units Act 2004. Fees are reviewed each financial year and changes (if any) apply from 1 July each year | N/A               |
| <b>Local Road (speed at any time is not more than 50kph)</b>             |                   |            |                                                                                                                                                                              |                                                                                                                                                                              |                   |
| <b>Minor Works</b>                                                       |                   |            |                                                                                                                                                                              |                                                                                                                                                                              |                   |
| Conducted on any part of the roadway, shoulder or pathway (11.5 units)   | \$                | 0          | Charge based on value of fee unit set in accordance with the Monetary Units Act 2004. Fees are reviewed each financial year and changes (if any) apply from 1 July each year | Charge based on value of fee unit set in accordance with the Monetary Units Act 2004. Fees are reviewed each financial year and changes (if any) apply from 1 July each year | N/A               |

|                                                                         | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u>                                                                                                                                                             | <u>2015/2016</u>                                                                                                                                                             | <u>% Increase</u> |
|-------------------------------------------------------------------------|-------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|                                                                         | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>                                                                                                                                                                   | <u>Fee</u>                                                                                                                                                                   |                   |
|                                                                         |                   |            | <u>incl. Tax</u>                                                                                                                                                             | <u>incl. Tax</u>                                                                                                                                                             |                   |
| Not conducted on any part of the roadway, shoulder or pathway (5 units) | \$                | 0          | Charge based on value of fee unit set in accordance with the Monetary Units Act 2004. Fees are reviewed each financial year and changes (if any) apply from 1 July each year | Charge based on value of fee unit set in accordance with the Monetary Units Act 2004. Fees are reviewed each financial year and changes (if any) apply from 1 July each year | N/A               |
| Works on Roads (works other than minor works)                           |                   |            |                                                                                                                                                                              |                                                                                                                                                                              |                   |
| Conducted on any part of the roadway, shoulder or pathway (20 units)    | \$                | 0          | Charge based on value of fee unit set in accordance with the Monetary Units Act 2004. Fees are reviewed each financial year and changes (if any) apply from 1 July each year | Charge based on value of fee unit set in accordance with the Monetary Units Act 2004. Fees are reviewed each financial year and changes (if any) apply from 1 July each year | N/A               |
| Not conducted on any part of the roadway, should or pathway (5 units)   | \$                | 0          | Charge based on value of fee unit set in accordance with the Monetary Units Act 2004. Fees are reviewed each financial year and changes (if any) apply from 1 July each year | Charge based on value of fee unit set in accordance with the Monetary Units Act 2004. Fees are reviewed each financial year and changes (if any) apply from 1 July each year | N/A               |



|                                       | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u> | <u>2015/2016</u> | <u>% Increase</u> |
|---------------------------------------|-------------------|------------|------------------|------------------|-------------------|
|                                       | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>       | <u>Fee</u>       |                   |
|                                       |                   |            | <u>incl. Tax</u> | <u>incl. Tax</u> |                   |
| <b>Colac Livestock Selling Centre</b> |                   |            |                  |                  |                   |
| <b>Agents special sale</b>            |                   |            |                  |                  |                   |
| Agents special sale                   | C                 | 10         | \$190.60         | \$190.60         | 0.0%              |
| <b>Agents weekly fee</b>              |                   |            |                  |                  |                   |
| Agents weekly fee                     | C                 | 10         | \$190.60         | \$190.60         | 0.0%              |
| <b>All horses</b>                     |                   |            |                  |                  |                   |
| All horses                            | C                 | 10         | \$17.60          | \$17.60          | 0.0%              |
| <b>All other cattle</b>               |                   |            |                  |                  |                   |
| All other cattle                      | C                 | 10         | \$13.50          | \$13.50          | 0.0%              |
| <b>Annual licence and rental</b>      |                   |            |                  |                  |                   |
| Annual licence and rental             | C                 | 10         | \$2,377.60       | \$2,377.60       | 0.0%              |
| <b>Bobby calves</b>                   |                   |            |                  |                  |                   |
| Bobby calves                          | C                 | 10         | \$5.90           | \$5.90           | 0.0%              |
| <b>Bulls flat rate</b>                |                   |            |                  |                  |                   |
| Bulls flat rate                       | C                 | 10         | \$18.60          | \$18.60          | 0.0%              |
| <b>Cows and calves weigh fee</b>      |                   |            |                  |                  |                   |
| >5 animals                            | C                 | 10         | \$3.50           | \$3.50           | 0.0%              |
| 1 animal                              | C                 | 10         | \$4.80           | \$4.80           | 0.0%              |
| 2-4 animals                           | C                 | 10         | \$4.10           | \$4.10           | 0.0%              |
| <b>Dairy cattle</b>                   |                   |            |                  |                  |                   |
| Dairy cattle                          | C                 | 10         | \$13.50          | \$13.50          | 0.0%              |
| <b>Pigs</b>                           |                   |            |                  |                  |                   |
| Pigs                                  | C                 | 10         | \$3.50           | \$3.50           | 0.0%              |
| <b>Private weigh</b>                  |                   |            |                  |                  |                   |
| Private weigh                         | C                 | 10         | \$5.90           | \$5.90           | 0.0%              |
| <b>Sheep and lambs</b>                |                   |            |                  |                  |                   |
| Sheep and lambs                       | C                 | 10         | \$1.10           | \$1.10           | 0.0%              |
| <b>Stud cattle</b>                    |                   |            |                  |                  |                   |
| Stud cattle                           | C                 | 10         | \$18.60          | \$18.60          | 0.0%              |
| <b>Weighed cattle</b>                 |                   |            |                  |                  |                   |
| Weighed cattle                        | C                 | 10         | \$13.50          | \$13.50          | 0.0%              |

|  | Council    | GST | 2014/2015        | 2015/2016        | % Increase |
|--|------------|-----|------------------|------------------|------------|
|  | /Statutory | %   | Fee<br>incl. Tax | Fee<br>incl. Tax |            |

### Sustainable Planning & Development Services

#### Economic Development

##### Colac & Great Ocean Road Visitor Information Centres

##### Internet charges

|            |   |    |        |        |      |
|------------|---|----|--------|--------|------|
| Per ¼ hour | C | 10 | \$2.30 | \$2.50 | 8.7% |
| Per hour   | C | 10 | \$8.90 | \$9.00 | 1.1% |
| Printing   | C | 10 | \$0.20 | \$0.20 | 0.0% |

##### Guide Services

|          |   |    |         |         |      |
|----------|---|----|---------|---------|------|
| Bus Tour | C | 10 | \$50.00 | \$50.00 | 0.0% |
|----------|---|----|---------|---------|------|

#### Environment & Community Safety

##### Animal Control - Effective from 10 April 2015

##### Registration

|                                                                                                                                  |   |   |          |          |        |
|----------------------------------------------------------------------------------------------------------------------------------|---|---|----------|----------|--------|
| All other (refer Sch 2 of Domestic Animal Act 1994)                                                                              | C | 0 | \$36.30  | \$38.00  | 4.7%   |
| Cat registration – full                                                                                                          | C | 0 | \$100.00 | \$105.00 | 5.0%   |
| Cat registration – micro chipped and desexed                                                                                     | C | 0 | \$15.50  | \$17.00  | 9.7%   |
| Cat registration – micro chipped or desexed (reduced fee for microchipping only applies to cats registered in the previous year) | C | 0 | \$31.10  | \$33.00  | 6.1%   |
| Dog registration – full                                                                                                          | C | 0 | \$110.00 | \$114.00 | 3.6%   |
| Dog registration – micro chipped and desexed                                                                                     | C | 0 | \$20.70  | \$22.00  | 6.3%   |
| Dog registration – micro chipped or desexed (reduced fee for microchipping only applies to dogs registered in the previous year) | C | 0 | \$36.30  | \$37.00  | 1.9%   |
| Pensioner discount                                                                                                               | C | 0 | 50%      | 50%      | 0.0%   |
| Working farm dog                                                                                                                 | C | 0 | \$21.00  | \$22.00  | 4.8%   |
| Declared Dangerous & Menacing Dogs                                                                                               |   |   |          | \$110.00 | 100.0% |
| Pet Shop - Breeding/Boarding Facility Audit Fee                                                                                  |   |   |          | \$150.00 | 100.0% |

##### Pound Release Fees

|               |   |   |                                 |                                    |                  |
|---------------|---|---|---------------------------------|------------------------------------|------------------|
| All other     | C | 0 | \$26 plus \$7 per head per day  | \$30 plus \$10 per head per day    | 15.4% plus 42.9% |
| Cats          | C | 0 | \$36 plus \$5 per day           | \$40.00 plus \$5.00 per day        | 11.1% plus 0%    |
| Cattle/horses | C | 0 | \$78 plus \$16 per head per day | \$80.00 plus \$15.00 per day       | 2.6% plus -6.3%  |
| Dogs          | C | 0 | \$57 plus \$16 per day          | \$60.00 plus \$15.00 per day       | 5.3% plus -6.3%  |
| Sheep/pigs    | C | 0 | \$41 plus \$7 per head per day  | \$41 plus \$10.00 per head per day | 0% plus 42.9%    |

##### Events

##### Charitable organisations

|                          |   |   |                |      |       |
|--------------------------|---|---|----------------|------|-------|
| Charitable organisations | C | 0 | \$62 per event | \$70 | 12.9% |
|--------------------------|---|---|----------------|------|-------|

##### Other

|                                            |   |   |                 |                 |        |
|--------------------------------------------|---|---|-----------------|-----------------|--------|
| Other                                      | C | 0 | \$155 per event | \$160 per event | 3.2%   |
| Wedding on Council controlled/managed land | C | 0 |                 | 70              | 100.0% |

|                                                                                           | Council    | GST | 2014/2015                                                        | 2015/2016                                                        | % Increase                                                        |
|-------------------------------------------------------------------------------------------|------------|-----|------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------|
|                                                                                           | /Statutory | %   | Fee<br>incl. Tax                                                 | Fee<br>incl. Tax                                                 |                                                                   |
| <b>Fire Prevention</b>                                                                    |            |     |                                                                  |                                                                  |                                                                   |
| <b>Administrative fee block slashing (plus cost of slashing)</b>                          |            |     |                                                                  |                                                                  |                                                                   |
| Administrative fee block slashing (plus cost of slashing)                                 | C          | 10  | \$161.00                                                         | \$167.00                                                         | 3.7%                                                              |
| <b>Infringement fee – burning of offensive material (2 penalty units)</b>                 |            |     |                                                                  |                                                                  |                                                                   |
| Infringement fee – burning of offensive material (2 penalty units)                        | C          | 0   | \$200.00                                                         | \$207.00                                                         | 3.5%                                                              |
| <b>Infringement fee – failing to comply with fire prevention notice (2 penalty units)</b> |            |     |                                                                  |                                                                  |                                                                   |
| Infringement fee – failing to comply with fire prevention notice (2 penalty units)        | S          | 0   | \$1,408.00                                                       | \$1,508.28                                                       | 7.1%                                                              |
| <b>Standpipe water fee – per kilolitre</b>                                                |            |     |                                                                  |                                                                  |                                                                   |
| Standpipe water fee – per kilolitre                                                       | C          | 10  | \$4.20                                                           | \$4.40                                                           | 4.8%                                                              |
| <b>Local Laws</b>                                                                         |            |     |                                                                  |                                                                  |                                                                   |
| <b>Local Law No 1</b>                                                                     |            |     |                                                                  |                                                                  |                                                                   |
| Alcohol permit                                                                            | C          | 0   | \$110.00                                                         | \$115.00                                                         | 4.5%                                                              |
| <b>Local Law No 2</b>                                                                     |            |     |                                                                  |                                                                  |                                                                   |
| - Signs (A frame) -Other                                                                  | C          | 0   | \$110.00                                                         | \$114.00                                                         | 3.6%                                                              |
| Alcohol infringement fee (2 penalty unit)                                                 | S          | 0   | \$200.00                                                         | \$200.00                                                         | 0.0%                                                              |
| Goods for sale                                                                            | C          | 0   | \$52 per m2                                                      | \$55.00 per m2                                                   | 5.8%                                                              |
| -Signs (A frame) -Charitable                                                              | C          | 0   | \$55.00                                                          | \$57.00                                                          | 3.6%                                                              |
| Street party/festival                                                                     | C          | 0   | \$135 per event                                                  | \$135.00 per event                                               | 0.0%                                                              |
| Tables and chairs                                                                         | C          | 0   | \$104 for 1st table and 4 chairs – then \$26 per seat thereafter | \$110 for 1st table and 4 chairs - then \$25 per seat thereafter | 5.8% for 1st table and 4 chairs - then - 3.8% per seat thereafter |
| Using Council land                                                                        | C          | 0   | \$46 plus \$26 per week                                          | \$50 plus \$25 per week                                          | 8.7% plus -3.8% per week                                          |
| Vegetation                                                                                | C          | 0   | \$70.00                                                          | \$72.00                                                          | 2.9%                                                              |

|                                                   | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u>                        | <u>2015/2016</u>                      | <u>% Increase</u>                    |
|---------------------------------------------------|-------------------|------------|-----------------------------------------|---------------------------------------|--------------------------------------|
|                                                   | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>                              | <u>Fee</u>                            |                                      |
|                                                   |                   |            | <u>incl. Tax</u>                        | <u>incl. Tax</u>                      |                                      |
| <b>Other</b>                                      |                   |            |                                         |                                       |                                      |
| <b>Abandoned or derelict vehicles</b>             |                   |            |                                         |                                       |                                      |
| Abandoned or derelict vehicles                    | C                 | 0          | \$220 plus transport & storage          | \$230 plus transport & storage        | 4.5%                                 |
| <b>All other permits</b>                          |                   |            |                                         |                                       |                                      |
| All other permits                                 | C                 | 0          | \$80.00                                 | \$83.00                               | 3.8%                                 |
| <b>Camping</b>                                    |                   |            |                                         |                                       |                                      |
| Camping                                           | C                 | 0          | \$59/week or \$10 per day               | \$62 per week or \$11 per day         | 5.1%/week or 10% per day             |
| <b>Circus</b>                                     |                   |            |                                         |                                       |                                      |
| Circus                                            | C                 | 0          | \$125.00                                | \$130.00                              | 4.0%                                 |
| <b>Impoundment Fee</b>                            |                   |            |                                         |                                       |                                      |
| Impoundment Fee                                   | C                 | 0          | \$125.00                                | \$130.00                              | 4.0%                                 |
| <b>Public protection (hording permit)</b>         |                   |            |                                         |                                       |                                      |
| Public protection (hording permit)                | C                 | 0          | \$21 application fee plus \$5.70 per m2 | \$25 application fee plus \$6 per m2  | 19% application fee plus 5.3% per m2 |
| <b>Sport Event</b>                                |                   |            |                                         |                                       |                                      |
| Sport Event                                       | C                 | 0          | \$62.00                                 | \$65.00                               | 4.8%                                 |
| <b>Parking</b>                                    |                   |            |                                         |                                       |                                      |
| <b>All day parking permit</b>                     |                   |            |                                         |                                       |                                      |
| All day parking permit                            | C                 | 0          | \$15.50 per week                        | \$16 per week                         | 3.2%                                 |
| <b>Building site on street</b>                    |                   |            |                                         |                                       |                                      |
| Parking space charge/permit                       | C                 | 0          | \$32 per bay per week or part thereof   | \$36 per bay per week or part thereof | 12.5%                                |
| <b>Car parking fines</b>                          |                   |            |                                         |                                       |                                      |
| Car parking fines                                 | C                 | 0          | \$65.00                                 | \$74.00                               | 13.8%                                |
| Car parking fines                                 | S                 | 0          | \$70 to \$120                           | \$148.00                              |                                      |
| <b>Disabled parking</b>                           |                   |            |                                         |                                       |                                      |
| Disabled Persons Permit Issue Fee                 |                   |            |                                         | \$10.00                               | 100.0%                               |
| Permit replacement fee                            | C                 | 0          | \$5.00                                  | \$5.00                                | 0.0%                                 |
| <b>Planning &amp; Building</b>                    |                   |            |                                         |                                       |                                      |
| <b>(b) Amendments to Permits - Set by Statute</b> |                   |            |                                         |                                       |                                      |
| 1                                                 |                   |            |                                         |                                       |                                      |
| Change of use only                                | S                 | 0          | \$502.00                                | \$502.00                              | 0.0%                                 |
| 2                                                 |                   |            |                                         |                                       |                                      |
| To amend a permit other than a single dwelling    | S                 | 0          | \$502.00                                | \$502.00                              | 0.0%                                 |
| 3                                                 |                   |            |                                         |                                       |                                      |
| Single dwelling (\$10,000-\$100,000)              | S                 | 0          | \$239.00                                | \$239.00                              | 0.0%                                 |
| 4                                                 |                   |            |                                         |                                       |                                      |
| Single dwelling (More than \$100,000)             | S                 | 0          | \$490.00                                | \$490.00                              | 0.0%                                 |
| 5                                                 |                   |            |                                         |                                       |                                      |
| Other developments (\$10,000 or less)             | S                 | 0          | \$102.00                                | \$102.00                              | 0.0%                                 |
| 6                                                 |                   |            |                                         |                                       |                                      |
| Other developments (\$10,000-\$250,000)           | S                 | 0          | \$604.00                                | \$604.00                              | 0.0%                                 |
| 7                                                 |                   |            |                                         |                                       |                                      |
| Other developments (\$250,000-\$500,000)          | S                 | 0          | \$707.00                                | \$707.00                              | 0.0%                                 |

|                                                                                                                                                | Council<br>/Statutory | GST<br>% | 2014/2015<br>Fee<br>incl. Tax                               | 2015/2016<br>Fee<br>incl. Tax                               | % Increase |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------|-------------------------------------------------------------|-------------------------------------------------------------|------------|
| <b>8</b>                                                                                                                                       |                       |          |                                                             |                                                             |            |
| Other developments (\$500,000-\$1million)                                                                                                      | \$                    | 0        | \$815.00                                                    | \$815.00                                                    | 0.0%       |
| <b>9</b>                                                                                                                                       |                       |          |                                                             |                                                             |            |
| Other amendments                                                                                                                               | \$                    | 0        | \$386.00                                                    | \$386.00                                                    | 0.0%       |
| <b>(c) Planning Scheme Amendment Fees – Set by Statute</b>                                                                                     |                       |          |                                                             |                                                             |            |
| <b>i.</b>                                                                                                                                      |                       |          |                                                             |                                                             |            |
| Considering a request for an Amendment                                                                                                         | \$                    | 0        | \$798.00                                                    | \$798.00                                                    | 0.0%       |
| <b>ii.</b>                                                                                                                                     |                       |          |                                                             |                                                             |            |
| Independent panel (considering submissions which seek a change to an Amendment)                                                                | \$                    | 0        | \$798.00                                                    | \$798.00                                                    | 0.0%       |
| <b>iii.</b>                                                                                                                                    |                       |          |                                                             |                                                             |            |
| Adoption of Amendment by Responsible Authority                                                                                                 | \$                    | 0        | \$524.00                                                    | \$524.00                                                    | 0.0%       |
| <b>iv.</b>                                                                                                                                     |                       |          |                                                             |                                                             |            |
| Consideration of a request to approve an Amendment (by the Minister for Planning)                                                              | \$                    | 0        | \$798.00                                                    | \$798.00                                                    | 0.0%       |
| <b>Bonds</b>                                                                                                                                   |                       |          |                                                             |                                                             |            |
| <b>Bond for Demolition or Removal of Building (Reg 323)</b>                                                                                    |                       |          |                                                             |                                                             |            |
| Bond for Demolition or Removal of Building (Reg 323)                                                                                           | \$                    | 0        | \$100 per 1sqm of or cost of works, whichever is the lesser | \$100 per 1sqm of or cost of works, whichever is the lesser | 0.0%       |
| <b>Bond for Re-erection of Building (Reg 323)</b>                                                                                              |                       |          |                                                             |                                                             |            |
| Bond for Re-erection of Building (Reg 323)                                                                                                     | \$                    | 0        | \$5,000 or the cost of works, whichever is the lesser       | \$5,000 or the cost of works, whichever is the lesser       | 0.0%       |
| <b>Building Control Charges</b>                                                                                                                |                       |          |                                                             |                                                             |            |
| <b>Application for Place of Public Entertainment (PoPE) Permit</b>                                                                             |                       |          |                                                             |                                                             |            |
| Application for Place of Public Entertainment (PoPE) Permit                                                                                    | C                     | 10       | \$550.00                                                    | \$570 plus \$30 per year for multiple year permits          | 3.6%       |
| <b>Application for Place of Public Entertainment (PoPE) Permit &amp; Temporary Structure Siting Permit</b>                                     |                       |          |                                                             |                                                             |            |
| Application for Place of Public Entertainment (PoPE) Permit & Temporary Structure Siting Permit                                                | C                     | 10       | \$770.00                                                    | \$797 plus \$30 per year for multiple year permits          | 3.5%       |
| <b>Application for Place of Public Entertainment Permit or Temporary Structure Siting Permit Priority Fee (in addition to application fee)</b> |                       |          |                                                             |                                                             |            |
| Application for Place of Public Entertainment Permit or Temporary Structure Siting Permit Priority Fee (in addition to application fee)        | C                     | 10       | \$220.00                                                    | \$228.00                                                    | 3.6%       |
| <b>Application for Temporary Structure Siting Permit</b>                                                                                       |                       |          |                                                             |                                                             |            |
| Application for Temporary Structure Siting Permit                                                                                              | C                     | 10       | \$440.00                                                    | \$455 plus \$30 per year for multiple year permits          | 3.4%       |



|                                                                                                       | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u> | <u>2015/2016</u> | <u>% Increase</u> |
|-------------------------------------------------------------------------------------------------------|-------------------|------------|------------------|------------------|-------------------|
|                                                                                                       | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>       | <u>Fee</u>       |                   |
|                                                                                                       |                   |            | <u>incl. Tax</u> | <u>incl. Tax</u> |                   |
| <b>Information charges</b>                                                                            |                   |            |                  |                  |                   |
| Building plans, plan search                                                                           | C                 | 10         | \$73.00          | \$76.00          | 4.1%              |
| Building plans/plan search (archival search)                                                          | C                 | 10         | \$176.00         | \$182.00         | 3.4%              |
| Other size sheets                                                                                     | C                 | 10         | \$4.00           | \$4.00           | 0.0%              |
| Plan copying A3 sheet                                                                                 | C                 | 10         | \$0.70           | \$1.00           | 42.9%             |
| Plan copying A4 sheet                                                                                 | C                 | 10         | \$0.40           | \$0.50           | 25.0%             |
| Property information                                                                                  | S                 | 0          | \$47.60          | \$49.91          | 4.9%              |
| <b>Lodgement fees</b>                                                                                 |                   |            |                  |                  |                   |
| Class 1 & 10                                                                                          | S                 | 0          | \$35.70          | \$37.40          | 4.8%              |
| <b>Building Notice</b>                                                                                |                   |            |                  |                  |                   |
| <b>Administration of Building Notice</b>                                                              |                   |            |                  |                  |                   |
| Administration of Building Notice                                                                     | C                 | 10         | \$880.00         | \$910.00         | 3.4%              |
| <b>Building Order</b>                                                                                 |                   |            |                  |                  |                   |
| <b>Administration of Building Order</b>                                                               |                   |            |                  |                  |                   |
| Administration of Building Order                                                                      | C                 | 10         | \$550.00         | \$570.00         | 3.6%              |
| <b>Building Permit Amendments</b>                                                                     |                   |            |                  |                  |                   |
| <b>Permit Amendments</b>                                                                              |                   |            |                  |                  |                   |
| Permit Amendments                                                                                     | C                 | 10         | \$176.00         | \$182.00         | 3.4%              |
| <b>Building Permit Fees (additional fees charged where additional inspections are required)</b>       |                   |            |                  |                  |                   |
| <b>Additional Inspection (Domestic) - within 20km radius of Colac</b>                                 |                   |            |                  |                  |                   |
| Additional Inspection (Domestic) - within 20km radius of Colac                                        | C                 | 10         | \$187.00         | \$194.00         | 3.7%              |
| <b>All other classes of Occupancy 2-9 inclusive (construction and/or demolition)</b>                  |                   |            |                  |                  |                   |
| Does exceed \$2,000,000                                                                               | C                 | 10         | 0.41%            | 0.41%            | 0.0%              |
| Does not exceed \$1,000,000                                                                           | C                 | 10         | 0.57%            | 0.57%            | 0.0%              |
| Does not exceed \$1,500,000                                                                           | C                 | 10         | 0.52%            | 0.52%            | 0.0%              |
| Does not exceed \$10,000*                                                                             | C                 | 10         | \$570.00         | \$590.00         | 3.5%              |
| Does not exceed \$100,000*                                                                            | C                 | 10         | \$1,968.00       | \$2,036.00       | 3.5%              |
| Does not exceed \$2,000,000                                                                           | C                 | 10         | 0.52%            | 0.52%            | 0.0%              |
| Does not exceed \$20,000*                                                                             | C                 | 10         | \$880.00         | \$910.00         | 3.4%              |
| Does not exceed \$200,000*                                                                            | C                 | 10         | \$2,745.00       | \$2,841.00       | 3.5%              |
| Does not exceed \$5,000*                                                                              | C                 | 10         | \$415.00         | \$430.00         | 3.6%              |
| Does not exceed \$50,000*                                                                             | C                 | 10         | \$1,243.00       | \$1,287.00       | 3.5%              |
| Does not exceed \$500,000*                                                                            | C                 | 10         | \$4,351.00       | \$4,503.00       | 3.5%              |
| Does not exceed \$600,000                                                                             | C                 | 10         | 0.62%            | 0.62%            | 0.0%              |
| Does not exceed \$700,000                                                                             | C                 | 10         | 0.62%            | 0.62%            | 0.0%              |
| Does not exceed \$800,000                                                                             | C                 | 10         | 0.62%            | 0.62%            | 0.0%              |
| Does not exceed \$900,000                                                                             | C                 | 10         | 0.62%            | 0.62%            | 0.0%              |
| <b>Domestic - class 1a Dwellings (construction and demolition), where the value of building work:</b> |                   |            |                  |                  |                   |
| Does exceed \$300,000                                                                                 | C                 | 10         | \$3,646.72       | \$3,775.00       | 3.5%              |
| Does not exceed \$100,000                                                                             | C                 | 10         | \$1,652.42       | \$1,710.00       | 3.5%              |
| Does not exceed \$200,000                                                                             | C                 | 10         | \$2,165.24       | \$2,241.00       | 3.5%              |
| Does not exceed \$300,000                                                                             | C                 | 10         | \$2,849.00       | \$2,950.00       | 3.5%              |

|                                                                                                             | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u>       | <u>2015/2016</u>       | <u>% Increase</u> |
|-------------------------------------------------------------------------------------------------------------|-------------------|------------|------------------------|------------------------|-------------------|
|                                                                                                             | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>             | <u>Fee</u>             |                   |
|                                                                                                             |                   |            | <u>incl. Tax</u>       | <u>incl. Tax</u>       |                   |
| <b>Domestic – class 1a Dwellings (construction and demolition), where the value of building work:</b>       |                   |            |                        |                        |                   |
| Does not exceed \$10,000                                                                                    | C                 | 10         | \$569.80               | \$590.00               | 3.5%              |
| Does not exceed \$15,000                                                                                    | C                 | 10         | \$740.74               | \$793.50               | 7.1%              |
| Does not exceed \$150,000                                                                                   | C                 | 10         | \$1,766.38             | \$1,828.00             | 3.5%              |
| Does not exceed \$25,000                                                                                    | C                 | 10         | \$854.70               | \$885.00               | 3.5%              |
| Does not exceed \$250,000                                                                                   | C                 | 10         | \$2,621.08             | \$2,713.00             | 3.5%              |
| Does not exceed \$5,000                                                                                     | C                 | 10         | \$455.84               | \$472.00               | 3.5%              |
| Does not exceed \$50,000                                                                                    | C                 | 10         | \$1,082.62             | \$1,221.00             | 12.8%             |
| Does not exceed \$75,000                                                                                    | C                 | 10         | \$1,367.52             | \$1,415.00             | 3.5%              |
| <b>Minor Works - Class 10a, 10b &amp; 1a: Garages, carports, pool/spas &amp; fence where value of work:</b> |                   |            |                        |                        |                   |
| Between \$10,001 to \$20,000                                                                                | C                 | 10         | \$740.00               | \$766.00               | 3.5%              |
| More than \$20,000                                                                                          | C                 | 10         | \$855.00               | \$885.00               | 3.5%              |
| Between \$5,000 to \$10,000                                                                                 | C                 | 10         | \$570.00               | \$590.00               | 3.5%              |
| Less than \$5000                                                                                            | C                 | 10         | \$460.00               | \$476.00               | 3.5%              |
| Minor works - Class 10b: Safety Barrier (without pool/spa) & Alterations to Safety Barrier.                 | C                 | 10         | \$165.00               | \$170.00               | 3.0%              |
| <b>Statutory charge on building permits</b>                                                                 |                   |            |                        |                        |                   |
| Building permit levy (cost of building over \$10,000)                                                       | \$                | 0          | Cost x 0.128% of works | Cost x 0.128% of works | 0.0%              |
| <b>Essential Safety Measures Assessments</b>                                                                |                   |            |                        |                        |                   |
| <b>Essential Safety Measures Determination</b>                                                              |                   |            |                        |                        |                   |
| Essential Safety Measures Determination                                                                     | C                 | 10         | \$550.00               | \$570.00               | 3.6%              |
| <b>Extensions of Time</b>                                                                                   |                   |            |                        |                        |                   |
| <b>Extensions of Time</b>                                                                                   |                   |            |                        |                        |                   |
| Extensions of Time                                                                                          | C                 | 10         | \$176.00               | \$182.00               | 3.4%              |
| <b>Inspections</b>                                                                                          |                   |            |                        |                        |                   |
| <b>Additional Inspection (Commercial) - within 20km radius of Colac</b>                                     |                   |            |                        |                        |                   |
| Additional Inspection (Commercial) - within 20km radius of Colac                                            | C                 | 10         | \$253.00               | \$261.00               | 3.2%              |
| <b>Additional Travel - (in addition to additional inspection fee) - more than 20km from Colac</b>           |                   |            |                        |                        |                   |
| Additional Travel - (in addition to additional inspection fee) - more than 20km from Colac                  | C                 | 10         | \$1.00 per Km          | \$1.00 per Km          | 0.0%              |
| <b>Legal Point of Discharge</b>                                                                             |                   |            |                        |                        |                   |
| <b>Legal Point of Discharge (Reg 610)</b>                                                                   |                   |            |                        |                        |                   |
| Legal Point of Discharge (Reg 610)                                                                          | \$                | 0          | \$59.62                | \$62.56                | 4.9%              |
| <b>Permit for use of land</b>                                                                               |                   |            |                        |                        |                   |
| Use only                                                                                                    | \$                | 0          | \$502.00               | \$502.00               | 0.0%              |

|                                                                                         | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u>        | <u>2015/2016</u>        | <u>% Increase</u> |
|-----------------------------------------------------------------------------------------|-------------------|------------|-------------------------|-------------------------|-------------------|
|                                                                                         | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>              | <u>Fee</u>              |                   |
|                                                                                         |                   |            | <u>incl. Tax</u>        | <u>incl. Tax</u>        |                   |
| <b>Planning Fees &amp; Charges – Other</b>                                              |                   |            |                         |                         |                   |
| <b>Advertising</b>                                                                      |                   |            |                         |                         |                   |
| Additional signs per site per sign                                                      | C                 | 10         | \$57.00                 | \$60.00                 | 5.3%              |
| Advertising notice sent to individual property owners per letter                        | C                 | 10         | \$5.00                  | \$6.00                  | 20.0%             |
| Advertising sign erected on site                                                        | C                 | 10         | \$114.00                | \$120.00                | 5.3%              |
| <b>Application for approval of amended plans under secondary consent</b>                |                   |            |                         |                         |                   |
| Application for approval of amended plans under secondary consent                       | C                 | 10         | \$130.00                | \$135.00                | 3.8%              |
| <b>Application for Certification of subdivision under Subdivision Act</b>               |                   |            |                         |                         |                   |
| Application for Certification of subdivision under Subdivision Act                      | S                 | 0          | \$100 plus \$20 per lot | \$100 plus \$20 per lot | 0.0%              |
| <b>Application for Plan of Consolidation</b>                                            |                   |            |                         |                         |                   |
| Application for Plan of Consolidation                                                   | S                 | 0          | \$100.00                | \$100.00                | 0.0%              |
| <b>Application for Rectification of Plan of Subdivision</b>                             |                   |            |                         |                         |                   |
| Application for Rectification of Plan of Subdivision                                    | S                 | 0          | \$100.00                | \$100.00                | 0.0%              |
| <b>Certificate of Compliance</b>                                                        |                   |            |                         |                         |                   |
| Certificate of Compliance                                                               | S                 | 0          | \$147.00                | \$147.00                | 0.0%              |
| <b>Check Engineering Plans</b>                                                          |                   |            |                         |                         |                   |
| Check Engineering Plans                                                                 | S                 | 10         | 0.75% of value of works | 0.75% of value of works | 0.0%              |
| <b>Engineering Plan prepared by Council</b>                                             |                   |            |                         |                         |                   |
| Engineering Plan prepared by Council                                                    | S                 | 10         | 3.5% of value of works  | 3.5% of value of works  | 0.0%              |
| <b>Extension of time to planning permits</b>                                            |                   |            |                         |                         |                   |
| Extension of time to planning permits                                                   | C                 | 10         | \$80.00                 | \$83.00                 | 3.8%              |
| <b>Property Enquiry (does not require extensive research)</b>                           |                   |            |                         |                         |                   |
| Property Enquiry (does not require extensive research)                                  | C                 | 10         | \$35.00                 | \$37.00                 | 5.7%              |
| <b>Property Enquiry (extensive research)</b>                                            |                   |            |                         |                         |                   |
| Property Enquiry (extensive research)                                                   | C                 | 10         | \$135.00                | \$140.00                | 3.7%              |
| <b>Satisfaction Matters</b>                                                             |                   |            |                         |                         |                   |
| Satisfaction Matters                                                                    | S                 | 0          | \$102.00                | \$102.00                | 0.0%              |
| <b>Supervision of Works</b>                                                             |                   |            |                         |                         |                   |
| Supervision of Works                                                                    | S                 | 10         | 2.5% of value of works  | 2.5% of value of works  | 0.0%              |
| <b>Report and Consent Fees</b>                                                          |                   |            |                         |                         |                   |
| <b>Demolition fee (s. 29A)</b>                                                          |                   |            |                         |                         |                   |
| Demolition fee (s. 29A)                                                                 | S                 | 0          | \$59.62                 | \$62.56                 | 4.9%              |
| <b>Report &amp; Consent Application (Reg 513)</b>                                       |                   |            |                         |                         |                   |
| Report & Consent Application (Reg 513)                                                  | S                 | 0          | \$238.75                | \$250.65                | 5.0%              |
| Report & Consent Application (Reg 513) - Charge per notice sent to adjoining properties | C                 | 10         | \$0.00                  | \$20.00                 | 100.0%            |



|                                                                                                                                                                                                                                                 | <u>Council</u>    | <u>GST</u> | <u>2014/2015</u> | <u>2015/2016</u> | <u>% Increase</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------|------------------|------------------|-------------------|
|                                                                                                                                                                                                                                                 | <u>/Statutory</u> | <u>%</u>   | <u>Fee</u>       | <u>Fee</u>       |                   |
|                                                                                                                                                                                                                                                 |                   |            | <u>incl. Tax</u> | <u>incl. Tax</u> |                   |
| <b>To develop land (other than for a single dwelling per lot) if the estimated cost of development included in the application is:</b>                                                                                                          |                   |            |                  |                  |                   |
| Other developments (\$10,000 or less)                                                                                                                                                                                                           | \$                | 0          | \$102.00         | \$102.00         | 0.0%              |
| Other developments (\$10,001-\$250,000)                                                                                                                                                                                                         | \$                | 0          | \$604.00         | \$604.00         | 0.0%              |
| Other developments (\$250,001-\$500,000)                                                                                                                                                                                                        | \$                | 0          | \$707.00         | \$707.00         | 0.0%              |
| Other developments ((\$500,001-\$1 million)                                                                                                                                                                                                     | \$                | 0          | \$815.00         | \$815.00         | 0.0%              |
| Other developments (\$1,000,001-\$7 million)                                                                                                                                                                                                    | \$                | 0          | \$1,153.00       | \$1,153.00       | 0.0%              |
| Other developments (\$7,000,001-\$10 million)                                                                                                                                                                                                   | \$                | 0          | \$4,837.00       | \$4,837.00       | 0.0%              |
| Other developments (\$10,000,001-\$50 million)                                                                                                                                                                                                  | \$                | 0          | \$8,064.00       | \$8,064.00       | 0.0%              |
| Other developments (more than \$50,000,000)                                                                                                                                                                                                     | \$                | 0          | \$16,130.00      | \$16,130.00      | 0.0%              |
| To subdivide an existing building                                                                                                                                                                                                               | \$                | 0          | \$386.00         | \$386.00         | 0.0%              |
| To subdivide land into two lots                                                                                                                                                                                                                 | \$                | 0          | \$386.00         | \$386.00         | 0.0%              |
| To effect a realignment of a common boundary between lots or to consolidate two or more lots                                                                                                                                                    | \$                | 0          | \$386.00         | \$386.00         | 0.0%              |
| All other subdivisions                                                                                                                                                                                                                          | \$                | 0          | \$781.00         | \$781.00         | 0.0%              |
| An application to remove a restriction (within the meaning of the Subdivision Act 1988) in the circumstances described in Section 47(2) of the Planning and Environment Act 1987                                                                | \$                | 0          | \$249.00         | \$249.00         | 0.0%              |
| An application to create, vary or remove a restriction within the meaning of the Subdivision Act 1988 or to create or remove a right-of-way.                                                                                                    | \$                | 0          | \$541.00         | \$541.00         | 0.0%              |
| To create, vary or remove an easement other than a right of way, or to vary or remove a condition in the nature of an easement other than a right of way in a Crown.                                                                            | \$                | 0          | \$404.00         | \$404.00         | 0.0%              |
| <b>To develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is:</b> |                   |            |                  |                  |                   |
| Single dwelling (\$10,000-\$100,000)                                                                                                                                                                                                            | \$                | 0          | \$239.00         | \$239.00         | 0.0%              |
| Single dwelling (More than \$100,000)                                                                                                                                                                                                           | \$                | 0          | \$490.00         | \$490.00         | 0.0%              |





## **Colac Otway Shire**

### Strategic Road Network Review

June 2015

WATER | ENERGY & RESOURCES | ENVIRONMENT | PROPERTY & BUILDINGS | TRANSPORTATION



*This report: has been prepared by GHD for Colac Otway Shire and may only be used and relied on by Colac Otway Shire for the purpose agreed between GHD and the Colac Otway Shire as set out in section 1.2 of this report.*

*GHD otherwise disclaims responsibility to any person other than Colac Otway Shire arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.*

*The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.*

*The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.*

*The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD described in this report (refer section(s) 1.3 of this report). GHD disclaims liability arising from any of the assumptions being incorrect.*

*GHD has prepared this report on the basis of information provided by Colac Otway Shire and others who provided information to GHD (including Government authorities)], which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.*

*GHD has prepared the preliminary cost estimate set out in section 4 of this report ("Cost Estimate") using information reasonably available to the GHD employee(s) who prepared this report; and based on assumptions and judgments made by GHD as described in Section 4 of this report.*

*The Cost Estimate has been prepared for the purpose of a high level investigation to provide Colac Otway Shire with an indication of costs required to upgrade the five key freight routes identified as part of this study and must not be used for any other purpose.*

*The Cost Estimate is a preliminary estimate only. Actual prices, costs and other variables may be different to those used to prepare the Cost Estimate and may change. Unless as otherwise specified in this report, no detailed quotation has been obtained for actions identified in this report. GHD does not represent, warrant or guarantee that the [works/project] can or will be undertaken at a cost which is the same or less than the Cost Estimate.*

*Where estimates of potential costs are provided with an indicated level of confidence, notwithstanding the conservatism of the level of confidence selected as the planning level, there remains a chance that the cost will be greater than the planning estimate, and any funding would not be adequate. The confidence level considered to be most appropriate for planning purposes will vary depending on the conservatism of the user and the nature of the project. The user should therefore select appropriate confidence levels to suit their particular risk profile.*

*The opinions, conclusions and any recommendations in this report are based on information obtained from, and testing undertaken at or in connection with, specific sample points. Site conditions at other parts of the site may be different from the site conditions found at the specific sample points.*

*Investigations undertaken in respect of this report are constrained by the particular site conditions, such as the location of buildings, services and vegetation. As a result, not all relevant site features and conditions may have been identified in this report.*

*Site conditions (including the presence of hazardous substances and/or site contamination) may change after the date of this Report. GHD does not accept responsibility arising from, or in connection with, any change to the site conditions. GHD is also not responsible for updating this report if the site conditions change.*

## Table of contents

|     |                                                                  |    |
|-----|------------------------------------------------------------------|----|
| 1.  | Introduction .....                                               | 1  |
| 1.1 | Context and Background .....                                     | 1  |
| 1.2 | Purpose of this report .....                                     | 2  |
| 1.3 | Industry Economic Output .....                                   | 2  |
| 1.4 | Scope and Assumptions .....                                      | 2  |
| 1.5 | Supporting Documents .....                                       | 2  |
| 2.  | Freight Routes .....                                             | 3  |
| 2.1 | Existing Road Network .....                                      | 3  |
| 2.2 | Industry Consultation.....                                       | 5  |
| 2.3 | Proposed Road Hierarchy .....                                    | 7  |
| 2.4 | Minimum standard requirements for freight routes .....           | 8  |
| 3.  | Proposed Freight Routes.....                                     | 9  |
| 3.1 | Cape Otway Road .....                                            | 10 |
| 3.2 | Barongarook Road, Bushby's Road, Old Yeo Road, Collins Road..... | 12 |
| 3.3 | Nalangil Road.....                                               | 14 |
| 3.4 | Irrewillipe Road and Barrys Road .....                           | 16 |
| 3.5 | Warrowie Road and Mount Hesse Road .....                         | 18 |
| 3.6 | Summary of Findings.....                                         | 20 |
| 4.  | High Level Cost Estimate .....                                   | 22 |
| 5.  | Funding Opportunities .....                                      | 23 |
| 5.1 | Funding Framework.....                                           | 23 |
| 5.2 | Return on asset investment .....                                 | 24 |
| 5.3 | Procurement assessment.....                                      | 25 |
| 5.4 | Funding options.....                                             | 27 |
| 6.  | Conclusion .....                                                 | 29 |

## Table index

|         |                                               |    |
|---------|-----------------------------------------------|----|
| Table 1 | Existing Road Hierarchy Classifications ..... | 3  |
| Table 2 | Summary of Site Inspection Findings.....      | 20 |
| Table 3 | Estimated cost for each route .....           | 22 |
| Table 4 | Funding Framework Summary.....                | 24 |
| Table 5 | Procurement methods assessment.....           | 26 |
| Table 6 | Funding options.....                          | 28 |

## Figure index

|           |                                                                          |    |
|-----------|--------------------------------------------------------------------------|----|
| Figure 1  | Colac Otway Shire Road Network.....                                      | 4  |
| Figure 2  | Cape Otway Road .....                                                    | 10 |
| Figure 3  | Cape Otway Road Improvement Projects .....                               | 11 |
| Figure 4  | Barongarook Road .....                                                   | 12 |
| Figure 5  | Barongarook Road, Bushby's Road, Old Yeo Road Improvement Projects ..... | 13 |
| Figure 6  | Nalangil Road.....                                                       | 14 |
| Figure 7  | Nalangil Road Improvement Projects .....                                 | 15 |
| Figure 8  | Irrewillipe Road and Barrys Road .....                                   | 16 |
| Figure 9  | Irrewillipe Road and Barrys Road Improvement Projects.....               | 17 |
| Figure 10 | Mount Hesse Road.....                                                    | 18 |
| Figure 11 | Warrowie Road and Mount Hesse Road Improvement Projects .....            | 19 |

## Appendices

|                                                                        |
|------------------------------------------------------------------------|
| Appendix A – Cape Otway Shire Road Network and Surveyed Freight Routes |
| Appendix B – Cape Otway Road Issues Map                                |
| Appendix C – Barongarook Road, Bushby's Road, Old Yeo Road Issues Map  |
| Appendix D – Nalangil Road Issues Map                                  |
| Appendix E – Irrewillipe Road and Barrys Road Issues Map               |
| Appendix F – Warrowie Road and Mount Hesse Road Issues Map             |





# 1. Introduction

## 1.1 Context and Background

This Strategic Road Network Review has been developed on behalf of the Colac Otway Shire Council by GHD.

Colac Otway Shire is located approximately 75 kilometres west of Geelong and covers the townships of Colac, Apollo Bay, Beeac, Beech Forrest, Birregurra, Forrest and Lavers Hill. The shire has a population of approximately 20,000 people with almost 12,000 people located in Colac.

The shire covers an area of approximately 3,400 km<sup>2</sup> and the main industries include dairy farming, agriculture, timber and tourism. There are a number of major highways and roads travelling through the municipality which are managed by VicRoads. However, the majority of the roads within the shire are Council managed roads, which connect to these major roads, and are thus instrumental to the freight movements within Colac Otway Shire.

The key VicRoads managed roads within Colac Otway Shire include:

- Princes Highway;
- Hamilton Highway;
- Great Ocean Road;
- Colac-Ballarat Road;
- Colac-Forrest-Apollo Bay Road; and
- Colac-Lavers Hill Road.

The Princes Highway, Hamilton Highway and Great Ocean Road provide east-west connections across the shire to Geelong, with the Great Ocean Road also a tourist attraction in its own right.

The north-south connections are provided by the Colac-Forrest-Apollo Bay Road and Colac-Lavers Hill Road and local roads. These roads are utilised by primary industry and agriculture (e.g. milk, grain, and livestock), the timber industry as well as local and tourist traffic.

Council wishes to understand the key routes currently used by freight and to develop a costed long term improvement program for the shire in light of anticipated growth in freight movements and the expected increase in the use of larger trucks for the movement of freight, particularly in light of consolidation of farming industries. This report presents the findings of this review.

## 1.2 Industry Economic Output

Industries dependent on Council's local road network include the transport, agriculture and forestry sectors.

The transport sector contributes significant revenue for the Colac Otway region with approximate worth of \$57 million. This economic value includes 227 jobs resulting in annual wages and salaries of \$13 million.

The Agriculture and Forestry sector is responsible for \$183 million in revenue and 945 jobs in the Colac Otway region equating to \$14 million in wages and salaries.

Combined, these industries contribute to nearly 11% of the Colac Otway Shire's economic production and over 14% of employment.

### **1.3 Purpose of this report**

The purpose of this review is to:

- Determine whether the existing road hierarchy reflects the current and future road usage, with an emphasis on the roads currently used for freight movements;
- Understand the key routes that freight companies use and develop a priority list of routes to be considered for upgrades and maintenance treatments. This is especially important given that there is likely to be a move towards the use of larger trucks in the coming years; and
- Develop a costed and prioritised long term improvement program for strategic roads under Council control with a particular focus on freight routes.

### **1.4 Scope and Assumptions**

GHD has liaised with Council officers throughout the project to develop a document which will assist Council to identify where maintenance funding should be focused towards. The study has been a high level assessment, primarily based on desktop findings and has also included a site visit of the key routes and attendance at a workshop with freight and heavy vehicle operators.

The long term works program has been developed based on the site inspection of the five routes. A feature survey and detailed length measurements have not been undertaken as part of this assessment. Therefore further detailed assessments of the specific modifications will be required to obtain a greater understanding of the works involved and hence greater certainty for the cost estimate.

### **1.5 Supporting Documents**

Development of the Colac Otway Shire Strategic Road Network Review has been conducted with reference to strategic documents and projects.

These consist of:

- The Great South Coast Group
  - Regional Transport Strategy
- G21 Geelong Regional Alliance
  - Colac Ring Road
  - Princes Highway West Upgrade
- Timber Towns Victoria
  - TIRES Report

## 2. Freight Routes

### 2.1 Existing Road Network

The existing road network within Colac Otway Shire is a combination of VicRoads managed roads and Council managed roads. VicRoads generally has a two tier road hierarchy of roads they manage; while Colac Otway Shire has a four-tier rural hierarchy of Council managed road types.

The road types within Colac Otway Shire and the typical geometric widths for these roads are presented in Table 1. The road network within Colac Otway Shire is presented in Figure 1.

Council roads within townships are classified under the four-tier urban hierarchy and are generally of a higher standard than rural roads due to the volume of traffic utilising the roads each day. The urban hierarchy has the same four tiers as the rural hierarchy. However a greater proportion of urban roads have sealed surfaces. Furthermore the geometric conditions of urban roads are usually different to rural roads due to vehicle and pedestrian requirements for these roads.

Additionally, there is usually a hierarchy of roads within each town to prioritise the various modes of transport and their needs within the town centre (i.e. key freight routes, pedestrian routes, cycling routes, local traffic). This level of detail has not been included within the hierarchy as this task is focused on the strategic road network of the shire rather than specific townships.

**Table 1 Existing Road Hierarchy Classifications**

| Road Type             | Manager  | Geometric Widths                                                                                                                                                                   |
|-----------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Highways              | VicRoads | Four-lane sealed carriageway with traffic lane widths of approximately 3.5 m. Although some highways only have two lane carriageways.                                              |
| Arterial Roads        | VicRoads | Two-lane, two way sealed carriageway.                                                                                                                                              |
| Rural Link Roads      | Council  | Two-lane, two way roads that are generally sealed however, may also be a gravel surface. The roads provide a link between significant town centres and major traffic generators.   |
| Rural Collector Roads | Council  | These roads are either sealed or gravel surface roads which provide a route through or between key traffic nodes i.e. residential, industrial, agricultural, tourism and forestry. |
| Rural Access Roads    | Council  | These roads provide access to properties and generally connect to the collector Council roads. The roads may be either sealed or gravel surfaces.                                  |
| Rural Minor Roads     | Council  | These roads are either gravel or natural surface roads. They generally provide occasional access to non-residential properties.                                                    |



As depicted in Figure 1 the VicRoads managed roads create strategic connections between key towns in both the north-south and east-west directions. The Princes Highway and Hamilton Highway are both orientated in a general east-west direction to provide connections to Melbourne and Geelong while other arterial roads managed by VicRoads provide north-south and east-west orientated roads to enable travel between the townships within the shire.

The Council managed roads provide the connections between the arterial roads and link minor townships within the region. Key council roads are focused around the Colac township where there are multiple residential and industrial uses, and consequently higher traffic volumes. Additionally, Council roads are located in remote locations to provide a link from the VicRoads managed roads to a residential property or industrial uses i.e. farming, forestry.

Colac Otway Shire have identified a number of significant council managed roads that are also B-Double declared roads, these include:

- Cape Otway Road.
- Larpent Road.
- Swan Marsh-Irrewillipe Road.
- Speedway Road.
- Carpendeit-Bungador Road.
- Irrewillipe Road.

The majority of roads within Colac Otway Shire are managed by Council, the roads which are managed by VicRoads include:

- |                                   |                              |
|-----------------------------------|------------------------------|
| • Beech Forest-Lavers Hill Road   | • Cororooke Road.            |
| • Beech Forest-Mount Sabine Road. | • Forrest-Apollo Bay Road.   |
| • Birregurra Road.                | • Gellibrand River Road.     |
| • Birregurra-Deans Marsh Road.    | • Great Ocean Road.          |
| • Birregurra Forrest Road.        | • Hamilton Highway.          |
| • Cape Otway Lighthouse Road      | • Lavers Hill-Cobden Road.   |
| • Colac-Ballarat Road.            | • Princes Highway (West).    |
| • Colac-Carlisle Road.            | • Skenes Creek Road.         |
| • Colac-Forrest Road.             | • Timboon-Colac Road.        |
| • Colac-Lavers Hill Road.         | • Warncoort-Birregurra Road. |

## 2.2 Industry Consultation

Key freight and heavy transport operators within Colac Otway Shire were consulted to help determine whether the existing road hierarchy reflects the current use of the road network. Additionally, the consultation sought industry views on which routes are envisaged to be utilised in the future. The outcomes of the consultation assisted to identify which routes should be the key freight routes within the Shire and be the focus for further assessment. The involvement of Freight and Heavy Transport Operators was considered to be a key element of this project, as any changes to the road hierarchy would most likely affect these industries the most.



A workshop was held on Friday 22<sup>nd</sup> March 2013 in Colac Community Library and Learning Centre. The workshop was an interactive format to identify the following:

- Key routes used by transport operators now;
- Key issues with existing routes; and
- Future routes used by transport operators in the short term (<5 years) and the long term (>5 years).

For those transport operators that couldn't attend the workshop a questionnaire was sent out which incorporated the key elements of the workshop.

The freight and heavy transport operators that provided feedback as part of the consultation process include:

- Clearwater Transport;
- Christians Bus Co;
- Colac Otway Shire;
- Fonterra;
- Malec Bros. Transport;
- Midway Plantations;
- Murray Goulburn; and
- Warrnambool Cheese and Butter.

The following sections provide a summary of the inputs gathered from the freight and heavy transport operators.

### **2.2.1 Key routes used now**

According to the inputs provided as part of the consultation process the majority of the main local roads are utilised for heavy vehicle use. The volumes on these roads vary. However, many of the smaller roads are still required to enable access to properties and utilities.

The larger roads that have been identified to be currently utilised by freight companies include:

- Carlisle Road;
- Cobden-Stoneyford Road;
- Coragulac-Beeac Road; and
- Corangamite Lake Road.

It is noted, a length of Corangamite Lake Road and Coragulac-Beeac Road, are not under the control of Council. However these routes were identified by all stakeholders as roads that are frequently utilised by their companies.

Additionally, the freight operators identified a variety of vehicle types travelling along these roads due to the varying access requirements and use of the vehicles. Where it is permitted transport contractors generally seek to utilise high mass limit vehicles to gain efficiencies throughout the logistics processes.

Geelong and Melbourne are both key destinations for goods produced within the Colac Otway Region. Consequently the majority of freight vehicles do travel in an easterly direction.

### 2.2.2 Key issues with existing routes

The general feedback on the condition of the local roads within Colac Otway Shire is that they needed further maintenance to be able to accommodate the volumes of heavy vehicles currently utilising the roads. The key issues with the roads were generally consistent among the responses and included:

- Poor and varying road surfaces including rough and gravel roads with pot holes;
- Soft road edges;
- Winding roads;
- Steep roads;
- Trees overhanging onto the roads;
- Narrow bridges;
- Limited access for more efficient, larger configuration higher mass trucks; and
- Narrow shoulders.

### 2.2.3 Future routes

It was noted by respondents that future freight routes are difficult to identify as they generally did not know if origins/destinations were likely to alter in the coming years. Moving industries (i.e. forestry) are likely to alter routes to accommodate the new origin locations. However it is anticipated the general routes will remain relatively constant provided conditions of the routes are improved and permit larger vehicles.

The majority of responses indicated that vehicle fleets are likely to be upgraded to larger vehicles to allow for greater efficiency of the load and minimise the growth in number of vehicles on the road network. However, the number and type of vehicles that will be used is also uncertain as this will depend on the timing of the upgrades and changes to road conditions/permits which allow for larger vehicles.

## 2.3 Proposed Road Hierarchy

As discussed previously Colac Otway Shire manages a large number of roads for a variety of uses and varying vehicles. To utilise maintenance funding more efficiently Colac Otway Shire wishes to modify the existing Council road hierarchy to establish preferred freight routes that can be upgraded to meet the minimum geometric road requirements to accommodate heavy vehicles, while other roads are maintained to a lower standard.

As outlined in Section 2.1 the existing Council road hierarchy is generally four tiers for both urban and rural locations. Furthermore the majority of Council roads surround the Colac township due to industrial uses within the area.

The consultation process with key freight and heavy transport operators indicated that currently the majority of Council roads are utilised by industry as all roads are of a similar standard and consequently truck drivers will utilise the most direct route.

The proposed road hierarchy should include freight preferred routes designated as Rural Link Roads, with a focus around the Colac township.

It is acknowledged that there are a number of roads in regional areas that require heavy vehicle use. However the number of vehicles travelling along these roads is expected to be lower than those surrounding Colac. Consequently the preferred freight routes selected are those that link key industry and farming areas to the VicRoads arterial road network surrounding Colac. The



route chosen has been to generally provide a freight ring road around Colac and to supplement the existing VicRoads approved and managed freight routes.

The preferred freight routes identified are set out below, which were selected for further analysis (as discussed in Section 3):

- **Cape Otway Road:**  
Linking the Birregurra township to Winchelsea-Deans Marsh Road (VicRoads managed road) which provides a connection to Winchelsea.
- **Barongarook Road, Bushby's Road, Old Yeo Road, Collins Road:**  
Part of a southern and eastern bypass of the Colac township passing through areas of industry/farming.
- **Irrewillipe Road and Barrys Road:**  
Part of a southern bypass of the Colac township passing through southern areas of industry/farming.
- **Warrowie Road and Mount Hesse Road:**  
Link connecting to industry and farming areas to the north east of Colac. The link is between the Princes Highway and Eurack-Winchelsea Road.
- **Nalangil Road:**  
North western link providing a connection to industry and farming areas to the north of Colac near Cororooke.

Please refer to Appendix A for the location of these freight routes.

## 2.4 Minimum standard requirements for freight routes

According the AustRoads road design guidelines, the following geometric dimensions are required for vehicles with significant volumes of heavy vehicles and should be considered for the proposed freight routes within Colac Otway Shire:

- Lane width: 3.5 m – 3.75 m;
- Shoulder: 1 m – 1.5 m;
- Pavement thickness (traffic lane): 450 mm thick;
- Pavement thickness (shoulder): 300 mm thick;
- Clear zone: 9 m, assuming between 1,500 and 6,000 vehicles per day; and
- Line marking: Centre and edge lines.

### 3. Proposed Freight Routes

Heavy vehicles are progressively increasing in size on all parts of the Victorian road network. This means an increasing emphasis on greater road widths and clearances to accommodate these larger vehicles and their turning movement requirements.

To identify the improvements required for the five key freight routes within Colac Otway Shire, (identified as part of the industry consultation), a site inspection was undertaken on Friday 6 September 2013. The site inspection involved driving the length of each route identified and stopping at key locations to inspect specific details. The inspection was focused on road safety issues, pavement width and clear zone issues.

The safety assessment comprised a drive-through of the identified routes and focused on forward visibility, clear zone provision and any isolated features that present significant road safety problems (such as weak or narrow bridges). At 100km/h, the required stopping sight distance (SSD) for trucks on a flat road is 191m. Generally, it is considered that visibility is adequate along all surveyed routes. There are locations where tree canopies overhang the road or obstruct sight distance around a bend, but these issues are generally not of concern as they can be addressed with regular maintenance.

However, in many locations the clear zone requirements are not met. Dependent on traffic volumes the required clear zone is between 6.0m and 10.5m for a 100km/h road. In general, the roads are bordered by trees, fences and embankments, many of which would have to be removed or shielded to satisfy clear zone requirements. Generally, the objects at the edge of the roads also prevent any widening that would be required to bring the roads to a standard suitable for regular freight. These locations are identified in the sections below.

The key infrastructure issues include:

- Widening the pavement and shoulder widths to meet the 6.5m width requirement for B-double vehicles.
- Widening of culverts and/or bridges to accommodate the road width requirements.
- Relocating power poles to be outside of the clear zone requirements (due to widening of the road or poles being located within the existing clear zone).
- Removing vegetation from the road side to improve sight lines and provide sufficient clearances for the road widening works.

The following sections present a summary of the identified physical constraints for each key route. These constraints for each route have been mapped and included in Appendix B to Appendix F.

### 3.1 Cape Otway Road

The proposed freight route covering Cape Otway Road is approximately 16km long. The road runs approximately parallel to the Princes Highway, in an east – west alignment. The proposed route is sealed with a width of approximately 7.5m wide and generally with no formed shoulder. The road is typically at grade, and is bounded by pastoral land, with some managed vegetation on both sides of the road. The road reserve is approximately 15m wide, with table drainage on both sides. Power poles are typically on the north side of the road.

Figure 2 shows a typical cross-section on Cape Otway Road.



**Figure 2 Cape Otway Road**

There are approximately five culverts or bridges and three pipe culverts which may need to be widened as part of any works. Trees that run along the road reserve, forming a hedge, may need to be removed to allow for road widening. The power poles that run along the northern side of the road alignment may need to be relocated if any widening is to take place on this side of the road. A 20m length of table drain and adjacent field was noted to be flooded.

Figure 3 presents a summary of the locations where improvements are required along the assessed length of Cape Otway Road. Further details of the location of these improvements are included in Appendix B.

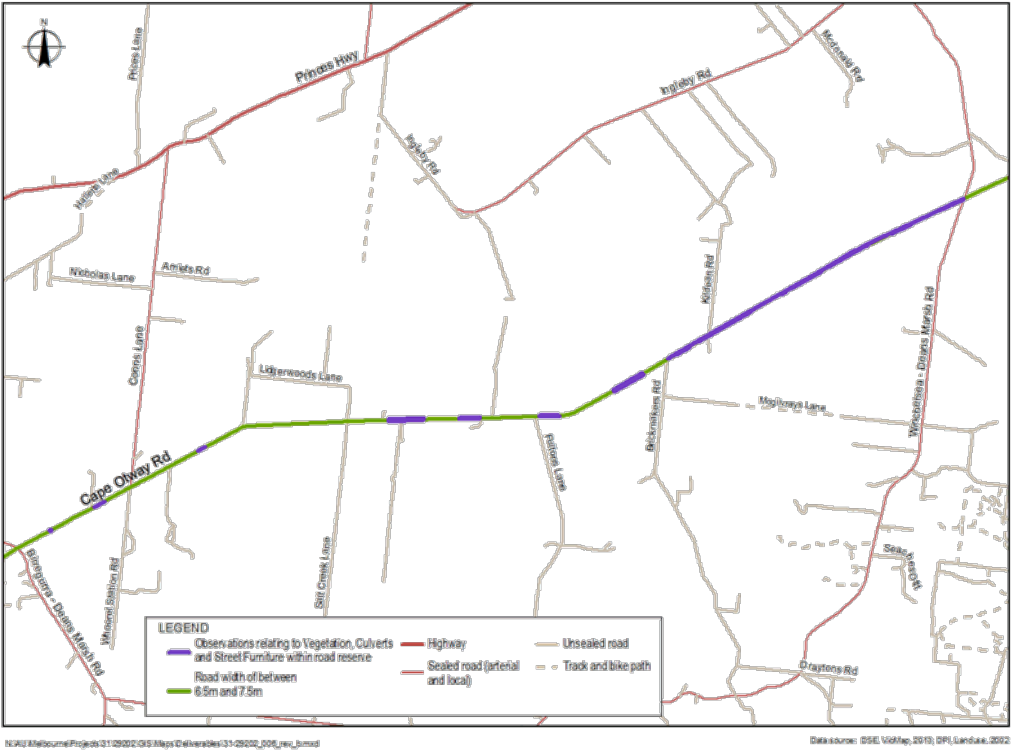


Figure 3 Cape Otway Road Improvement Projects



### 3.2 Barongarook Road, Bushby's Road, Old Yeo Road, Collins Road

The proposed freight route covering Barongarook Road, Bushby's Road, Old Yeo Road and Collins Road is approximately 14.8km long and generally follows a north-south alignment around the south east of Colac. The land is heavily vegetated to the south, interspersed with private residences. To the north of Oakley's Road, the land becomes less undulating and more pastoral.

The proposed route is currently sealed and varies in width between 5.5m and 6.5m with no shoulder. Large amounts of vegetation run parallel to the road alignment within the road reserve which may require removal for any widening works.

Figure 4 shows a typical cross-section along the Barongarook Road, Bushby's Road, Old Yeo Road and Collins Road route.

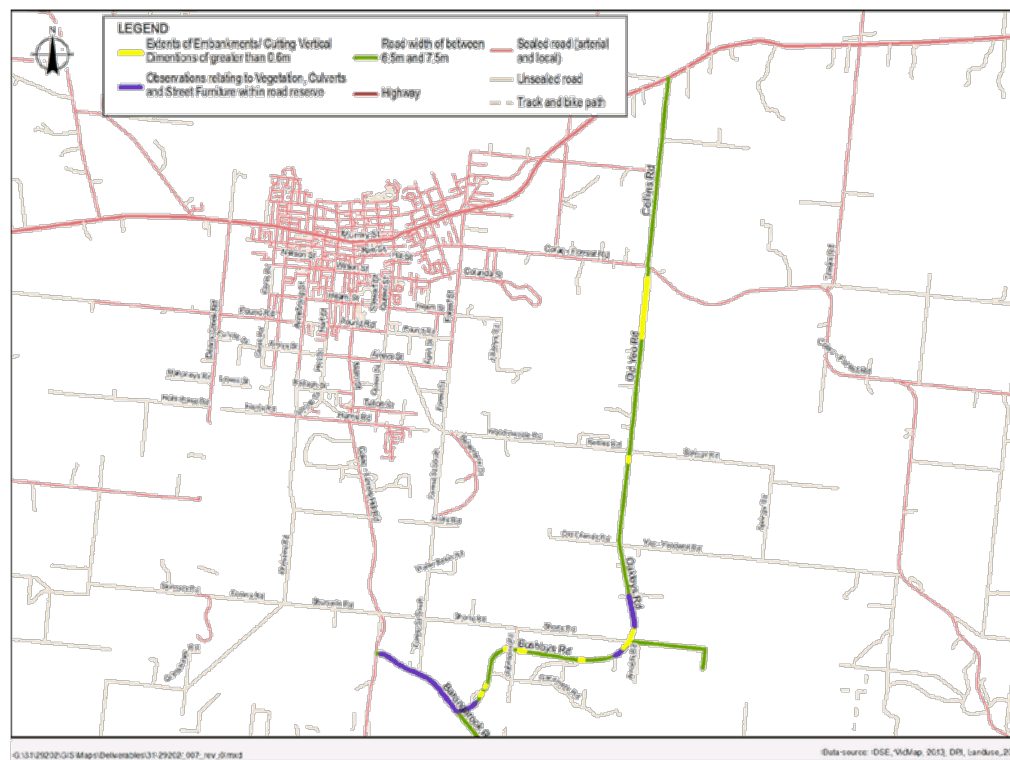


**Figure 4 Barongarook Road**

The road reserve includes a total cumulative length of 2.3km of embankments and 1.8km of cuttings. It should be noted that all earthworks are less than 3m in height or depth. The embankments and cuttings to the south of Oakley's Road abut private residences which may require some acquisition to provide land for the future earthwork footprint. The embankments to the north approach culverts or minor bridges, each have safety barriers surrounding them. It is noted that there are significant school bus movements along this route which can create a hazard due to the narrow road formation.

Figure 5 presents a summary of the locations where improvements are required along the assessed length of Barongarook Road, Bushby's Road and Old Yeo Road. Further details of the location of these improvements are included in Appendix C.

**Figure 5 Barongarook Road, Bushby's Road, Old Yeo Road Improvement Projects**



### 3.3 Nalangil Road

The proposed freight route covering Nalangil Road is approximately 9km in length and follows a north-south alignment, east of the southeast edge of Lake Corangamite. The land is typically pastoral, with very slight gradients at the midsection of the route. The road passes one farm.

The proposed route is currently sealed and varies in width between 5.5m and 6.5m. It should be noted that where the road is 5.5m or less in width that there tends to be 1m shoulders on either side.

The road is sealed, occasionally with shoulders. The road reserve is approximately 15m wide, but at earthworks the reserve fence was noted to be typically at the toe of embankments or crest of cuttings. Verge drainage was not noted. Cuttings were noted to be excavated within basaltic material. A 3m high, 80m long embankment was observed. Widening works on both sides of the embankment would be required. Based on the assumption that the embankment is constructed of locally sourced material, care should be taken to reduce the likelihood of differential settlement due to an increase in traffic loading and seasonal movement occurring between the widened material and current embankment construction.

Figure 6 shows a typical cross-section on Nalangil Road.



**Figure 6 Nalangil Road**

Other issues that may require addressing include a structure approximately 20m long which could be a box culvert or bridge which may require extension and the relocation of four power poles.



**LEGEND**

- Extents of Embankments/ Cutting Vertical Dimensions of greater than 0.6m
- Observations relating to Vegetation, Culverts and Street Furniture within road reserve
- Road width of between 5.5m and 8.5m
- Road width Less than 5.5m
- Highway
- Sealed road (arterial and local)
- Unsealed road

Map labels include: Nallangudi Rd, Wilting Rd, Mignatha Rd, Balleys Lane, Browns Lane, Pinsons Hwy, Laramie Rd, Gentryman Rd, Factory Rd, Rowena Rd, and Laramie Rd.

### Figure 7 Nalangil Road Improvement Projects

### 3.4 Irrewillipe Road and Barrys Road

The proposed freight route covering Irrewillipe Road and Barrys Road is approximately 13.3km long and follows an east west alignment. The road passes through some arable fields bounded by mature vegetation, and residences, again typically bounded by mature vegetation. The land undulates, with the elevation varying from 160m to 290m above sea level.

The proposed route is currently sealed and is typically 6.0m in width with no shoulder. Large amounts of vegetation run parallel to the road alignment within the road reserve which may require removal for any widening works. The road reserve is typically 3m from the edge of the road and may have to be extended to accommodate any surface drainage measures required. Approximately 16 power poles would have to be relocated as part of the preparation works to the road widening works.

Five embankments (cumulative length of 700m) would have to be widened. The embankments are typically 2m high, although there is one 4m high embankment 60m long, with a culvert at its deepest location. A separate embankment is only 1.5m high, but approaches a culvert which is embedded within a stream bed. The culvert is on a slight bend in the road, and safety fencing is present over a length of approximately 30m. The width of the road at this location is approximately 6.5m. One other pipe culvert crossing was noted.

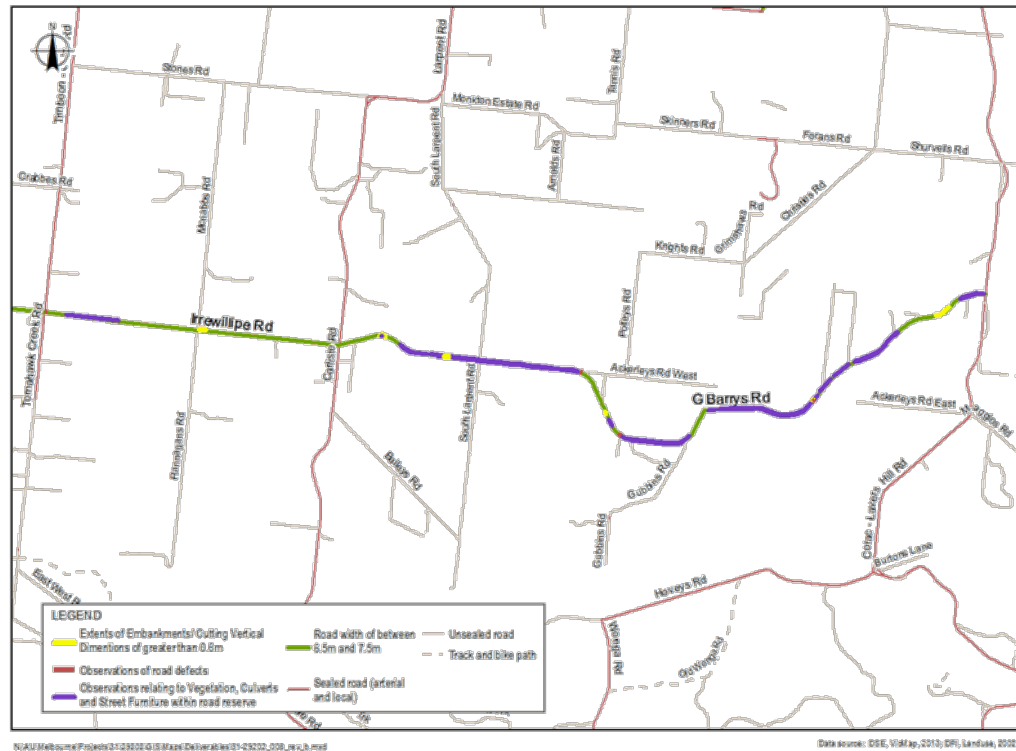
Figure 8 shows a typical cross-section along the Irrewillipe Road and Barrys Road route.



**Figure 8 Irrewillipe Road and Barrys Road**

Intersection widening with the use of a full depth pavement may be required at the intersection of Tomahawk Creek and Irrewillipe Road. However, it is noted that VicRoads manages and maintains this intersection and so any improvements here would require VicRoads funding.

Figure 9 presents a summary of the locations where improvements are required along the assessed length of Irrewillipe Road and Barrys Road. Further details of the location of these improvements are included in Appendix E.



**Figure 9 Irrewillipe Road and Barrys Road Improvement Projects**

### 3.5 Warrowie Road and Mount Hesse Road

The proposed freight route covering Warrowie Road and Mount Hesse Road is approximately 23km in length in a north-south alignment east of Lake Colac and Lake Beeac. The land is typically flat to the south, with some slight rises and valleys to the north. The road passes by approximately eight residences and with a similar amount of farm and other rural industrial entrances.

The proposed route is currently sealed, along Mount Hesse Road the pavement is approximately 5.0m wide, and along Warrowie Road the pavement is approximately 6.5m. There are several areas of pavement, totalling approximately 7000m<sup>2</sup>, that exhibit cracking and pavement deformation that indicate the pavement construction is too weak for the current traffic loading.

Figure 10 shows a typical cross-section on the Mount Hesse section of the Warrowie Road-Mount Hesse Road route.



**Figure 10 Mount Hesse Road**

The upgrade works would comprise widening works and pavement remediation works to enable the roads to adequately accommodate current and predicted freight use, and for maintenance works costs to be kept at a reasonable level throughout the design life.

The road is sealed but has no shoulders. The road reserve width is typically 15m in width and includes table drainage or 0.6m deep ditches within both verges. The road is typically at grade, and follows the gradual undulations of the land, along Mount Hesse Road. Embankments and cuttings are more frequent along Mount Hesse Road than Warrowie Road and are all less than 3m in height or depth. The length of embankment slope (considering both sides of the road) is 900m, while the length of cutting slopes is estimated at 1300m. Widening of these earthworks is expected to require localised widening of the road reserve.



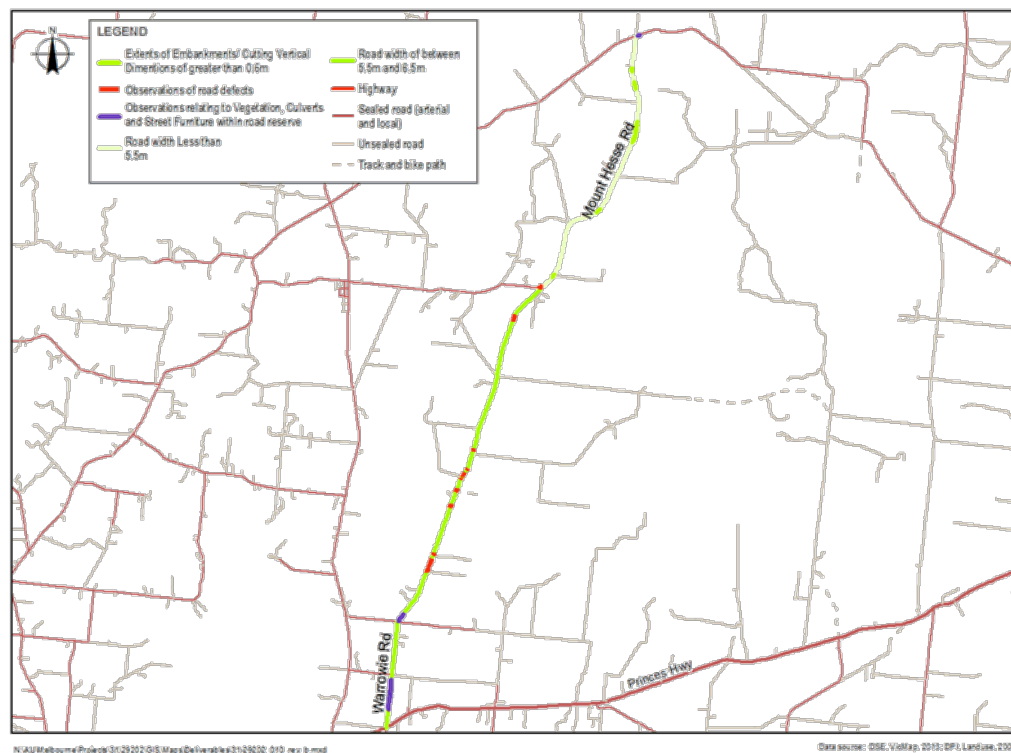
The pavement defects typically comprised longitudinal cracking within the nearside wheel track of both lanes. In places, the pavement has deteriorated and rutting and pot holes and alligator cracking accompany the longitudinal cracks. The cause of this is thought to be weak base, sub grade layer or poor drainage. Should widening works be carried out along this freight route, the works should include the full depth reconstruction of existing pavement where cracking is observed.

It was noted that the safety fencing and signs associated with the bridge crossing some 20m east of the junction of Eurack-Wichelsea Road, and Mount Hesse Road, significantly reduced the visibility of vehicles turning out of Mount Hesse Road.

A 20m length of table drain and adjacent field was noted to be flooded.

Other issues that may require addressing include a pipe culvert that may require extending, the relocation of 13 power poles and the removal of vegetation within the road reserve.

Figure 11 presents a summary of the locations where improvements are required along the assessed length of Warrowie Road and Mount Hesse Road. Further details of the location of these improvements are included in Appendix F.



**Figure 11 Warrowie Road and Mount Hesse Road Improvement Projects**

### 3.6 Summary of Findings

The site inspections of the key freight routes identified the key elements of the road lengths assessed. Table 2 presents a summary of the key findings of each route inspected.

**Table 2 Summary of Site Inspection Findings**

| Road                                                           | Current Road Widths | Sealed Shoulders | Line Marking | Hazards                                |
|----------------------------------------------------------------|---------------------|------------------|--------------|----------------------------------------|
| Cape Otway Road                                                | 6.5-7.5 m           | None             | Centre line  | Power poles<br>Culverts<br>Vegetation  |
| Barongarook Road, Bushby's Road, Old Yeo Road and Collins Road | 5.5-6.5 m           | None             | Centre line  | Vegetation<br>Earthworks<br>School Bus |
| Nalangil Road                                                  | 5.5-6.5 m           | 1 m shoulder     | Centre line  | Power poles<br>Culverts<br>Vegetation  |
| Irrewillipe Road and Barrys Road                               | 6.0 m               | None             | Centre line  | Power poles<br>Culverts<br>Vegetation  |
| Warrowie Road and Mount Hesse Road                             | 5.0 – 6.5 m         | None             | Centre line  | Power poles<br>Culverts<br>Vegetation  |

Based on the site inspections of the five freight routes and an understanding of the current and future local road hierarchy a prioritised list of these freight routes has been developed. The prioritised order for the five routes is as follows:

- Barongarook Road, Bushby's Road, Old Yeo Road and Collins Road.
- Irrewillipe Road and Barrys Road.
- Nalangil Road.
- Warrowie Road and Mount Hesse Road.
- Cape Otway Road.

The prioritisation has focused on developing a local road network ring around the southern side of the Colac township to accommodate the local industry within the area. By upgrading these roads to create this freight network ring (routes "a" and "b") will assist to encourage heavy vehicles to access properties from this road and also has the potential to encourage growth within the region.

The other routes provide the local road provision between the VicRoads managed arterial roads, they have been prioritised based on the understood level of heavy vehicle usage.

While, the prioritised order is recommended to provide the greatest benefit to the region and industry changes to demand may alter and therefore may result in priorities for upgrades needing to be amended to meet the demand.



## 4. High Level Cost Estimate

This section outlines high level cost estimates of the recommendations for each of the five proposed freight routes outlined in Section 3. Depending on the recommendation, the estimated cost could be fully borne by Colac Otway Shire Council or shared with VicRoads or Department of Transport, Planning and Local Infrastructure. For simplicity, the full cost of improvement works has been provided.

The cost estimates have been prepared for the purpose of gaining an understanding of the relative scale of the recommendations only and must not be used for any other purpose. Maintenance costs have not been considered as part of this assessment.

The cost estimate is high level only. They have been developed based on unit rates and have not been based on any conceptual designs. Actual prices, costs and other variables may be different to those used to prepare the cost estimates and may change. No detailed quotation has been obtained for any of the recommendations. GHD does not represent, warrant or guarantee that the works can or will be undertaken at a cost which is the same or less than the cost estimate. The cost estimates do not include any allowance for land acquisition or service relocation, nor do they include indexing as it is not possible to determine when these works will be undertaken.

It is recommended that Colac Otway Shire Council further investigate recommendations (e.g. develop concept designs for more accurate costing, undertake feature survey of the routes) it wishes to implement.

The cost estimates for the recommendations are presented in Table 3.

**Table 3 Estimated cost for each route**

| Route                                                        | Item       | Estimated Cost |
|--------------------------------------------------------------|------------|----------------|
| Barongarook Road, Bushby's Road, Old Yeo Road, Collins Road. | Road works | \$2.95M        |
| Irrewillipe Road and Barrys Road.                            | Road works | \$4.9M         |
| Nalangil Road.                                               | Road works | \$1.9M         |
| Warrowie Road and Mount Hesse Road.                          | Road works | \$2.7M         |
| Cape Otway Road.                                             | Road works | \$4.5M         |

## 5. Funding Opportunities

Generally funding for Council managed roads is through Council budgets, which are an allocation from overall federal funding. However funding from State and Federal governments is possible for specific links or upgrades if there is a regional or State benefit and demonstrated need for the funding.

The key rationale for funding is generally through economic growth of the region, which in regards to the Colac Otway Shire would be in relation to freight movements and/or tourism movements.

It is important to recognise that opportunities to access funding programs/sources are part of an integrated consideration. There are three general phases of project development that influence funding requirements and strategy. These are as follows:

- Return on assets - what financial/economic return is required to offset the cost?
- Procurement options – mechanism for investment funding; and
- Funding sources.

Additionally, this area is constantly evolving and new opportunities to fund projects can be explored. More recent trends are discussed below.

### 5.1 Funding Framework

Funding applications for local roads within the Colac Otway Shire to State or Federal governments are usually in the form of a business case. A business case document should identify the needs and drivers for the project and to outline the expected benefits and costs of the project. The benefits and needs of each project should be justified with statistics.

The key industries within the Colac Otway Shire that could assist to provide justification for future project funding applications include:

- Timber – for local road projects in the south of the Shire;
- Dairy – for local road projects in the south western areas of the Shire;
- Tourism – for key road links connecting townships, particularly north south connections to encourage travel beyond the Great Ocean Road;
- Farming/Grazing/Meat – for local road projects in the north west of the Shire; and
- Heavy vehicle access for local industrial areas around Colac.

The key elements of each funding application should include:

- **Key drivers for the Colac Otway Shire.** This will generally be focused on tourism, freight (industries mentioned above) and road safety. Local road upgrades assist to sustain and improve competitiveness within the supply chain for freight and encourages growth of tourism within the region.
- **Key reasons/drivers for this project to be undertaken.** This should also include the outcomes if the upgrade/project is not undertaken.
- **Expected benefits of the project.** Benefits will vary depending on the type of project but are essential to justify funding approval. These benefits should be verified with evidence as much as possible. The benefits could include:
  - Tourism: If projects upgrade road links from current key tourist destinations along the Great Ocean Road to townships inland within the Colac Otway Shire, growth in

tourism could occur. Visitors are more likely to utilise a good quality road and explore the region if the drive is comfortable than travel along an uneven surface to an unknown destination.

- Freight: Widening the road width to be able to accommodate two heavy vehicles passing will prevent vehicles travelling on the pavement edge and causing breakup of the pavement. This will reduce overall maintenance of the road as the pavement is able to better accommodate heavy vehicles compared to the pavement edge.
- **Anticipated costs for the project.** Costs of the project will be an important component of the funding application to enable funds to be secured and to establish the benefit cost ratio for the project. This will assist to identify if the project is viable to proceed and will enable the State and Federal Governments to assess the funding application compared to other applications.

A summary of the funding framework is provided in Table 4.

**Table 4 Funding Framework Summary**

| Project Need                                                                                                     | Project Benefits                                                                                                                                       | Data Requirements                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Increasing heavy vehicle usage of roads.</li> <li>Road Safety.</li> </ul> | <ul style="list-style-type: none"> <li>Freight efficiency.</li> <li>Reduced long term maintenance costs.</li> <li>Tourism – increasing GRP.</li> </ul> | <ul style="list-style-type: none"> <li>Freight volumes currently utilising the local roads.</li> <li>Forecasted freight volumes on the local roads.</li> <li>Expected industry growth.</li> <li>Forecasted tourism growth.</li> </ul> |

## 5.2 Return on asset investment

With a number of competing priorities and limited project funding available, a transparent and robust project prioritisation process is the key to effective project selection and investment.

Before the project is considered for funding, financial or economic benefits (monetary, travel time, travel safety, environmental, employment) need to be considered. Effective economic evaluation of projects is crucial in enabling the prioritisation and achieving return on investment.

Most state and territory jurisdictions are using the ATC (2006) National Guidelines for Transport System Management in Australia in one form or another. The level of use and adherence to these guidelines is dependent on the level of requirements of the funder e.g. Commonwealth and/or State Governments.

The State Government and other jurisdictions require a qualitative assessment of the options in terms of how they align against broader objectives, policies and strategic settings; and a consistent approach to economic evaluation via a full detailed Benefit Cost Analysis for those projects considered to have strategic merit. The sequential stages are structured to ensure that decisions are taken in an objective and systematic way, thus leading to the adoption of the most effective and efficient policy solutions. Given growing budgetary constraints, there is a trend amongst funding agencies to insist on initially investigating non-infrastructure solutions to resolve issues, rather than immediately use an infrastructure solution to solve problems.

Some of the lack of transparency is due to the fact that the overall budget tends to be broken into programmes with a discrete allocation of funding, with projects remaining captured within their programmes without the opportunity to be compared across the network (there is a sense of frustration by network managers that insufficient funds will mean that they will never be able to achieve best optimisation of the network).

### 5.3 Procurement assessment

A detailed procurement assessment is essential in helping to identify an effective funding mechanism. The delivery method of the strategy will ensure minimal disruption to the surrounding environment, users and businesses and aims to ensure that inputs from various stakeholders are managed effectively. Risks will need to be allocated appropriately and there will need to be a 'value-for-money' outcome for the State.

The key objectives of the procurement strategy include:

- To ensure all outputs are delivered to the quality required, within the specified timeframe and within project budget;
- The delivery method will minimise any disruption to the surrounding environment, users and business;
- To ensure that the various stakeholder inputs are managed effectively; and
- To allocate risks appropriately.

To ensure value for money outcomes for the State, issues that are considered as part of procurement strategy may include:

- Understanding of project requirements and specifications;
- Time certainty
- Cost;
- Innovation;
- Project complexity;
- Risk understanding and transfer; and
- Supplier base.

The project delivery methods vary in risk allocation between the principal and service provider in terms of project delivery risks, costs and performance of the completed project. The options typically include traditional, performance, management, finance or relationship based delivery methods and some examples are outlined in Table 5.

**Table 5 Procurement methods assessment**

| Procurement Model                                     | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Traditional procurement / head contractor             | <p>This is a commonly used form of contract under which the Principal would have full responsibility for design and documentation developed by a design team engaged under a separate contract.</p> <p>The principal issues tenders for construction in accordance with the design. Contractor is engaged under a single lump sum agreement.</p>                                                                                                                                                                                                                             |
| Design & construct                                    | <p>Under this option the Principal with support from its technical advisers prepares functional and performance requirements documents and seeks tenders for completion of all phases of the project including design documentation phase, construction phase and commissioning phase.</p>                                                                                                                                                                                                                                                                                   |
| Design, construct and maintain                        | <p>Under this option the Principal with support from its technical advisers prepares functional and performance requirements documents and seeks tenders for completion of all phases of the project including design documentation phase, construction phase, commissioning phase and maintenance phase. Additionally the contractor has ongoing maintenance obligation (and/or operation obligations).</p>                                                                                                                                                                 |
| Construction management                               | <p>The Principal would, with support from its technical advisers and the project manager, prepare a functional key user performance requirements document, and seek tenders for the respective engineering, procurement, construction and management services.</p> <p>The engineering, procurement, construction and management contractor adopts an advisory role, acting as an agent responsible for managing and coordinating each of the other subcontractors (i.e. construction). However, the sub-contractors are engaged by and report directly to the Principal.</p> |
| Managing contractor                                   | <p>Under this form of contract the Principal would appoint a Managing Contractor who takes responsibility for all works and delivery risks for a lump sum management fee. The Managing Contractor may engage sub-contractors and/or deliver parts of the assignment directly</p>                                                                                                                                                                                                                                                                                             |
| Alliance                                              | <p>The Principal would collaborate with a contractor and/or designers to share risks and responsibilities. All risks would be shared by the alliance participants.</p>                                                                                                                                                                                                                                                                                                                                                                                                       |
| Partnership<br>Victoria-Public<br>Private Partnership | <p>A consortium contracts to Design, Construct, Maintain and Finance the facilities and assumes responsibility for facilities maintenance and asset replacement over a defined period (typically around 30 years).</p>                                                                                                                                                                                                                                                                                                                                                       |

#### 5.4 Funding options

In general the sources of funding opportunities for transport infrastructure remain constant, however the funding program titles, objectives and requirements are frequently updated. Therefore any information on funding sources is general in nature and needs to be reviewed when an investment is ready for consideration. Table 6 provides an outline of typical funding options.



**Table 6 Funding options**

| Source                          | Current status                                  | Target/Comments                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Commonwealth Government         | Regional Infrastructure Fund                    | Stream 1 – commitments made in 2010 (\$916 mill)<br>Stream 2 – Economic infrastructure projects and Regional Infrastructure Planning projects (\$2.5 billion)<br>Stream 3 – Regional Development Australia Fund (1 billion including 573 mill from RIF)                                                                                                          |
|                                 | Financial Assistance Grants to Local Government | Provided under the Local Government (Financial Assistance) Act 1995.                                                                                                                                                                                                                                                                                             |
|                                 | Funding programs to local Governments           | Includes: <ul style="list-style-type: none"> <li>Roads to recovery program</li> <li>Regional and Local Community Infrastructure Program</li> <li>Black Spot Program</li> </ul>                                                                                                                                                                                   |
| State Government (VIC)          | State budget                                    | Annual BERC budget process – process must comply with Investment Lifecycle and High Value High Risk guidelines.<br>Application of Investment Management process                                                                                                                                                                                                  |
|                                 | Regional Growth Fund                            | Administered by Regional Development Victoria under the Regional Growth Fund Act 2011                                                                                                                                                                                                                                                                            |
|                                 | Access support programs                         | Programs that focus on connectivity and facilitation of access to transport modes.<br>They include for example:<br>Transport Connections<br>TravelSmart                                                                                                                                                                                                          |
|                                 | VicRoads blackspot and road safety program      | VicRoads have a blackspot and road safety program to upgrade road length or intersections with road safety issues.<br><br>This funding is typically for VicRoads managed roads however there may be potential opportunities to utilise some of this funding if there are particular road safety issues on Council managed roads.                                 |
| Private and/or industry funding | Limited application                             | Involving the freight sector and/or owners of properties where Council roads are utilised to access these properties. This could be in the form of direct charging for the use of infrastructure, such as road pricing, allocates it to higher value uses. Infrastructure that is provided to facilitate economic activities may be funded by the beneficiaries. |



## 6. Conclusion

This strategic network review has analysed the current use of the local road network to transport freight throughout Colac Otway Shire. Through consultation with the trucking industry, it is clear that there is a freight demand on local roads. However this is hampered by poor quality and narrow roads.

There is potential benefit in focusing Council's resources and available funding on maintaining some key freight roads within the Shire to improve the local road network to accommodate the current and future freight demand.

This review analysed five key freight routes that were identified through the consultation process. These routes provide connectivity around Colac in addition to the VicRoads declared road network. The routes that are recommended to be focused on include the following:

- Barongarook Road, Bushby's Road, Old Yeo Road, and Collins Road.
- Irrewillipe Road and Barrys Road.
- Nalangil Road.
- Warrowie Road and Mount Hesse Road.
- Cape Otway Road.

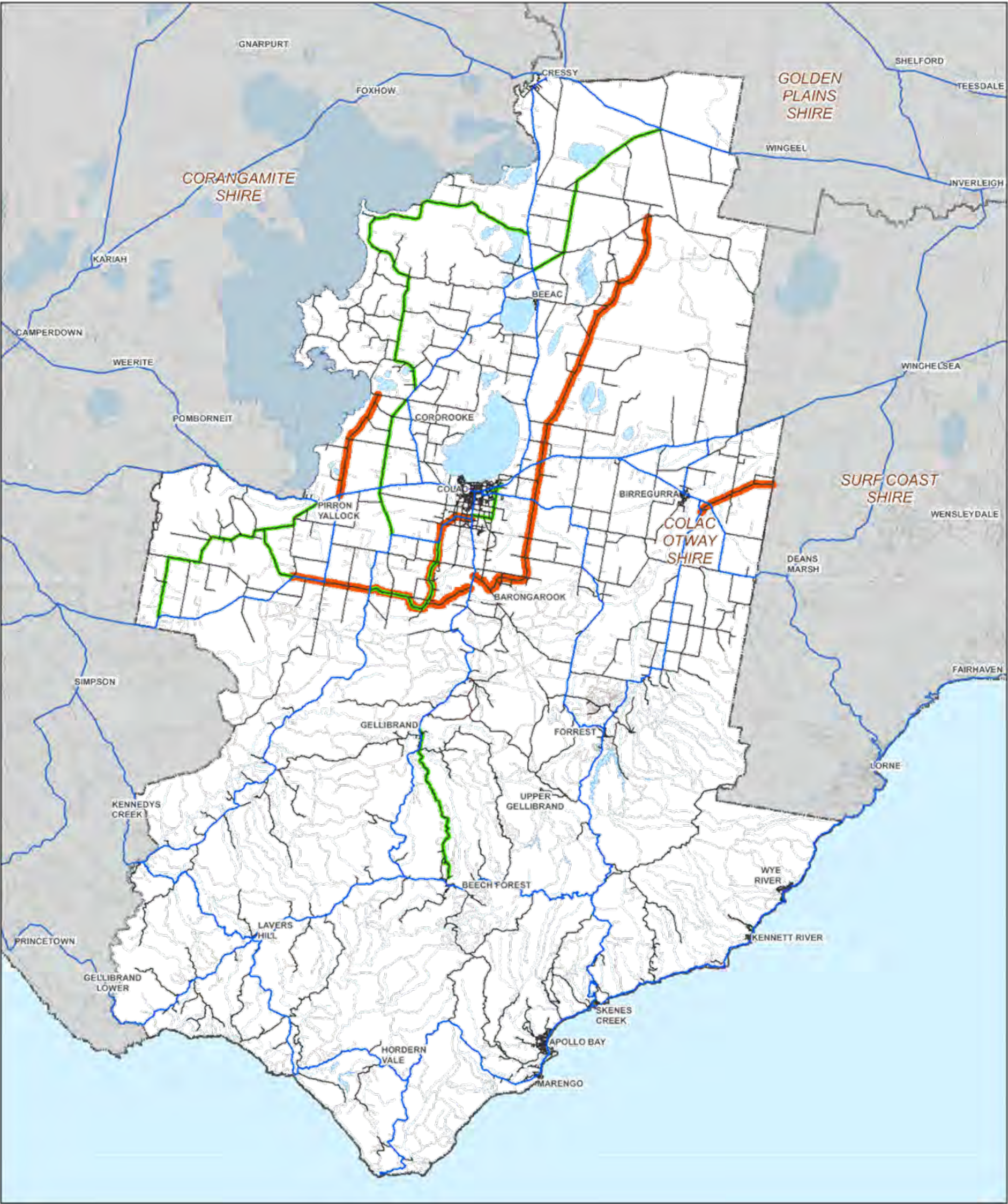
While it is acknowledged that there are other freight routes within Colac Otway Shire, the routes selected above are likely to carry higher traffic volumes into areas that are not well serviced by the declared road network and therefore provide greater benefit to the local industry when compared to other potential freight routes.

High level cost estimates have been developed for the upgrading of these routes to meet AustRoads standards. These costs are indicative only and should be reassessed once concept designs have been developed for any proposed works.

## **Appendices**

## **Appendix A** – Cape Otway Shire Road Network and Surveyed Freight Routes





- LEGEND
- Colac Otway Shire managed roads
  - VicRoads managed roads
  - Council strategic freight routes
  - GHD surveyed roads

Paper Size A3

0 1 2 4 6 8 10 12

Kilometers

Map Projection: Transverse Mercator  
Horizontal Datum: GDA 1994  
Grid: GDA 1994 MGA Zone 54

Colac Otway Shire Council  
Strategic Road Network Review

Cape Otway Shire  
Road network

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Appendix A

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Data source: DSE, VicMap, 2013; COS, Roads, 2013 Created by: dparkinson

## **Appendix B** – Cape Otway Road Issues Map



1:10,000

0 50 100 200 300 400

Metres

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1984

Grid: GDA 1984 MGA Zone 54

LEGEND

Considerations relating to Vegetation, Culverts and Street Furniture within road reserve

Road width of between 6.5m and 7.5m

Sealed road (arterial and local)

Unsealed road

River


Stream


Channel / drain

Contour 10 m

Parcel

Rail





Colac Otway Shire Council

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Cape Otway Road

Sheet 1 of 5

The main map displays a detailed view of a road network in the Colac Otway Shire. A primary road, highlighted in yellow, runs diagonally from the top left towards the bottom right. Other roads shown include Deans Marsh Rd, Whoonah Station Rd, Conns Lane, Cape Otway Rd, and Lillipwoods Lane. The map also depicts natural features such as Deans Marsh Creek and the Barwon River. Contour lines are drawn at 10m intervals, and various parcels of land are outlined. A north arrow is located in the top left corner of the map area.

An inset map in the bottom right corner provides a broader geographical context. It shows the entire Colac Otway Shire with a red rectangle indicating the specific area covered by the main map. The inset map also shows the surrounding roads and geographical features at a smaller scale.

Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 244

1:10,000

Paper Size A3

0 50 100 200 300 400

Metres

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1984

Grid: GDA 1984 MGA Zone 54

N

LEGEND

Observations relating to Vegetation, Culverts and Street Furniture within road reserve

Road width of between 6.5m and 7.5m

Scaled road (external and local)

Unsealed road

River

Stream

Contour 10 m

Parcel

CHD

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Cape Otway Road

Sheet 2 of 5

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Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 245



1:10,000

Paper Size A3

0 50 100 200 300 400

Metres

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1994

Grid: GDA 1994 MGA Zone 54

N

North Arrow

LEGEND

Observations relating to Vegetation, Culverts and Street Furniture within road reserve

Road width of between 6.5m and 7.5m

Sealed road (arterial and local)

Unsealed road

Truck and bike path

River

Stream

Contour 10 m

Pavement

Lake

CHD

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Cape Otway Road

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Data source: CHD, Vialap, 2013 CHD, Road Data, 2013. Created by: AJ

The map displays a section of Cape Otway Road, highlighted in yellow and purple, running diagonally from the top left towards the bottom right. The road is flanked by green areas representing vegetation. Several water features are shown, including Retreat Creek, Brickmakers Creek, and Kitean Rd. Other roads visible include Fultons Lane, Brickmakers Rd, and Kitean Rd. The map includes a coordinate grid with Easting (5753.200 to 5755.200) and Northing (713.800 to 715.200) values. A legend on the left side defines symbols for road types, vegetation, and water features. An inset map in the bottom right corner shows the location of the study area within the Colac Otway Shire.

Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 246

1:10,000

Paper Size A3

0 50 100 200 300 400

Metres

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1984

Grid: GDA 1984 MGA Zone 54

N

North Arrow

LEGEND

Concentrations relating to Vegetation, Culverts and Street Furniture within road reserve

Road width of between 6.5m and 7.5m

Sealed road (arterial and local)

Unsealed road

River

Stream

Channel / drain

Contour 10 m

Partial

Connector

CHD

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Cape Otway Road

Sheet 4 of 5

The main map displays Cape Otway Road (110) running diagonally from the bottom-left to the top-right. It is flanked by a yellow line representing the road reserve. To the north of the road, Brickmakers Rd (110) runs horizontally. To the east, Kildare Rd (100) runs horizontally. Brickmakers Creek is shown flowing from the top-right towards the center. The map includes a coordinate grid with Easting values (5754.400 to 5756.400) and Northing values (756.800 to 757.200). A north arrow is located in the top-left corner.

The inset map shows the Colac Otway Shire area with a red rectangle highlighting the location of Cape Otway Road. The road is labeled 'Cape Otway Rd' and is shown running diagonally through the shire.

Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 247

1:10,000

Paper Size A3

0 50 100 200 300 400

Metres

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1994

Grid: GDA 1994 MGA Zone 54

N

North Arrow

LEGEND

Observations relating to Vegetation, Culverts and Street Furniture within road reserve

Road width of between 6.5m and 7.5m

Sealed road (arterial and local)

Unsealed road

River

Stream

Channel / drain

Contour 10 m

Parcel

CHD

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Cape Otway Road

Sheet 5 of 5

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The main map displays a section of the Cape Otway Road network. Cape Otway Rd is shown as a primary road, highlighted with a thick blue line, running diagonally from the top left towards the bottom right. A secondary road, Winchelsea - Deans Marsh Rd, is shown as a red line intersecting Cape Otway Rd. The map includes contour lines indicating elevation, with labels such as 90, 100, and 110. A coordinate grid is overlaid on the map, with Easting coordinates (5756,200 to 5757,200) and Northing coordinates (758,600 to 759,200). The map also shows various land parcels and natural features like the Searston River in the top right corner.

The inset map provides a regional context, showing the Colac Otway Shire Council area. A red rectangle highlights the specific area covered by the main map, which is located in the southern part of the shire, near the coastline.

Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 248



## **Appendix C** – Barongarook Road, Bushby's Road, Old Yeo Road, Collins Road Issues Map

0 50 100 200 300 400

Metres

1:10,000

Paper Size A3

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1994

Grid: GDA 1994 MGA Zone 54

N

North Arrow

LEGEND

Extents of Embankment/Cutting Vertical

Observations of greater than 0.6m

Observations relating to Vegetation, Culverts and Street Furniture within road reserve

Road width of between 6.5m and 7.5m

Sealed road (arterial and local)

Unsealed road

Track and bike path

River

Stream

Parcel

Contour 10 m

Rail

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Barongarook Road, Old Yeo Road and Collins Road

Job Number 31-29202

Revision 0

Date 25 Nov 2014

Sheet 1 of 6

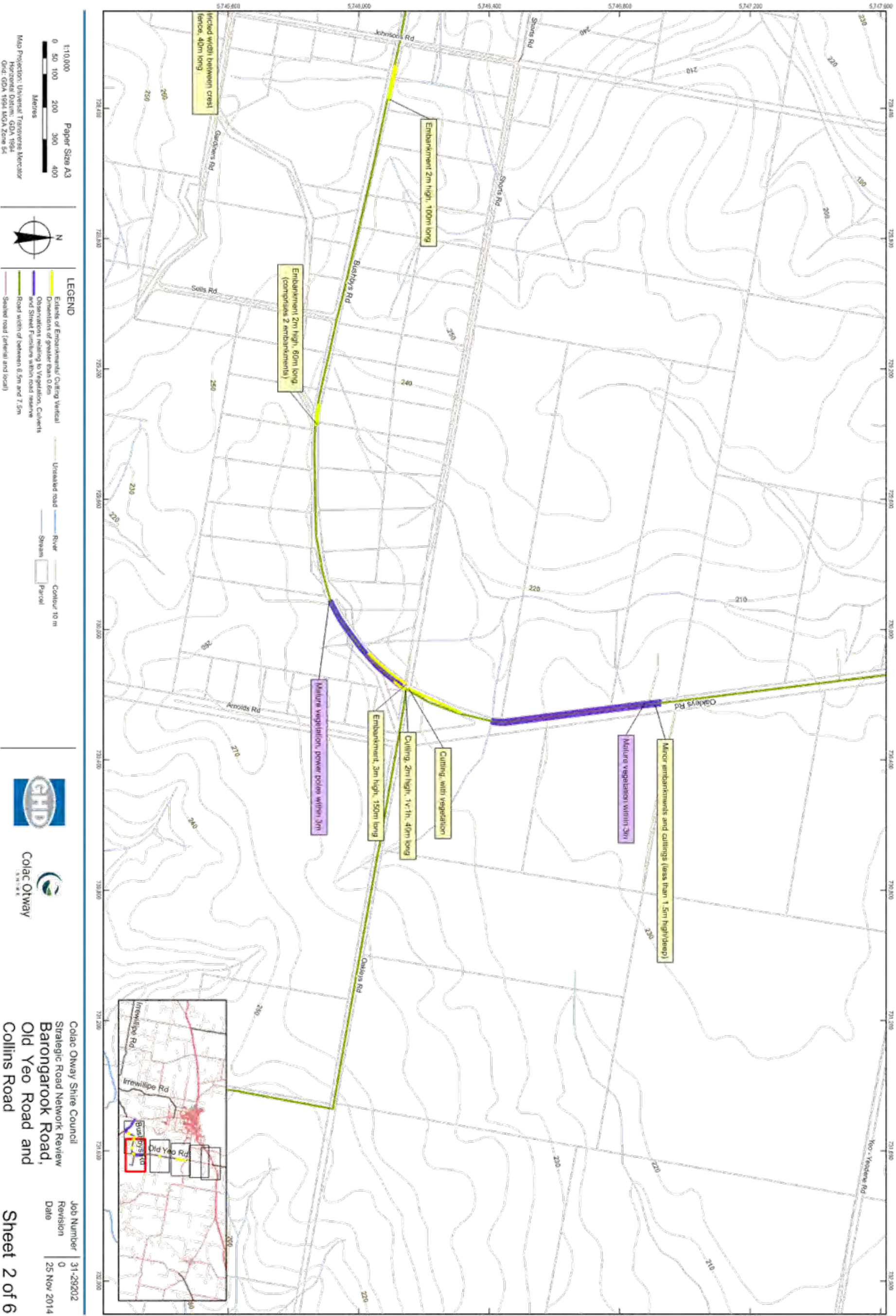
The map displays a section of the Colac - Lavers Hill Rd, Barongarook Rd, and surrounding roads. The map includes contour lines, road names, and various engineering details. Key features include:

- Colac - Lavers Hill Rd**: A major road running diagonally across the map.
- Barongarook Rd**: A road running horizontally across the middle of the map.
- Johnson's Rd**: A road running horizontally across the bottom of the map.
- Forest St South**: A road running vertically on the right side of the map.
- Stones Rd**: A road running vertically on the right side of the map.
- Seale Rd**: A road running horizontally across the bottom of the map.
- Irrewillipe Rd**: A road running horizontally across the bottom of the map.
- Old Yeo Rd**: A road running horizontally across the bottom of the map.
- Embankment details**: Yellow boxes provide specific details for embankments, such as "Embankment 40m long, 1v 1h gradient, 3m high" and "Embankment 2m high, 100m long".
- Cutting details**: Yellow boxes provide specific details for cuttings, such as "Cutting 2.5m deep, restricted with between crest and reserve fence, 40m long".
- Vegetation details**: Purple boxes indicate areas of "Mature vegetation within 3m".

Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 250







1:10,000

Paper Size A3

0 50 100 200 300 400

Metres

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1994

Grid: GDA 1994 MGA Zone 56

N

LEGEND

Extent of Embankment/ Cutting Vertical

Dimensions of greater than 0.6m

Road width of between 6.5m and 7.5m

Sealed road (arterial and local)

Unsealed road

River

Stream

Contour 10 m

Parcel

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Barongarook Road,

Old Yeo Road and

Collins Road

Job Number

31-29202

Revision

0

Date

25 Nov 2014

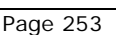
Sheet 3 of 6

A detailed topographic map of a rural area. The map features contour lines indicating elevation, with labels for 150, 160, 170, 200, 210, and 220 meters. Two watercourses are shown: 'BARONGAROOK CREEK WEST BRANCH' flowing from the top left towards the center, and 'BARONGAROOK CREEK EAST BRANCH' flowing from the bottom right towards the center. Several roads are depicted: 'Old Yeo Rd' runs diagonally from the top right to the bottom left; 'Kettles Rd' runs vertically through the center; 'Sungals Rd' runs vertically on the right side; and 'Irrewillipe Rd' runs horizontally at the bottom. A yellow line segment, representing an embankment, crosses Old Yeo Rd and is labeled 'Minor embankment (under 1m high)'. The map includes a coordinate grid with Easting values (5746.400 to 5750.400) and Northing values (728.400 to 732.000). A small inset map in the bottom right corner shows the location of the study area within a larger regional context, with a red box highlighting the specific area shown in the main map.

Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 252





1:10,000

0 50 100 200 300 400

Metres

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1994

Grid: GDA 1994 MGA Zone 54

N

North Arrow

LEGEND

Observations of road defects

Surfaced road (external and local)

Stream

Centre 10 m

Parcel

Highway

Unsealed road

CHD

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Barongarook Road,  
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Job Number

31-29202

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The figure is a detailed topographic map of a rural area. It features a grid of roads, with major roads highlighted in red. The roads shown include Drapers Rd, Collins Rd, Tings Rd, Flaxmill Rd, Colac - Ballarat Rd, Prince Hwy, and Cowards Rd. Contour lines are drawn across the map, indicating elevation with labels such as 140, 150, 160, 170, and 180. The map also shows property boundaries and some vegetation. An inset map in the bottom right corner provides a broader geographical context, showing the study area's location relative to surrounding roads like Irrewillipe Rd, Barrow's Rd, and Old Yeo Rd.

Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 254



1:10,000

Paper Size A3

0 50 100 200 300 400

Metres

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1994

Grid: GDA 1994 MGA Zone 54

N

North Arrow

Observations of road defects

Observations relating to Vegetation, Culverts and Street Furniture within road reserve

Road width of between 5.5m and 6.5m

Highway

Sealed road (arterial and local)

Unsealed road

Stream

Lake

Rail

Contour 10 m

Paved

Parks

CHD

Colac Otway Shire

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Strategic Road Network Review

Barongarook Road, Old Yeo Road and Collins Road

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Sheet 6 of 6

0-100m

Scale bar

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Data source: ESRI, Volapik, 2013; CHD, Road Districts, 2013. Created by: ghd

Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 255

## **Appendix D** – Nalangil Road Issues Map

1:10,000

Paper Size A3

0 50 100 200 300 400

Metres

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1994

Grid: GDA 1994 MGA Zone 54

N

North Arrow

LEGEND

Observations of road defects

Highway

Sealed road (arterial and local)

Unsealed road

Stream

Channel / drain

Connector

Lake

Parcel

Contour 10 m

Rail

Parks



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Nalangil Road

Sheet 1 of 3

The map displays a section of Nalangil Road, showing various road features and defects. A red line indicates the road alignment, with a red dot marking a specific location. A red box highlights a 'SB oil track, alligator (beluga) crossing' near the road. The map also shows unsealed roads, streams, and lakes, including 'THE BAYNE' and 'THE BAYNE' lakes. A legend in the bottom left corner defines the symbols used. A scale bar indicates a distance of 1:10,000. A north arrow is also present. An inset map in the bottom right corner shows the location of the study area within the Colac Otway Shire.

Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 257



1:10,000

0 50 100 200 300 400

Metres

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1994

Grid: GDA 1994 MGA Zone 54

N

LEGEND

Extents of Embankments/ Cutting Vertical

Dimensions of greater than 0.6m

Observations of road defects

Sealed road (arterial and local)

Unsealed road

Channel / drain

Connector

Lake

Rail

Contour 10 m

Parcel

Parks

CHD

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Nalangil Road

Sheet 2 of 3

The map displays a section of Nalangil Road, highlighted in red. Key features include:

- SB Longitudinal cracking, 100m long**: Indicated by a red line segment on Nalangil Road.
- 3m high embankment, 1.5m available verge, no distance between reserve fence and toe, 80m long**: Indicated by a yellow line segment on Nalangil Road.
- Water bodies**: Lake Glenmulla is visible in the upper right, and several smaller lakes (12a, 12b, 12c, 12d) are scattered along the road.
- Rail lines**: Multiple rail lines run parallel to the road, with labels for 'Bullens Lane' and 'Bullens Rd'.
- Topography**: Contour lines are shown at 10m intervals.
- Infrastructure**: Various roads and connectors are shown in grey.

The map includes a coordinate grid with Easting (5758.400 to 5768.000) and Northing (714.000 to 717.600) values.

Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 258

1:10,000

Paper Size A3

0 50 100 200 300 400

Metres

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1994

Grid: GDA 1994 MGA Zone 54

N

LEGEND

Extents of Embankments/ Cutting Vertical

Dimensions of greater than 0.6m

Observations relating to Vegetation, Culverts and Street Furniture within road reserve

Sealed road (arterial and local)

Unsealed road

Channel / drain

Lake

Rail

Contour 10 m

Parcel

Parks

CHD

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Nalangil Road

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Page 259



## **Appendix E** – Irrewillipe Road and Barrys Road Issues Map

Scale bar: 0, 50, 100, 200, 300, 400 Meters

Map Projection: Universal Transverse Mercator  
Horizontal Datum: GDA 1994  
Grid: GDA 1994 MGA Zone 54

North arrow pointing up

LEGEND

Extent of Embankment Cutting Vertical

Dimensions of greater than 0.8m

Observations of road defects

Observations relating to Vegetation, Culverts and Street Furniture within road reserve

Road width of between 6.5m and 7.5m

Sealed road (lateral and local)

Unsealed road

River

Stream

Contour (10 m)

Purcell

CHD Colac Otway Shire

Colac Otway Shire Council

180 Lonsdale Street Melbourne VIC 3000 Australia

T 61 3 8687 8000 F 61 3 8687 8111 E [info@colacotway.vic.gov.au](mailto:info@colacotway.vic.gov.au) W [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au)

Job Number 31-29202

Revision 0

Date 25 Nov 2014

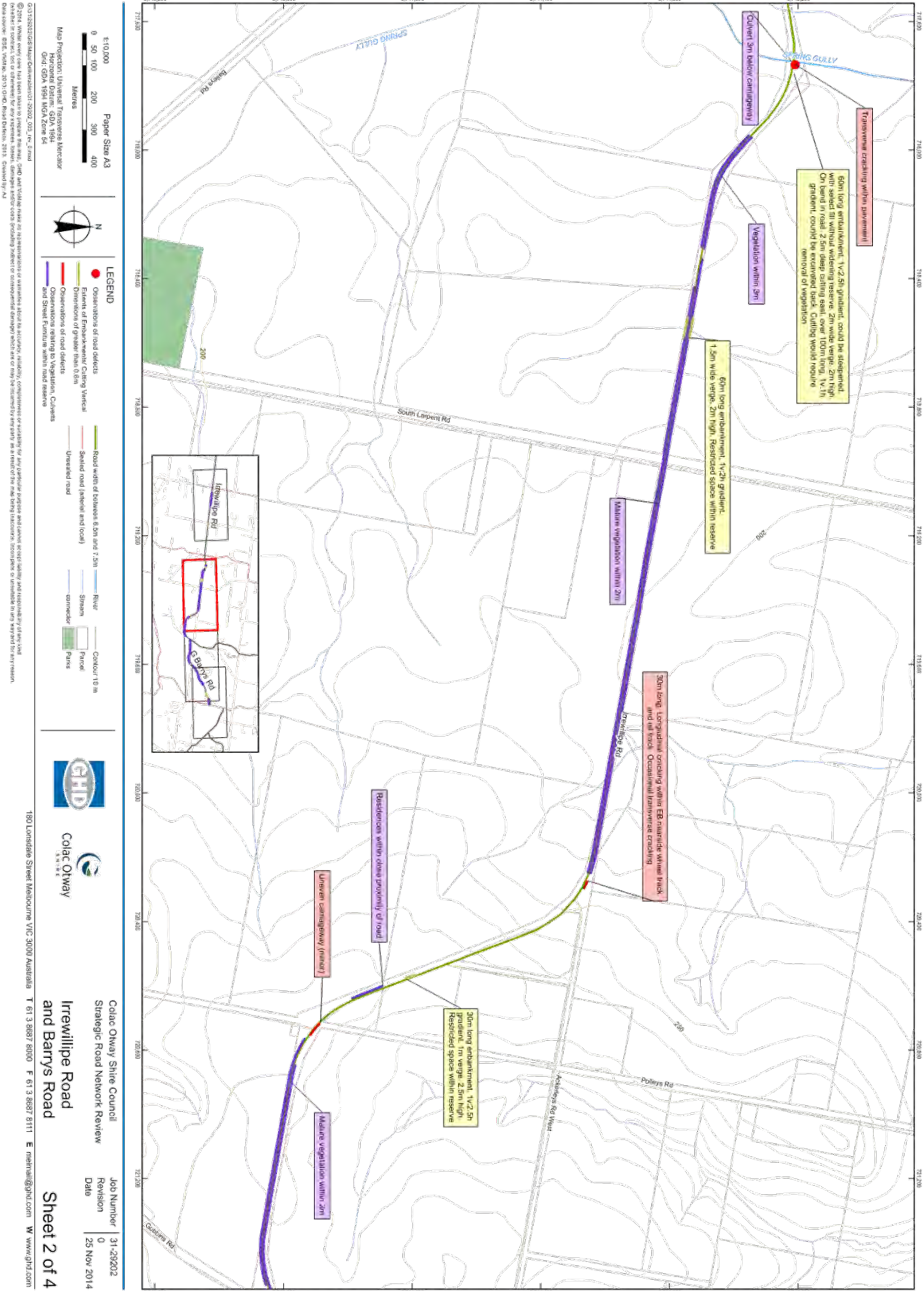
Colac Otway Shire Council

Strategic Road Network Review

Sheet 1 of 4

Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 261





1:10,000

Paper Size A3

0 50 100 200 300 400

Metres

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1994

Grid: GDA 1994 MGA Zone 54

N

North Arrow

LEGEND

Extent of Embankment Cutting Vertical

Dimensions of greater than 0.8m

Observations of road defects

Observations relating to vegetation, culverts and street furniture within road reserve

Road width of between 6.5m and 7.5m

Sealed road (lateral and local)

Unsealed road

River

Stream

connector

Contour (10 m)

Pavement

Parks

GHd

Colac Otway Shire

180 Lonsdale Street Melbourne VIC 3000 Australia

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Colac Otway Shire Council

Strategic Road Network Review

Job Number 31-29202

Revision 0

Date 25 Nov 2014

Irrewillipe Road and Barrys Road

Sheet 3 of 4

Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 263



Scale bar: 0, 50, 100, 200, 300, 400 metres

Map Projection: Universal Transverse Mercator  
Horizontal Datum: GDA 1994  
Grid: GDA 1994 MGA Zone 54

North arrow pointing North

LEGEND

Yellow line: Extents of Embankment Cutting Vertical

Orange line: Dimensions of greater than 0.6m

Blue line: Observations relating to Vegetation, Culverts and Street Furniture within road reserve

Green line: Road width of between 8.5m and 7.5m

Red line: Sealed road (artificial and local)

Black line: Unsealed road

Grey line: Track and bike path

Blue line: River

Blue line: Stream

Blue line: Stream connector

Green line: Contour 10 m

Green line: Parcel

Green line: Parks

CHD Colac Otway Shire

180 Lonsdale Street Melbourne VIC 3000 Australia  
T 61 3 8687 8000 F 61 3 8687 8111 E [info@colacotway.vic.gov.au](mailto:info@colacotway.vic.gov.au) W [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au)

Colac Otway Shire Council  
Strategic Road Network Review

Job Number 31-29202  
Revision 0  
Date 25 Nov 2014

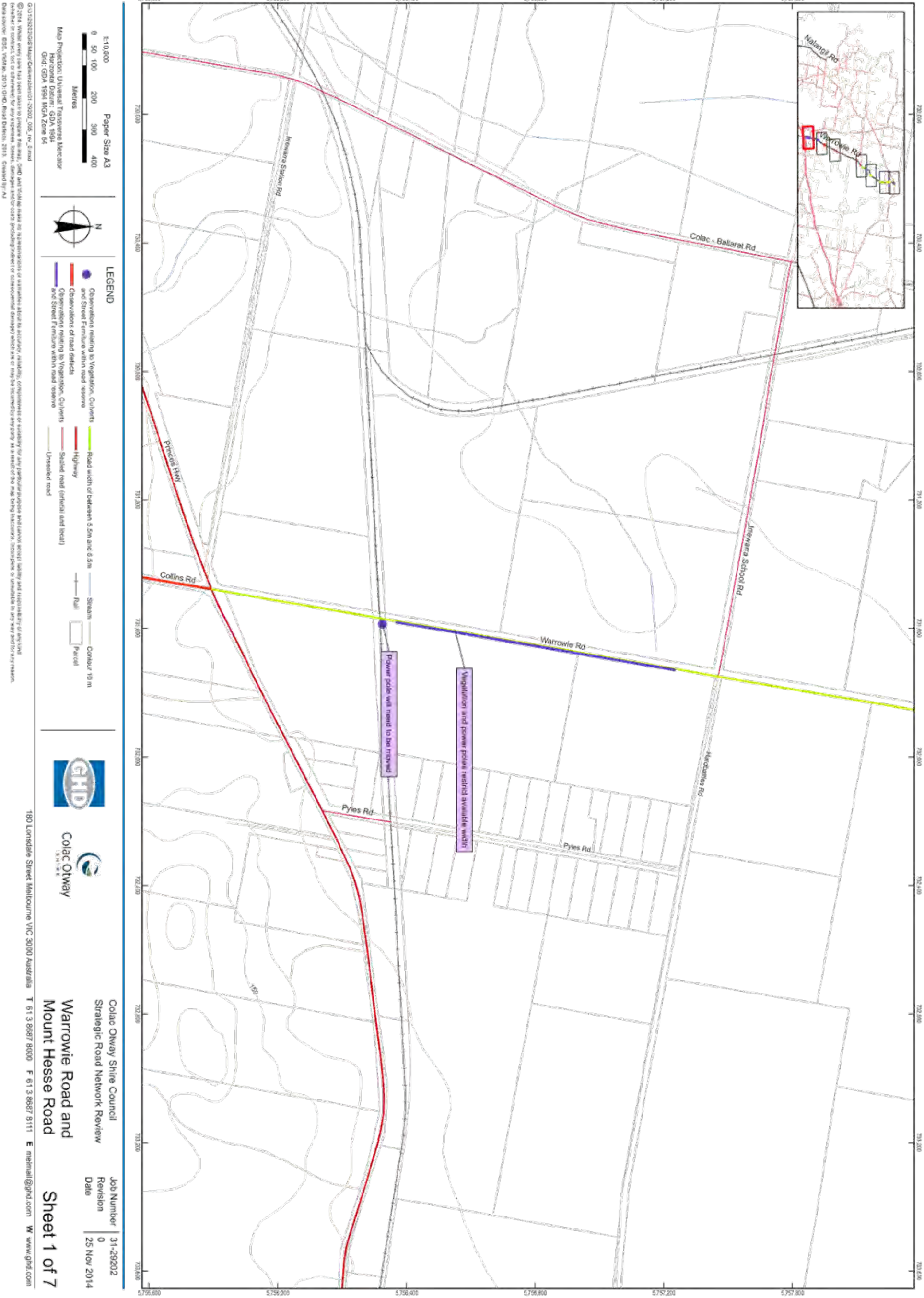
Irrewillipe Road and Barrys Road

Sheet 4 of 4

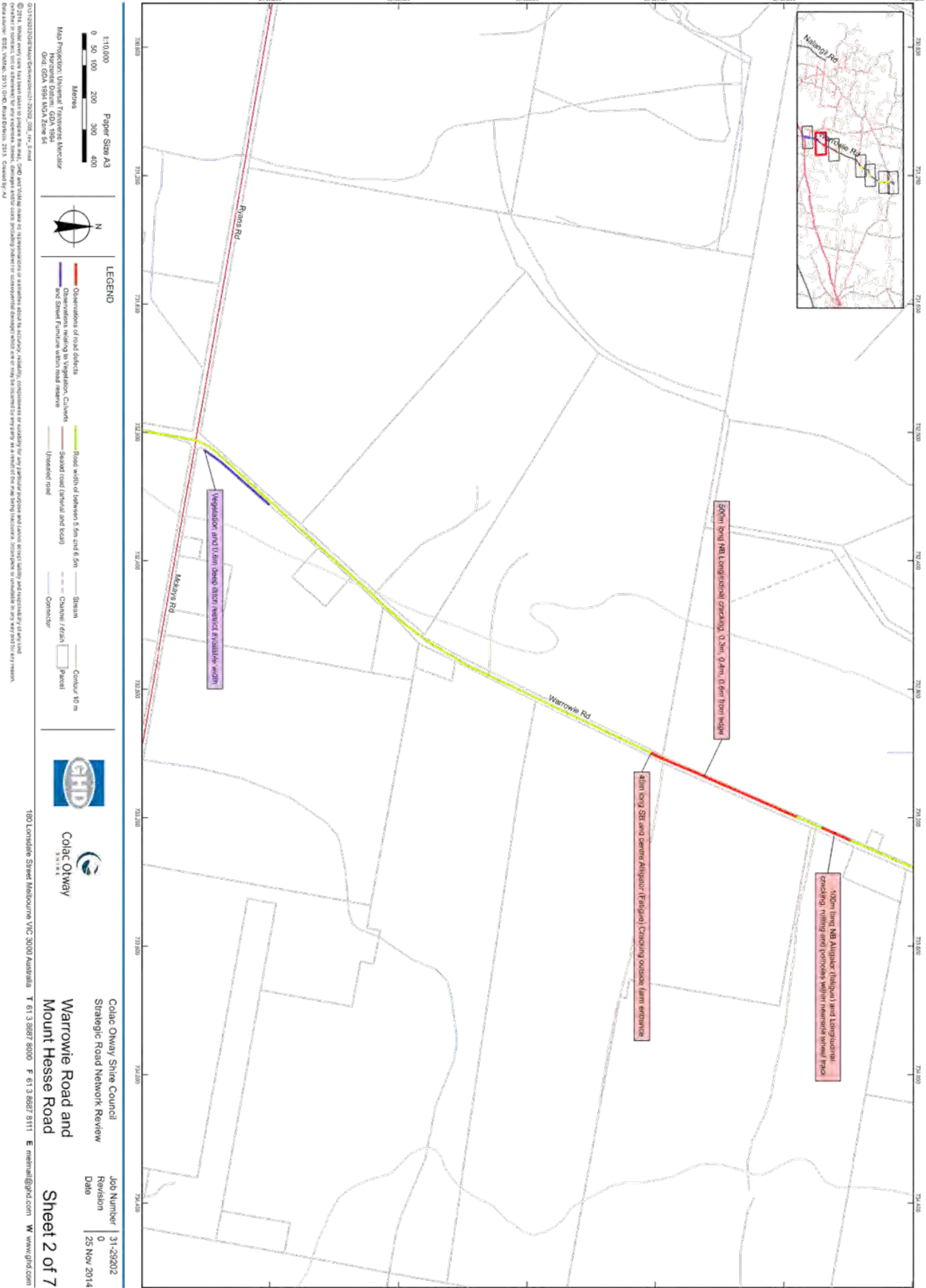
Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

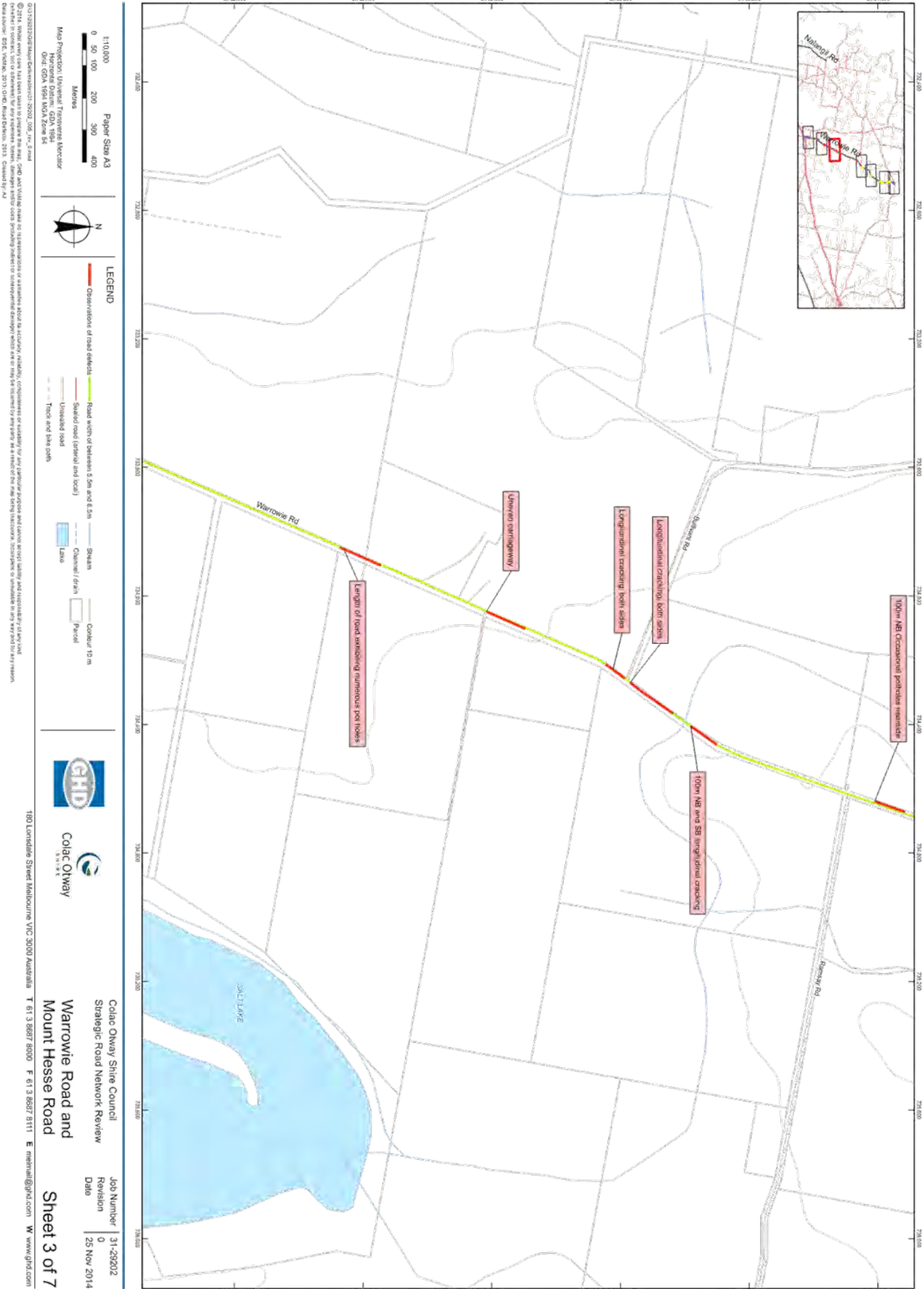
Page 264

## **Appendix F** – Warrowie Road and Mount Hesse Road Issues Map











1:10,000

0 50 100 200 300 400

Metres

Map Projection: Universal Transverse Mercator

Horizontal Datum: GDA 1994

Grid: GDA 1994 MGA Zone 56

N

LEGEND

Events of Embankment Cutting Vertical

Dimensions of greater than 0.5m

Observations of road defects

Road width Less than 5.5m

Road width of between 5.5m and 6.5m

Road width of greater than 6.5m

Sealed road (internal and local)

Unsealed road

Stream

Lake

Contour 10 m

Parcel

CHD

Colac Otway

SHIRE

Colac Otway Shire Council

Strategic Road Network Review

Job Number 31-29202

Revision 0

Date 25 Nov 2014

Warrowie Road and Mount Hesse Road

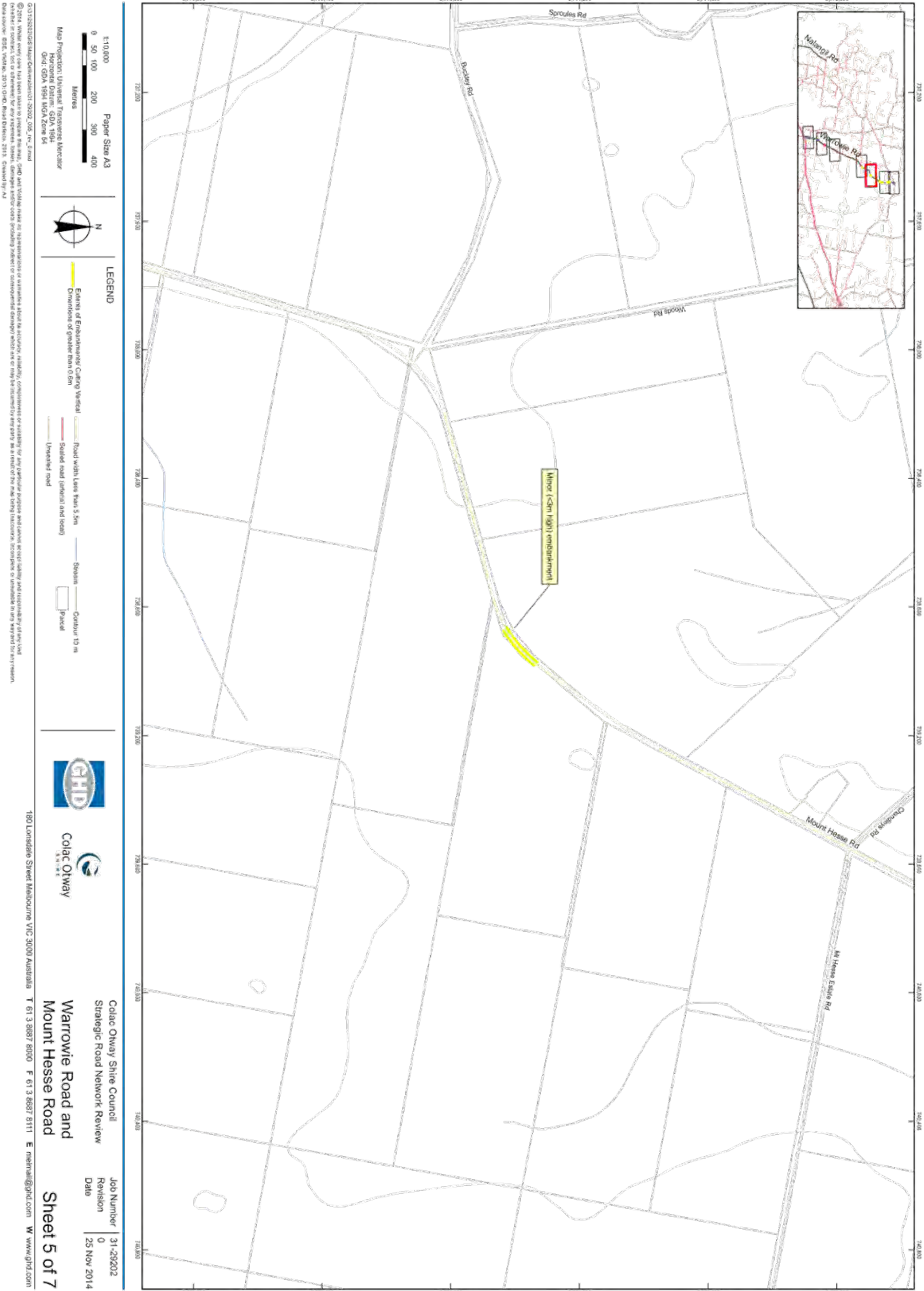
Sheet 4 of 7

180 Lonsdale Street Melbourne VIC 3000 Australia

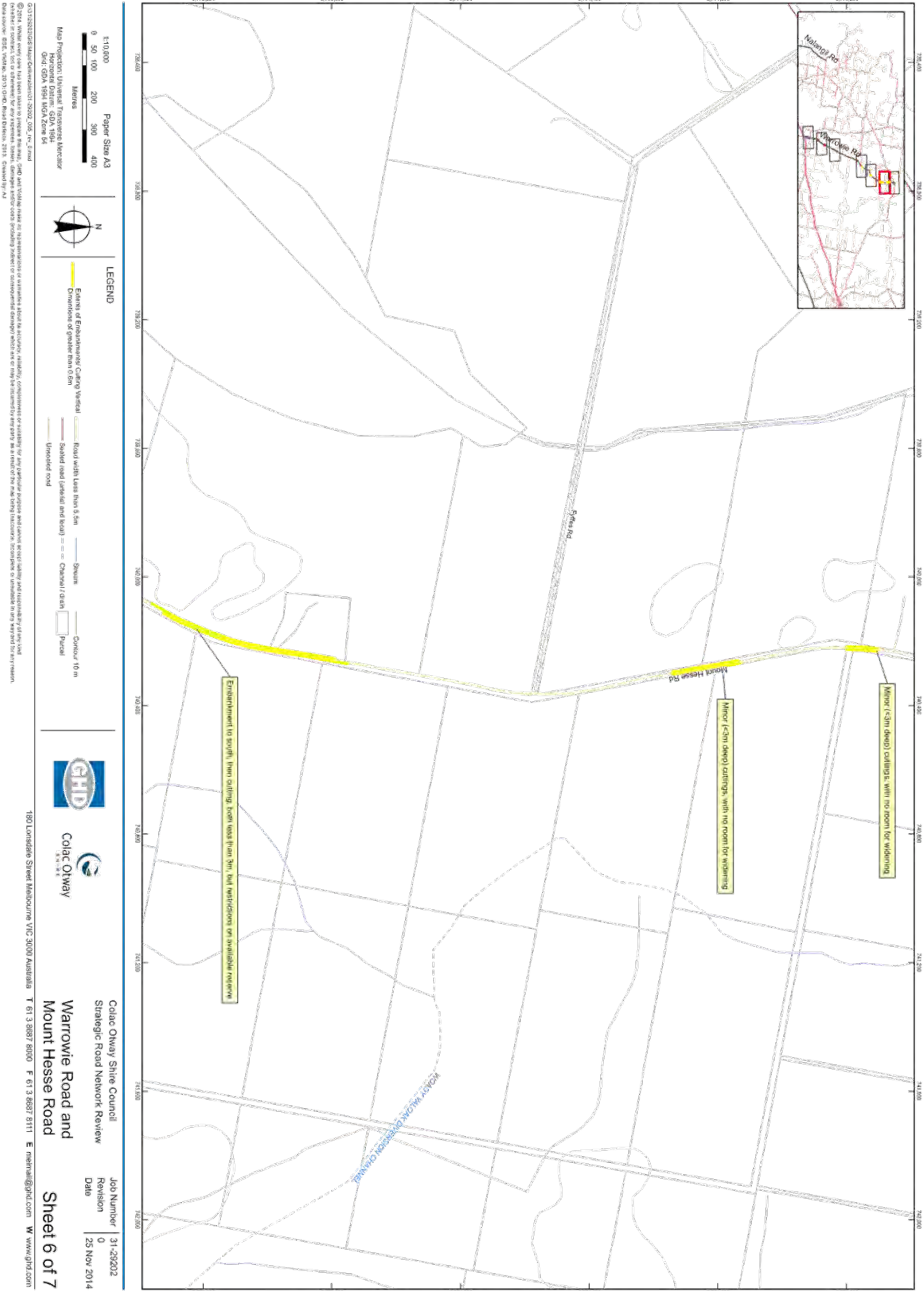
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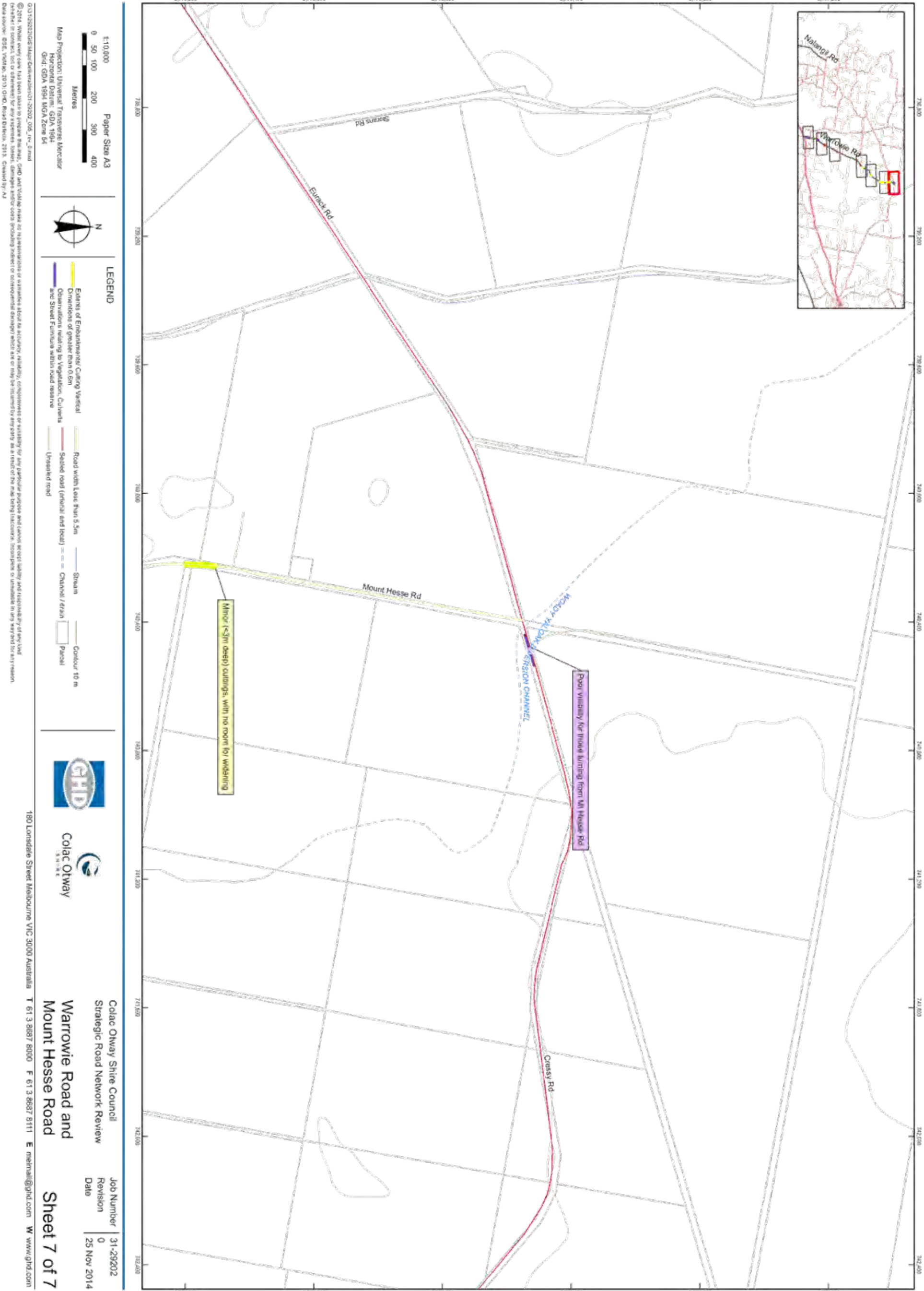
Attachment 1 - Final Report for adoption - Strategic Road Network Review 20150610

Page 269









GHD

180 Lonsdale Street  
Melbourne, Victoria 3000




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Document Status

| Rev No. | Author     | Reviewer      |                                                                                     | Approved for Issue |                                                                                       |            |
|---------|------------|---------------|-------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------|------------|
|         |            | Name          | Signature                                                                           | Name               | Signature                                                                             | Date       |
| 0       | Nicole Guy | Tony Frodsham |  | Tony Frodsham      |                                                                                       | 08/10/2013 |
| 1       | Nicole Guy | Tony Frodsham |  | Tony Frodsham      |  | 16/5/2014  |
| 2       | Nicole Guy | Toby Cooper   |                                                                                     | Tony Frodsham      |                                                                                       | 20/11/2014 |



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*Planning and Environment Act 1987*

## **COLAC OTWAY PLANNING SCHEME**

### **AMENDMENT C83**

#### **PRESCRIBED AMENDMENT**

#### **EXPLANATORY REPORT**

##### **Who is the planning authority?**

This amendment has been prepared by the Minister for Planning who is the planning authority for this amendment.

The amendment has been made at the request of Colac Otway Shire Council.

##### **Land affected by the amendment**

The amendment affects 3.9 hectares of land at the northern part of the Apollo Bay industrial estate (86 and 94 Montrose Avenue, Apollo Bay).

##### **What the amendment does**

The amendment corrects an obvious or technical error, where the Industrial 3 Zone and Schedule were erroneously not inserted into the Colac Otway Planning Scheme by Amendment C74.

Amendment C74 applied the Industrial 3 Zone to 86 and 94 Montrose Avenue, Apollo Bay without inserting the relevant planning scheme ordinance, Clause 33.03 (Industrial 3 Zone) and the Schedule to Clause 33.03, into the planning scheme.

The amendment inserts Clause 33.03 and the Schedule to Clause 33.03 into the Colac Otway Planning Scheme.

##### **Prescribed amendment**

The amendment is a prescribed class of amendment listed in regulation 9A of the *Planning and Environment Regulations 2005*. The amendment has been prepared under section 20A of the *Planning and Environment Act 1987* (the Act). Exhibition and notification requirements of sections 17, 18 and 19 of the Act do not apply in respect of this amendment.

##### **Where you may inspect this Amendment**

The amendment is available for public inspection, free of charge, during office hours at the following places:

Colac Otway Shire Council  
Colac Service Centre  
2-6 Rae Street  
Colac VIC 3250

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The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at [www.dtpli.vic.gov.au/publicinspection](http://www.dtpli.vic.gov.au/publicinspection).

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*Planning and Environment Act 1987*

**COLAC OTWAY PLANNING SCHEME**

**AMENDMENT C83**

**INSTRUCTION SHEET**

The planning authority for this amendment is the Minister for Planning.

The Colac Otway Planning Scheme is amended as follows:

**Planning Scheme Ordinance**

The Planning Scheme Ordinance is amended as follows:

1. In Zones - insert Clause 33.03 in the form of the attached document.
2. In Zones – Clause 33.03, insert a new Schedule in the form of the attached document.

End of document

### 33.03 INDUSTRIAL 3 ZONE

15/07/2013  
VC100

Shown on the planning scheme map as **IN3Z**.

#### Purpose

To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

To provide for industries and associated uses in specific areas where special consideration of the nature and impacts of industrial uses is required or to avoid inter-industry conflict.

To provide a buffer between the Industrial 1 Zone or Industrial 2 Zone and local communities, which allows for industries and associated uses compatible with the nearby community.

To allow limited retail opportunities including convenience shops, small scale supermarkets and associated shops in appropriate locations.

To ensure that uses do not affect the safety and amenity of adjacent, more sensitive land uses.

### 33.03-1

15/07/2013  
VC100

#### Table of uses

##### Section 1 - Permit not required

| Use                                                                                                | Condition                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Convenience shop                                                                                   |                                                                                                                                                                                                                                                                                                      |
| Crop raising                                                                                       |                                                                                                                                                                                                                                                                                                      |
| Extensive animal husbandry                                                                         |                                                                                                                                                                                                                                                                                                      |
| Home occupation                                                                                    |                                                                                                                                                                                                                                                                                                      |
| Informal outdoor recreation                                                                        |                                                                                                                                                                                                                                                                                                      |
| Mail centre                                                                                        |                                                                                                                                                                                                                                                                                                      |
| Minor utility installation                                                                         |                                                                                                                                                                                                                                                                                                      |
| Railway                                                                                            |                                                                                                                                                                                                                                                                                                      |
| Service station                                                                                    | The land must be at least 30 metres from land (not a road) which is in a residential zone, Capital City Zone or Docklands Zone, land used for a hospital or an education centre or land in a Public Acquisition Overlay to be acquired for a hospital or an education centre.                        |
| Shop (other than Adult sex bookshop, Convenience shop, Restricted retail premises and Supermarket) | Must adjoin, or be on the same lot as, a supermarket when the use commences.<br><br>The combined leasable floor area for all shops adjoining or on the same lot as the supermarket must not exceed 500 square metres.<br><br>The site must adjoin, or be within 30 metres of, a road in a Road Zone. |
| Supermarket                                                                                        | The leasable floor area must not exceed 1800 square metres.<br><br>The site must adjoin, or be within 30 metres of, a road in a Road Zone.                                                                                                                                                           |

| Use                            | Condition                                                                      |
|--------------------------------|--------------------------------------------------------------------------------|
|                                | Must be on land within an urban growth boundary and in metropolitan Melbourne. |
| <b>Tramway</b>                 |                                                                                |
| Any use listed in Clause 62.01 | Must meet the requirements of Clause 62.01.                                    |

## Section 2 - Permit required

| Use                                                                                                                           | Condition                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adult sex bookshop                                                                                                            | Must be at least 200 metres (measured by the shortest route reasonably accessible on foot) from a residential zone or land used for a hospital, primary school or secondary school or land in a Public Acquisition Overlay to be acquired for a hospital, primary school or secondary school. |
| Agriculture (other than Apiculture, Crop raising, Extensive animal husbandry, and Intensive animal husbandry)                 |                                                                                                                                                                                                                                                                                               |
| Caretaker's house                                                                                                             |                                                                                                                                                                                                                                                                                               |
| Education centre                                                                                                              | Must not be a primary or secondary school.                                                                                                                                                                                                                                                    |
| <b>Industry</b>                                                                                                               |                                                                                                                                                                                                                                                                                               |
| Leisure and recreation (other than Informal outdoor recreation, Major sports and recreation facility, and Motor racing track) |                                                                                                                                                                                                                                                                                               |
| Office                                                                                                                        | The leasable floor area must not exceed the amount specified in the schedule to this zone.                                                                                                                                                                                                    |
| Place of Assembly (other than Carnival and Circus)                                                                            |                                                                                                                                                                                                                                                                                               |
| Restricted retail premises                                                                                                    |                                                                                                                                                                                                                                                                                               |
| Retail premises (other than Shop)                                                                                             |                                                                                                                                                                                                                                                                                               |
| Utility installation (other than Minor utility installation and Telecommunications facility)                                  |                                                                                                                                                                                                                                                                                               |
| Warehouse (other than Mail centre)                                                                                            |                                                                                                                                                                                                                                                                                               |
| Any other use not in Section 1 or 3                                                                                           |                                                                                                                                                                                                                                                                                               |

## Section 3 - Prohibited

| Use                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------|
| Accommodation (other than Caretaker's house)                                                                                                 |
| Cinema based entertainment facility                                                                                                          |
| Hospital                                                                                                                                     |
| Intensive animal husbandry                                                                                                                   |
| Major sports and recreation facility                                                                                                         |
| Motor racing track                                                                                                                           |
| Shop (other than Adult sex bookshop, Convenience shop, Restricted retail premises and Supermarket) – if the Section 1 conditions are not met |



Use

Supermarket – if the section 1 conditions are not met

33.03-2  
15/09/2008  
VC49

Use of land

Amenity of the neighbourhood

A use must not adversely affect the amenity of the neighbourhood, including through the:

- Transport of materials, goods or commodities to or from the land.
- Appearance of any stored goods or materials.
- Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.

Application requirements

An application to use land for an industry or warehouse must be accompanied by the following information, as appropriate:

- The purpose of the use and the types of processes to be utilised.
- The type and quantity of goods to be stored, processed or produced.
- How land not required for immediate use is to be maintained.
- Whether a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority.
- Whether a notification under the Occupational Health and Safety (Major Hazard Facilities) Regulations 2000 is required, a licence under the Dangerous Goods Act 1985 is required, or a fire protection quantity under the Dangerous Goods (Storage and Handling) Regulations 2000 is exceeded.
- The likely effects, if any, on the neighbourhood, including:
  - Noise levels.
  - Air-borne emissions.
  - Emissions to land or water.
  - Traffic, including the hours of delivery and despatch.
  - Light spill or glare.

Decision guidelines

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- The effect that the use may have on nearby existing or proposed residential areas or other uses which are sensitive to industrial off-site effects, having regard to any comments or directions of the referral authorities.
- The effect that nearby industries may have on the proposed use.
- The drainage of the land.

- The availability of and connection to services.
- The effect of traffic to be generated on roads.
- The interim use of those parts of the land not required for the proposed use.
- The effect on nearby industries.

**33.03-3**

15/07/2013  
VC100

**Subdivision**

**Permit requirement**

A permit is required to subdivide land.

**Exemption from notice and review**

An application is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act. This exemption does not apply to land within 30 metres from land (not a road) which is in a residential zone or land used for a hospital or an education centre or land in a Public Acquisition Overlay to be acquired for a hospital or an education centre.

**Decision guidelines**

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- Any natural or cultural values on or near the land.
- Streetscape character.
- Landscape treatment.
- Interface with non-industrial areas.

**33.03-4**

15/07/2013  
VC100

**Buildings and works**

**Permit requirement**

A permit is required to construct a building or construct or carry out works.

This does not apply to:

- A building or works which rearrange, alter or renew plant if the area or height of the plant is not increased.
- A building or works which are used for crop raising, extensive animal husbandry or informal outdoor recreation.
- A rainwater tank with a capacity of more than 4500 litres if the following requirements are met:
  - The rainwater tank is not located within the building's setback from a street (other than a lane).
  - The rainwater tank is no higher than the existing building on the site.

- The rainwater tank is not located in an area that is provided for car parking, loading, unloading or accessway.

#### **Application requirements**

An application to construct a building or construct or carry out works must be accompanied by the following information, as appropriate:

- A plan drawn to scale which shows:
  - The boundaries and dimensions of the site.
  - Adjoining roads.
  - Relevant ground levels.
  - The layout of existing and proposed buildings and works.
  - Driveways and vehicle parking and loading areas.
  - Proposed landscape areas.
  - External storage and waste treatment areas.
  - Mechanisms to mitigate noise, odour and other adverse amenity impacts of, and on, nearby industries.
- Elevation drawings to scale which show the colour and materials of all buildings and works.
- Construction details of all drainage works, driveways and vehicle parking and loading areas.
- A landscape layout which includes the description of vegetation to be planted, the surfaces to be constructed, a site works specification and the method of preparing, draining, watering and maintaining the landscape area.

#### **Decision guidelines**

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- Any natural or cultural values on or near the land.
- Streetscape character.
- Built form.
- Landscape treatment.
- Interface with non-industrial areas.
- Parking and site access.
- Loading and service areas.
- Outdoor storage.
- Lighting.
- Stormwater discharge.
- The effect on nearby industries.
- The effect of nearby industries.

### Maintenance

All buildings and works must be maintained in good order and appearance to the satisfaction of the responsible authority.

### 33.03-5

19/01/2006  
VC37

### Advertising signs

Advertising sign requirements are at Clause 52.05. This zone is in Category 2.

#### Notes:

*Refer to the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement, for strategies and policies which may affect the use and development of land.*

*Check whether an overlay also applies to the land.*

*Other requirements may also apply. These can be found at Particular Provisions.*

DD/MM/Y **SCHEDULE TO CLAUSE 33.03 INDUSTRIAL 3 ZONE**

| Land           | Maximum leasable floor area (m2) for office |
|----------------|---------------------------------------------|
| None specified |                                             |



## 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: 14 / 05 / 2015

Time: 6:00 pm

### Assembly Location: Colac Botanic Cafe

(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices – Nelson Street, Apollo Bay)

### In Attendance:

Councillors: Cr Woodcroft / ..... / ..... / .....  
 ..... / ..... / ..... / .....

Officer/s: Greg Anderton / ..... / ..... / .....  
 ..... / ..... / ..... / .....

Matter/s Discussed: Minutes of Previous Meeting, Business Arising, Correspondence Out and In, Business arising from Correspondence, Treasurers Report, Gardeners Report, Potting Report, COS Report, General Business, Other Business, Raffle, Book Launch

.....  
 (some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

### Conflict of Interest Disclosures: (refer page 5)

Councillors: ..... / ..... / ..... / .....  
 ..... / ..... / ..... / .....

Officer/s: ..... / ..... / ..... / .....  
 ..... / ..... / ..... / .....

Left meeting at: .....

Completed by: Kristy Cochrane

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|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <br><b>Agenda</b> | <h1>Councillor Briefing</h1> <p>Wednesday, 20 May 2015<br/>COPACC Meeting Room 1<br/>2.00pm to 3.45pm</p>                                                                                                                                                                                                                                                                                                                                                                                     |                                     |
|                                                                                                    | <p><b>ATTENDEES:</b><br/>Cr Lyn Russell, Cr Frank Buchanan, Cr Terry Woodcroft, Cr Brian Crook</p> <p>Sue Wilkinson (CEO)<br/>Colin Hayman (GM, Corporate &amp; Community Services)<br/>Doug McNeill (A/GM, Sustainable Planning &amp; Development)<br/>Phil Corluka (GM, Infrastructure &amp; Services)</p> <p><b>Apology:</b> Cr Stephen Hart,<br/><b>Absent:</b> Cr Chris Smith, Cr Michael Delahunty<br/><b>Part:</b> Blaithin Butler, Paula Gardiner, Michael Swanson, Katrina Kehoe</p> |                                     |
|                                                                                                    | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |
| 2.00 pm                                                                                            | Declaration of Interest                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                     |
| 2.00pm – 2.40pm                                                                                    | Australian Lamb Company (Verbal)                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Blaithin Butler,<br>Michael Swanson |
| 2.40pm – 2.50pm                                                                                    | Apollo Bay Harbour Dredging Permit Update (Verbal)                                                                                                                                                                                                                                                                                                                                                                                                                                            | Paula Gardiner,<br>Phil Corluka     |
| 2.50pm – 3.40pm                                                                                    | STIP Advisory Committee Meeting<br>2015/16 Assessment of Applications                                                                                                                                                                                                                                                                                                                                                                                                                         | Michael<br>Swanson/Katrina<br>Kehoe |
| 3.40pm – 3.45pm                                                                                    | General Business                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |



## 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: 20, 5, 15

Time: 2.45 pm

Assembly Location: COPACC Meeting Room 1  
(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices - Nelson Street, Apollo Bay)

### In Attendance:

Councillors: Lyn Russell, Brian Crook, Frank Buchan, Terry Woodcroft  
Officer/s: Sue Wilkinson, Doug McNeill, Colin Hayman, Phil Carluka, Katrina Kehoe, Michael Swanson  
Matter/s Discussed: STIP Advisory Committee


(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)


### Conflict of Interest Disclosures: (refer page 5)

Councillors: ...../...../.....  
...../...../.....  
Officer/s: ...../...../.....  
...../...../.....

Left meeting at: .....

Completed by: .....

|                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <br><b>Agenda</b> | <h1>Councillor Briefing</h1> <p>Wednesday, 27 May 2015<br/>COPACC Meeting Rooms<br/>1.30pm to 2.45pm</p>                                                                                                                                                                                                                                                                                                                                                    |     |
|                                                                                                    | <p><b>ATTENDEES:</b><br/>Cr Lyn Russell, Cr Stephen Hart, , Cr Frank Buchanan, Cr Terry Woodcroft (from 1.50pm), Cr Brian Crook</p> <p>Sue Wilkinson (CEO)<br/>Colin Hayman (GM, Corporate &amp; Community Services)<br/>Doug McNeill (A/GM, Sustainable Planning &amp; Development)<br/>Phil Corluka (GM, Infrastructure &amp; Services)</p> <p><b>Apology: Cr Woodcroft (until 1.50pm)</b></p> <p><b>Absent:</b> Cr Chris Smith, Cr Michael Delahunty</p> |     |
|                                                                                                    | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |
| 1.30 pm                                                                                            | Declaration of Interest                                                                                                                                                                                                                                                                                                                                                                                                                                     | Nil |
| 1.30 pm to 2.45pm                                                                                  | Councillor Briefing Session/Meeting Preparation                                                                                                                                                                                                                                                                                                                                                                                                             |     |

|                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                          |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <br><b>Agenda</b> | <h1>Councillor Briefing</h1> <p>Wednesday, 3 June 2015<br/>COPACC<br/>2.00pm to 4.35 pm</p>                                                                                                                                                                                                                                                                                                                                                                      |                                                                          |
|                                                                                                    | <p><b>ATTENDEES:</b><br/>           Cr Lyn Russell, Cr Stephen Hart, Cr Frank Buchanan, Cr Brian Crook<br/>           Sue Wilkinson (CEO)<br/>           Colin Hayman (GM, Corporate &amp; Community Services)<br/>           Doug McNeill (A/GM, Sustainable Planning &amp; Development)<br/>           Phil Corluka (GM, Infrastructure &amp; Services)</p> <p><b>Apology:</b> Cr Michael Delahunty, Cr Terry Woodcroft<br/> <b>Absent:</b> Cr Chris Smith</p> |                                                                          |
|                                                                                                    | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                          |
| 2.00pm                                                                                             | Declaration of Interest                                                                                                                                                                                                                                                                                                                                                                                                                                          | Nil                                                                      |
| 2.00pm                                                                                             | COPACC Business Opportunities Analysis<br>- Confidential briefing                                                                                                                                                                                                                                                                                                                                                                                                | Karen Patterson/Ian Seuren/Michael Mitchener (Creative Business)         |
| 2.45pm to 4.35pm                                                                                   | Community Funding Program Advisory Committee Meeting                                                                                                                                                                                                                                                                                                                                                                                                             | Lucy Vesey/Karen Patterson/Ian Seuren/Vicki Jeffrey/Lisa Loughnane       |
|                                                                                                    | Festival & Events Support Scheme Advisory Committee Meeting                                                                                                                                                                                                                                                                                                                                                                                                      | Emma Clark/Lucy Vesey/Ian Seuren/Vicki Jeffrey/Lisa Loughnane/Tony White |
|                                                                                                    | General Business                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          |



# FESTIVAL & EVENTS SUPPORT SCHEME ADVISORY COMMITTEE

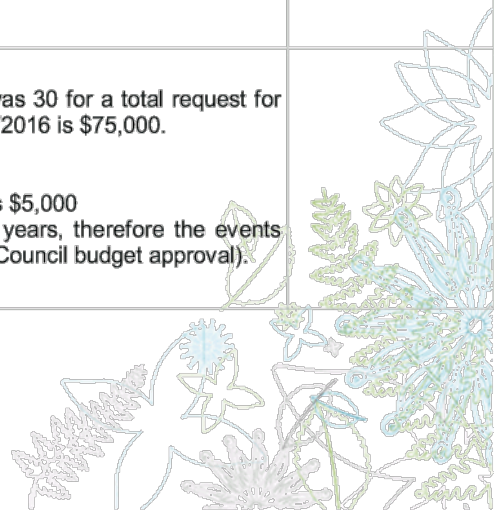
COPACC – Meeting Room 1

3 June 2015

2.45pm to 5.00pm

## MINUTES

|    | ITEMS & ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | RESPONSIBLE OFFICER |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1. | <p><b>ATTENDEES:</b></p> <p>Cr Frank Buchanan, Cr Lyn Russell, Cr Stephen Hart, Cr Brian Crook,</p> <p>Sue Wilkinson (Chief Executive Officer), Doug McNeill (Acting General Manager, Sustainable Planning &amp; Development), Colin Hayman (General Manager, Corporate &amp; Community Services), Phil Corluka (General Manager, Infrastructure &amp; Services)</p> <p>Ian Seuren, (Manager Recreation, Arts &amp; Culture), Tony White (Manager, Economic Development), Emma Clark (Recreation &amp; Events Officer (Acting)), Lisa Loughnane (Recreation Officer), Lucy Vesey (Recreation Officer), Vicki Jeffrey (Recreation, Arts &amp; Culture Administrator)</p> |                     |
| 2. | <p><b>APOLOGIES:</b></p> <p>Cr Terry Woodcroft, Cr Michael Delahunty, Adrian Healey (Tourism Development Officer)</p> <p><b>ABSENT:</b></p> <p>Cr Chris Smith</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |
| 3. | <p><b>DECLARATION OF INTEREST:</b></p> <p>The following interests were declared at the commencement of the meeting of the Festival and Events Support Scheme Advisory Committee:</p> <ul style="list-style-type: none"> <li>- Cr Frank Buchanan declared an interest in two event applications submitted by the Apollo Bay Chamber of Commerce and Tourism.</li> <li>- Emma Clark, Recreation &amp; Events Co-ordinator (Acting) declared an interest in Eat Local Month.</li> <li>- Vicki Jeffrey, Recreation, Arts &amp; Culture Administrator declared an interest in the Birregurra Festival and Art Show.</li> </ul>                                               |                     |
| 4. | <p><b>INTRODUCTION – Emma Clark</b></p> <ul style="list-style-type: none"> <li>• Total number of applications received for 2015/16 was 30 for a total request for funding of \$103,900. The budget allocation for 2015/2016 is \$75,000.</li> <li>• For 2015-2016 the following changes were made:             <ul style="list-style-type: none"> <li>○ 3 Sponsorship Categories</li> <li>○ Maximum amount of sponsorship available is \$5,000</li> <li>○ Sponsorship funding will be provided for 2 years, therefore the events will not need to apply for funding (subject to Council budget approval).</li> </ul> </li> </ul>                                        |                     |





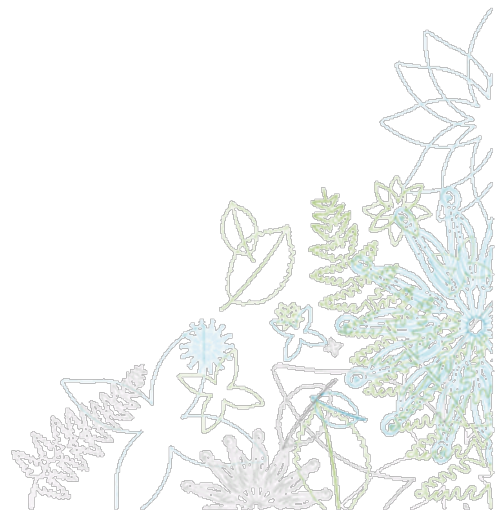
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| 5. | <p><b>ASSESSMENTS</b></p> <ol style="list-style-type: none"> <li>1. Colac Players (<b>Inheritance</b>)<br/>Passed as recommended by officer - <b>\$1000</b></li> <li>2. Amy Gillett Foundation (<b>Amy's Gran Fondo</b>)<br/>Passed as recommended by Councillors - <b>\$1,000</b><br/>Changed from Officer Recommendation</li> <li>3. Apollo Bay Chamber of Commerce and Tourism (<b>Apollo Bay Australia Day Community Picnic</b>)<br/>Passed as recommended by officer - <b>\$2,000</b><br/>(Cr Frank Buchanan left the room at 3.58pm and returned at 4.00pm)</li> <li>4. Apollo Bay Chamber of Commerce and Tourism (<b>Apollo Bay Seafood Festival</b>)<br/>Passed as recommended by officer - <b>\$5,000</b><br/>(Cr Frank Buchanan left the room at 3.58pm and returned at 4.00pm)</li> <li>5. Australian Plants Society (<b>Australian Plant Society Victoria – Quarterly Gathering</b>)<br/>Passed as recommended by officer - <b>\$500</b></li> <li>6. St Brendan's Parents and Friends Association – (<b>Back to St Brendan's</b>)<br/>Passed as recommended by officer - <b>\$1,000</b></li> <li>7. Birregurra Community Arts Group (<b>Birregurra Easter Arts at the Homestead</b>)<br/>Passed as recommended by officer - <b>\$2,000</b></li> <li>8. Birregurra Festival &amp; Art Show 2015 (<b>Birregurra Festival &amp; Art Show 2015</b>)<br/>Passed as recommended by officer - <b>\$5,000</b></li> <li>9. Birregurra Primary School (<b>Birregurra School Choir at Birregurra Festival 2015</b>)<br/>Passed as recommended by Councillors - <b>\$1,500</b><br/>Changed from Officer Recommendation</li> <li>10. We Ride Bikes (<b>Chase the Dog</b>)<br/>Passed as recommended by Councillors - <b>\$1,000</b><br/>Changed from Officer Recommendation</li> <li>11. Colac City Band (<b>Colac City Bands 69<sup>th</sup> Carols by Candlelight</b>)<br/>Passed as recommended by officer - <b>\$5,000</b></li> <li>12. St Mary's Primary School (<b>Colac Garden &amp; Lifestyle Expo</b>)<br/>Passed as recommended by officer - <b>\$1,500</b></li> <li>13. Colac Kana Festival Inc (<b>Colac Kana Festival 2016</b>)<br/>Passed as recommended by officer - <b>\$5,000</b></li> <li>14. Colac Orchid Club Inc (<b>Colac Orchid Annual Show</b>)<br/>Passed as recommended by officer - <b>\$500</b></li> <li>15. Colac Woodcrafters Guild Inc (<b>Colac Otway Wood Design Exhibition</b>)<br/>Passed as recommended by officer - <b>\$2,500</b></li> <li>16. Forage Farm dinners (<b>Eat Local Month</b>)<br/>Passed as recommended by officer - <b>\$2,000</b></li> <li>17. We Ride Bikes (<b>Forrest Festival</b>)<br/>Passed as recommended by officer - <b>\$2,000</b></li> <li>18. Lions Club of Forrest &amp; District (<b>Forrest Soupfest</b>)<br/>Passed as recommended by officer - <b>\$4,000</b></li> <li>19. Otway Country to Coast Tourism Association (<b>Gellibrand Blues &amp; Blueberry Festival</b>)<br/>Passed as recommended by officer - <b>\$4,000</b></li> <li>20. Lions Club of Colac (<b>Good Friday Family Fun Day &amp; Market</b>)<br/>Passed as recommended by officer - <b>\$1,000</b><br/>(Subject to submitting outstanding acquittal reports)</li> </ol> |  |
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|    | <p>21. IMG (GOR Marathon)<br/>Passed as recommended by Councillors - \$2,500<br/>Changed from Officer Recommendation</p> <p>22. Old Beechy Rail Trail Committee (<b>Hunt for the Golden Gumboot</b>)<br/>Passed as recommended by officer - \$2,000</p> <p>23. Rapid Ascent (<b>Otway Odyssey</b>)<br/>Passed as recommended by Councillors - \$2,500<br/>Changed from Officer Recommendation</p> <p>24. Southern Exposure (<b>Run Forrest</b>)<br/>Passed as recommended by Councillors - \$2,500<br/>Changed from Officer Recommendation</p> <p>25. Gellibrand Community House (<b>Sustainable Living Day Gellibrand</b>)<br/>Passed as recommended by officer - \$1,000</p> <p>26. VFBB District 6 State Championships Committee<br/>(<b>VFBB 2016 Rural State Championships</b>)<br/>Passed as recommended by Councillors - \$5,000<br/>Changed from Officer Recommendation</p> <p>27. Apollo Bay Arts Inc (<b>Warm Winter Words</b>)<br/>Passed as recommended by officer - \$3,000</p> <p>28. Warrion Flower Show (<b>Warrion Flower Show</b>)<br/>Passed as recommended by officer - \$1,000</p> <p>29. Colac Otway Youth Council (<b>Youth Council Homelessness Awareness Sleepout</b>)<br/>Passed as recommended by Councillors - \$4,000<br/>Changed from Officer Recommendation</p> <p>30. Colac Area Health (<b>Youth Expo</b>)<br/>Passed as recommended by Councillors - \$4,000<br/>Changed from Office Recommendation</p> <p><b>TOTAL AMOUNT: \$75,000</b></p> |  |
| 6. | <p><b>GENERAL COMMENTS</b></p> <p>Advisory Committee closed at 4.35 pm</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |





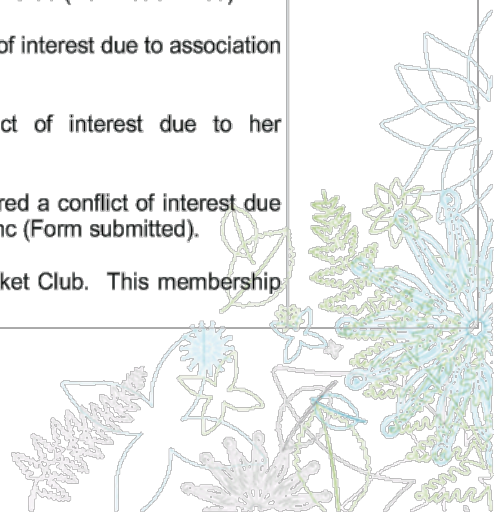
**COMMUNITY FUNDING PROGRAM  
ASSESSMENT MEETING  
COPACC – Meeting Room 1**

**3 June 2015**

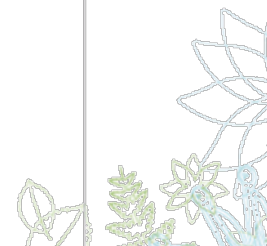
**Time: 2.45pm to  
4.35pm**

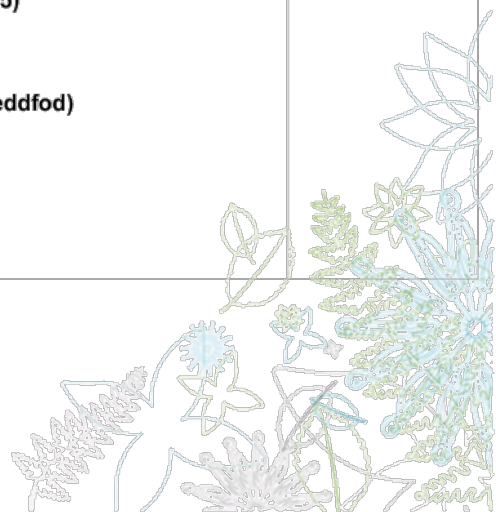
# MINUTES

|    | ITEMS & ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | RESPONSIBLE OFFICER |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1. | <p><b>ATTENDEES:</b></p> <p>Cr Frank Buchanan, Cr Lyn Russell, Cr Stephen Hart, Cr Brian Crook,</p> <p>Sue Wilkinson (Chief Executive Officer), Doug McNeill (Acting General Manager, Sustainable Planning &amp; Development), Colin Hayman (General Manager, Corporate &amp; Community Services), Phil Corluka (General Manager, Infrastructure &amp; Services)</p> <p>Ian Seuren, (Manager Recreation, Arts &amp; Culture), Emma Clark (Recreation &amp; Events Officer (Acting)), Lisa Loughnane (Recreation Officer), Lucy Vesey (Recreation Officer), Vicki Jeffrey (Recreation, Arts &amp; Culture Administrator), Karen Patterson (Manager COPACC) (Part)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |
| 2. | <p><b>APOLOGIES</b></p> <p>Cr Terry Woodcroft, Cr Michael Delahunty.</p> <p><b>ABSENT:</b></p> <p>Cr Chris Smith</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |
| 3. | <p><b>Declaration of Interest:</b></p> <p>Councillors were reminded that if they had any Conflict of Interest with any group or organisation that had applied for funding, that they were required to declare the interest at the start of the meeting and leave the room when that application was being discussed.</p> <p>Officers were advised that if they had any Conflict of Interest with any group or organisation that they were required to declare the interest at the start of the meeting however could remain seated but not contribute to the decision.</p> <ul style="list-style-type: none"> <li>• Manager - Recreation Arts and Culture, Ian Seuren declared a conflict of interest due to his membership of the Colac Imperials Football Netball Club (Form submitted).</li> <li>• Recreation Officer – Lisa Loughnane declared a conflict of interest due to association with the Colac Football Netball Club (Form submitted).</li> <li>• Recreation Officer – Lucy Vesey declared a conflict of interest due to her membership of the Colac Swim Club (Form submitted).</li> <li>• Recreation &amp; Events Administrator – Vicki Jeffrey declared a conflict of interest due to her membership of the Birregurra Community Group Inc (Form submitted).</li> <li>• Cr Brian Crook is a life member of the City United Cricket Club. This membership was not classed as having a Conflict of Interest.</li> </ul> |                     |



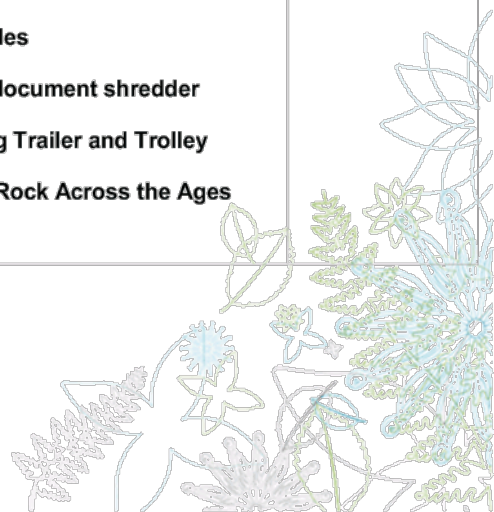


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|                               | <ul style="list-style-type: none"> <li>Cr Brian Crook declared a conflict of Interest with Colac Rotary as his wife Lyn is a member of this organisation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |                |            |             |                            |                            |                         |                         |                     |                      |          |              |                         |              |                      |              |                   |              |                               |                     |  |
| 4.                            | <p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>Total number of applications received for 2015/16 was 97</li> <li>Last year it was 66</li> </ul> <p>Breakdown is as follows:</p> <table> <tr> <td><b>2014/15</b></td> <td><b>2015/16</b></td> </tr> <tr> <td>COPACC - 5</td> <td>COPACC - 13</td> </tr> <tr> <td>Recreation Facilities – 25</td> <td>Recreation Facilities – 31</td> </tr> <tr> <td>Community Projects – 11</td> <td>Community Projects – 18</td> </tr> <tr> <td>Small Equipment- 25</td> <td>Small Equipment - 35</td> </tr> </table> <ul style="list-style-type: none"> <li>The total amount of funding requests for 2015/16 is:           <table> <tr> <td>COPACC -</td> <td>\$ 19,547.00</td> </tr> <tr> <td>Recreation Facilities -</td> <td>\$100,753.96</td> </tr> <tr> <td>Community Projects -</td> <td>\$ 79,404.60</td> </tr> <tr> <td>Small Equipment -</td> <td>\$ 70,205.13</td> </tr> <tr> <td><b>Total amount requested</b></td> <td><b>\$269,910.69</b></td> </tr> </table> </li> <li>The applications were assessed in the following order:           <ul style="list-style-type: none"> <li>-COPACC Assistance</li> <li>-Small Equipment &amp; Training</li> <li>-Community Projects</li> <li>-Recreation Facilities</li> </ul> <p>Total Amount Available - <b>\$145,000</b></p> </li> </ul> | <b>2014/15</b>                                                                        | <b>2015/16</b> | COPACC - 5 | COPACC - 13 | Recreation Facilities – 25 | Recreation Facilities – 31 | Community Projects – 11 | Community Projects – 18 | Small Equipment- 25 | Small Equipment - 35 | COPACC - | \$ 19,547.00 | Recreation Facilities - | \$100,753.96 | Community Projects - | \$ 79,404.60 | Small Equipment - | \$ 70,205.13 | <b>Total amount requested</b> | <b>\$269,910.69</b> |  |
| <b>2014/15</b>                | <b>2015/16</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |                |            |             |                            |                            |                         |                         |                     |                      |          |              |                         |              |                      |              |                   |              |                               |                     |  |
| COPACC - 5                    | COPACC - 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |                |            |             |                            |                            |                         |                         |                     |                      |          |              |                         |              |                      |              |                   |              |                               |                     |  |
| Recreation Facilities – 25    | Recreation Facilities – 31                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |                |            |             |                            |                            |                         |                         |                     |                      |          |              |                         |              |                      |              |                   |              |                               |                     |  |
| Community Projects – 11       | Community Projects – 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |                |            |             |                            |                            |                         |                         |                     |                      |          |              |                         |              |                      |              |                   |              |                               |                     |  |
| Small Equipment- 25           | Small Equipment - 35                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |                |            |             |                            |                            |                         |                         |                     |                      |          |              |                         |              |                      |              |                   |              |                               |                     |  |
| COPACC -                      | \$ 19,547.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |                |            |             |                            |                            |                         |                         |                     |                      |          |              |                         |              |                      |              |                   |              |                               |                     |  |
| Recreation Facilities -       | \$100,753.96                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |                |            |             |                            |                            |                         |                         |                     |                      |          |              |                         |              |                      |              |                   |              |                               |                     |  |
| Community Projects -          | \$ 79,404.60                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |                |            |             |                            |                            |                         |                         |                     |                      |          |              |                         |              |                      |              |                   |              |                               |                     |  |
| Small Equipment -             | \$ 70,205.13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |                |            |             |                            |                            |                         |                         |                     |                      |          |              |                         |              |                      |              |                   |              |                               |                     |  |
| <b>Total amount requested</b> | <b>\$269,910.69</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |                |            |             |                            |                            |                         |                         |                     |                      |          |              |                         |              |                      |              |                   |              |                               |                     |  |
| 5.                            | <p><b>COPACC ASSISTANCE:</b></p> <ol style="list-style-type: none"> <li><b>Blue Ribbon Foundation – Colac Branch</b><br/>Passed as recommended by officer - <b>\$0</b></li> <li><b>Colac Area Health (The Cool Awards)</b><br/>Passed as recommended by officer - <b>\$771.50</b></li> <li><b>Colac Area Health (FReeZA – Battle of the Bands 2015)</b><br/>Passed as recommended by officer - <b>\$1000</b></li> <li><b>Colac Chorale – (Western District Choral Festival)</b><br/>Passed as recommended by officer - <b>\$612</b></li> <li><b>Colac Music Teachers' Assoc Inc – (CMTA 2015 Eisteddfod)</b><br/>Passed as recommended by officer - <b>\$958</b></li> <li><b>Colac Secondary College – (Senior Student Ball)</b><br/>Passed as decided by Councillors - <b>\$1,000</b><br/>Change from Officer Recommendation</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                |            |             |                            |                            |                         |                         |                     |                      |          |              |                         |              |                      |              |                   |              |                               |                     |  |





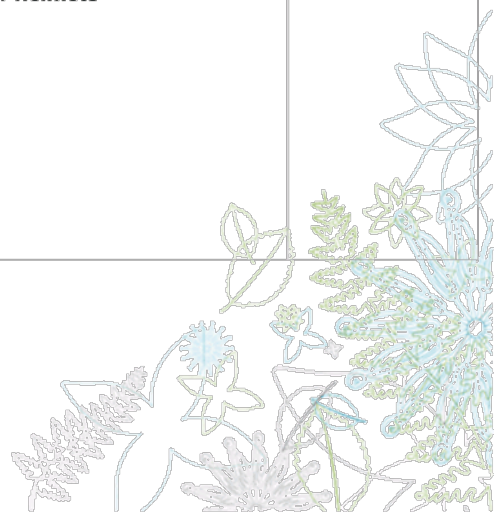
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|    | <p>7. <b>Colac Specialist School – (The Wizard of Oz)</b><br/>Passed as decided by Councillors - \$900<br/>Change from Officer Recommendation</p> <p>8. <b>Colac West Primary School – (Colac West Primary School Concert)</b><br/>Passed as decided by Councillors - \$960<br/>Change from Officer Recommendation</p> <p>9. <b>Colac Woodcrafters Guild Inc – (Colac Otway Wood Design Exhibition 2015)</b><br/>Passed as recommended by officer - \$1295</p> <p>10. <b>Sacred Heart Primary School – (Performance in a Perfect Place)</b><br/>Passed as decided by Councillors - \$1180<br/>Change from Officer Recommendation</p> <p>11. <b>The Colac Players Inc – (Inheritance)</b><br/>Passed as recommended by Councillors - \$2000<br/>Change from Officer Recommendation</p> <p>12. <b>VFBV District 6, 2016 State Championship Committee</b><br/>Passed as recommended by officer - \$0</p> <p>13. <b>Colac Otway Residents Action Group – (HeadSpace Seminar)</b><br/>Passed as recommended by officer - \$0</p> <p><b>Total Councillor Recommendation: \$10,676.50</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 6. | <p><b>SMALL EQUIPMENT &amp; TRAINING:</b></p> <p>1. <b>Apollo Bay Sailing Club – Safety Training &amp; Equipment</b><br/>Passed as recommended by officer - \$1,000</p> <p>2. <b>Birregurra Community Arts Group – 2 x PA speakers, microphones and stands</b><br/>Passed as recommended by officer – \$980</p> <p>3. <b>Birregurra Community Group Inc - Laptop</b><br/>Passed as recommended by officer - \$500</p> <p>4. <b>Birregurra Football Netball Club Inc – Medical Chest and stretcher</b><br/>Passed as recommended by officer - \$1,000</p> <p>5. <b>Birregurra Golf Club Inc - Defibrillator</b><br/>Passed as recommended by officer - \$1,000</p> <p>6. <b>Birregurra Tennis Club – Tennis Court Nets</b><br/>Passed as recommended by officer - \$295</p> <p>7. <b>Carlisle River Community Group – Printer Toner</b><br/>Passed as recommended by officer - \$315</p> <p>8. <b>Colac Basketball Association Inc – New computers for stadium scoring</b><br/>Passed as recommended by officer - \$1000</p> <p>9. <b>Colac Braves Baseball Club – Club Honour Boards</b><br/>Passed as recommended by officer - \$1000</p> <p>10. <b>Colac Ladies Daytime Badminton – Badminton Shuttles</b><br/>Passed as recommended by officer - \$1000</p> <p>11. <b>Colac Legacy Club Inc – Purchase of computer and document shredder</b><br/>Passed as recommended by officer – \$1,000</p> <p>12. <b>Colac Little Athletics Centre Inc – Storage &amp; Handling Trailer and Trolley</b><br/>Passed as recommended by officer - \$605</p> <p>13. <b>Colac Otway Shire – Positive Aging Ambassadors – Rock Across the Ages</b><br/>Passed as recommended by officer - \$0</p> |  |





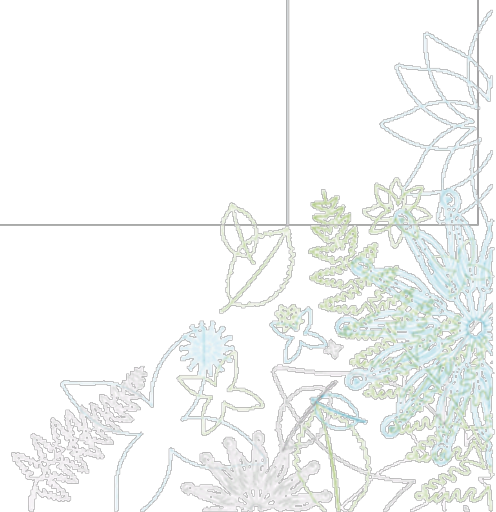


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|  | <p><b>14. Colac Otway Residents Action Groups Inc – Mental Health First Aid Course</b><br/>Passed as decided by Councillors - \$0<br/>Change from Officer Recommendation</p> <p><b>15. Colac Poultry Club Inc – Laptop/software</b><br/>Passed as recommended by officer - \$640</p> <p><b>16. Colac Quilters – Construction of quilt display frames</b><br/>Passed as recommended by officer - \$1,000</p> <p><b>17. Colac SES – Chainsaw purchase</b><br/>Passed as recommended by officer - \$550</p> <p><b>18. Colac Swim Club Inc – Training Equipment</b><br/>Passed as recommended by officer - \$690</p> <p><b>19. Colac Ten Pin Bowling Assoc Inc – Purchase desktop and software</b><br/>Passed as recommended by officer - \$980</p> <p><b>20. Colac Veterans Cycling Club Inc – Safety Improvement &amp; Event Co-ordination</b><br/>Passed as recommended by officer - \$545</p> <p><b>21. Colac Woodcrafters Guild Inc – Router Table plus accessories</b><br/>Passed as recommended by officer - \$1000</p> <p><b>22. Community Hub Inc – Sound system for Community Learning Centre</b><br/>Passed as recommended by officer - \$1000</p> <p><b>23. District 6 Championship Committee – Trophies and training</b><br/>Passed as recommended by officer - \$0</p> <p><b>24. Elliminyt Tennis Club Inc – Upgrade tennis facilities – line marking and repairs</b><br/>Passed as recommended by officer - \$500</p> <p><b>25. Elliminyt Tennis Club Inc - Refrigerator</b><br/>Passed as recommended by officer - \$500</p> <p><b>26. Irrewarra-Beeac Football Netball Club – Bain Marie Equipment</b><br/>Passed as recommended by officer - \$1,000</p> <p><b>27. Otway Derby Dolls – Kids disco sound and lighting equipment</b><br/>Passed as recommended by officer - \$1,000</p> <p><b>28. Otway District Football &amp; Netball Club Inc – New computers</b><br/>Passed as recommended by officer - \$1,000</p> <p><b>29. Red Rock Regional Theatre &amp; Gallery Inc – Roller blinds for reception area</b><br/>Passed as recommended by officer - \$610</p> <p><b>30. Roadsafes Otway – Drive to Survive</b><br/>Passed as recommended by officer - \$1,000</p> <p><b>31. South Colac Sports Club Inc – Netball Warm Up, Practice Goal Rings</b><br/>Passed as recommended by officer - \$990</p> <p><b>32. Stonyford Hall – Public address system for hall</b><br/>Passed as recommended by officer - \$800</p> <p><b>33. U3A Colac Otway Inc – Presentation Equipment</b><br/>Passed as recommended by officer - \$790</p> <p><b>34. Western Eagle Football Club – Replacement of Junior helmets</b><br/>Passed as recommended by officer - \$500</p> <p><b>35. Wye River Surf Lifesaving club – Training Manuals</b><br/>Passed as recommended by officer - \$385</p> <p><b>Total Councillor Recommendation: \$23,290</b></p> |  |
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| 7. | <p><b>COMMUNITY PROJECTS PROGRAM:</b></p> <ol style="list-style-type: none"> <li>1. <b>Apollo Bay Community Website Inc – Major Upgrade</b><br/>Passed as recommended by officer - \$5,000</li> <li>2. <b>Apollo Bay Health and Wellness Centre – Sanding and painting of masonic hall for wellness and health classes</b><br/>Passed as decided by Councillors - \$0<br/>Change from Officer Recommendation</li> <li>3. <b>Birregurra Motor Enthusiasts Club Inc – Restoration 1927 bus</b><br/>Passed as recommended by officer - \$5000</li> <li>4. <b>Colac &amp; District Adult Riding Club – Riding arena expansion</b><br/>Passed as recommended by officer - \$5,000</li> <li>5. <b>Colac &amp; District Historical Society Inc – Historic Map &amp; Sale Poster Digitization</b><br/>Passed as recommended by officer - \$1,500</li> <li>6. <b>Colac Men's Shed – new Colac Men's Shed</b><br/>Passed as recommended by officer - \$0</li> <li>7. <b>Colac Otway Residents Actions Groups Inc – Mental Health Training</b><br/>Passed as decided by Councillors - \$0<br/>Change from Officer Recommendation</li> <li>8. <b>Colac SES – New Kitchen</b><br/>Passed as decided by Councillors - \$0</li> <li>9. <b>Elliminyt Public Hall Inc – Plumbing</b><br/>Passed as recommended by officer - \$2585</li> <li>10. <b>Forrest &amp; District Community Group – Forrest website</b><br/>Passed as recommended by officer - \$0</li> <li>11. <b>Kawarren Rec Reserve Committee Inc – Seating at Echidna House</b><br/>Passed as recommended by officer - \$3795</li> <li>12. <b>Leisure Networks – Read the Play</b><br/>Passed as recommended by officer - \$4,000</li> <li>13. <b>Leisure Networks – Sportsaccess – Colac</b><br/>Passed as recommended by officer - \$4,000</li> <li>14. <b>Otway Health – Play well at the Apollo Bay Children's Centre</b><br/>Passed as recommended by officer - \$2380</li> <li>15. <b>Rotary Club of Colac West Inc – Completion of Planned pathways for Joseph Paatsch Nature Reserve</b><br/>Passed as recommended by officer - \$0</li> <li>16. <b>Southern Otway Landcare Network – Landcare Resilience Project</b><br/>Passed as recommended by officer - \$0</li> <li>17. <b>Wye River Surf Lifesaving Club</b><br/>Passed as recommended by officer - \$1180</li> <li>18. <b>Wye to Wongarra Landcare – Wye Community sustainable vegetation project</b><br/>Passed as recommended by officer - \$5000</li> </ol> <p><b>Total Councillor Recommendation: \$40,440</b></p> |  |
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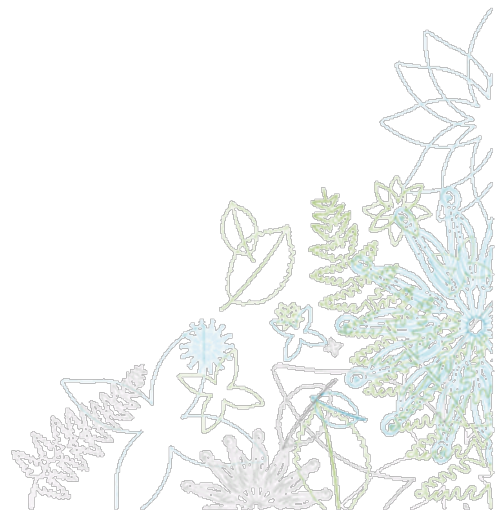


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| 8. | <p><b>RECREATIONAL FACILITIES GRANT:</b></p> <ol style="list-style-type: none"> <li>1. <b>Alvie Football Netball Club – New Storage Shed</b><br/>Passed as recommended by officer - \$5,000</li> <li>2. <b>Alvie Recreation CoM – Security Lighting for Playground, BBQ, landscaping</b><br/>Passed as recommended by officer - \$1,475</li> <li>3. <b>Alvie Tree Planters – Safe access and parking for 5 cars at Nature Reserve</b><br/>Passed as recommended by officer - \$4,900</li> <li>4. <b>Apollo Bay Surf Life Saving Club – Security and Maintenance Project</b><br/>Passed as recommended by officer - \$0</li> <li>5. <b>Beeac Community Centre Inc – New toilets and ceiling fans</b><br/>Passed as recommended by officer - \$1,750</li> <li>6. <b>Beeac Golf Club Inc – Improved watering system for greens</b><br/>Passed as recommended by officer - \$5,000</li> <li>7. <b>Birregurra Bowling Club – Commercial Dishwasher</b><br/>Passed as recommended by officer - \$2,008</li> <li>8. <b>City United Cricket Club – Lawn Turf Roller &amp; roller for pitch covers</b><br/>Passed as recommended by officer - \$4,925<br/>Cr Crook left the room at 3.35pm and returned at 3.37pm.</li> <li>9. <b>Colac Basketball Assoc Inc – Scoreboards for basketball courts at Bluewater</b><br/>Passed as recommended by officer - \$4,750</li> <li>10. <b>Colac Central Bowling Club Inc – Replacement of blinds</b><br/>Passed as recommended by officer - \$710</li> <li>11. <b>Colac Football Netball Club Inc – Essential Equipment items</b><br/>Passed as recommended by officer - \$3,055</li> <li>12. <b>Colac Football Netball Club Inc – Netball Portable Electronic Scoreboard</b><br/>Passed as recommended by officer - \$2,495</li> <li>13. <b>Colac Imperials Football Netball Club – Netball Change room Extension</b><br/>Passed as recommended by officer – \$0</li> <li>14. <b>Colac Table Tennis Association – Two high-quality table tennis tables</b><br/>Passed as recommended by officer - \$1,450</li> <li>15. <b>Cororooke Tennis Club – Community Club Rooms</b><br/>Passed as recommended by officer - \$0</li> <li>16. <b>Cororooke Tennis Club – Replacement of Umpire Chairs</b><br/>Passed as recommended by officer - \$2,850</li> <li>17. <b>Elliminyt Tennis Club – Clubroom Renovations</b><br/>Passed as recommended by officer - \$0</li> <li>18. <b>Glastonbury Community Services – Bathroom Renovation</b><br/>Passed as recommended by officer - \$5,000</li> <li>19. <b>Irrewarra Cricket Club – Irrewarra Cricket Club Renovation</b><br/>Passed as recommended by officer - \$4,800</li> <li>20. <b>Johanna Public Purposes Reserve Inc – Johanna Reserve Refurbishment</b><br/>Passed as decided by Councillors - \$3185<br/>Change from Officer Recommendation.</li> <li>21. <b>Kanyana Senior Citizens Centre Inc – Dining Room Chairs</b><br/>Passed as recommended by officer - \$2,175</li> <li>22. <b>Lake Colac Rowing Club – Renovating boy, male toilets and clubrooms</b><br/>Passed as recommended by officer - \$0</li> <li>23. <b>Larport Hall Committee – Heating and cooling for the hall</b><br/>Passed as recommended by officer – \$3,146</li> <li>24. <b>Larport Indoor Bowls Club – Synthetic mat and new set and coloured bowls</b><br/>Passed as recommended by officer - \$290</li> </ol> |  |
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|           | <p><b>25. Old Beechy Rail Trail Comm of Mgt – OBRT Enrichment Program</b><br/>Passed as recommended by officer - \$2,450</p> <p><b>26. Rotary Club of Colac West Inc – Playground hand water pump</b><br/>Passed as decided by Councillors - \$0<br/>Change from Officer Recommendation.<br/>Cr Brian Crook left the room at 3.42pm and returned at 3.44pm.<br/>Later changed by Councillors to \$0. To be funded through playground budget.</p> <p><b>27. South Colac Sports Club Inc – Master Plan</b><br/>Passed as recommended by officer - \$5,000</p> <p><b>28. Victorian Field &amp; Game Assoc Colac Inc – Fridge and additional storage</b><br/>Passed as recommended by officer – \$2,000</p> <p><b>29. Warrion Hall Committee – Window installation, new chairs and fire proof safe</b><br/>Passed as recommended by officer - \$1,345</p> <p><b>30. Warrion Recreation Reserve Comm of Mgt – Painting of Pavilion</b><br/>Passed as recommended by officer - \$750</p> <p><b>31. Warrowie Recreation Reserve – Gravel Road / Parking</b><br/>Passed as recommended by officer - \$980</p> <p><b>Total Councillor Recommendation: \$71,489.00</b><br/><b>Grants were accessed on the accumulative availability over the 4 categories of \$145,000.</b></p> <p><b>FINAL TOTAL - \$145,895.50</b></p> <p>Officers to review figures to fit within budget of \$145,000.</p> |  |
| <b>9.</b> | <p><b>GENERAL BUSINESS</b><br/>Comments were noted that the Community Funding Program Guidelines need to be reviewed for next year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |



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| <br><b>Agenda</b> | <h1>Councillor Briefing</h1> <p>Wednesday, 10 June 2015<br/>COPACC Meeting Room<br/>10.00 am</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                               |
|                                                                                                    | <p><b>ATTENDEES:</b><br/>Cr Frank Buchanan (Mayor), Cr Lyn Russell, Cr Stephen Hart, Cr Terry Woodcroft (from 11.30am), Cr Michael Delahunty, Cr Brian Crook</p> <p>Sue Wilkinson (CEO)<br/>Colin Hayman (GM, Corporate &amp; Community Services)<br/>Tony White (Manager Economic Development)<br/>Paula Gardiner (Acting GM, Infrastructure &amp; Services)</p> <p><b>Apology:</b> Cr Woodcroft (until 11:30am), Doug McNeill, Phil Corluka<br/><b>Absent:</b> , Cr Chris Smith,<br/><b>Part:</b> Suzanne Barker, Paula Gardiner, Simon Vulcz, Michael Swanson, Blaithin Butler, Ashley Roberts, Tamzin McLennan (until 11:10am), Nikki Karpeles (until 11:10am).</p> |                                                               |
|                                                                                                    | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                               |
| 10.00 am                                                                                           | Declaration of Interest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                               |
| 10.00am – 10.45am                                                                                  | Economic Development Strategy Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Tony White, Michael Swanson, Blaithin Butler, Suzanne Barker. |
| 10.45am – 11.10am                                                                                  | Colac 2050 Project Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Suzanne Barker, Michael Swanson, Blaithin Butler.             |
| 11.10am – 11.30am                                                                                  | Strategic Road Review – Comments received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Paula Gardiner, Simon Vulcz.                                  |
| 11.30am – 11.45am                                                                                  | Special Council Meeting Briefing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Ashley Roberts                                                |
| 11.45am – 12.15pm                                                                                  | General Business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                               |
| 12.00pm – 1.00pm                                                                                   | Lunch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                               |



## 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: 15/6/15

Time: 1:00pm

Assembly Location: COPACC Meeting Room 2

### In Attendance:

Councillors: Cr Chris Smith

Officer/s: Paula Gardiner / Clive Brooker / Kristy Cochrane (Minute Taker)

**Matter/s Discussed:** Nomination of incoming committee members, Confirmation of previous minutes, Actions Arising from previous Minutes (Landing Fees, Purchase of Adjoining Land Option, Existing Airfields Budget, Regional Airfield Fund) , General Business (Landing Fees, Committee Correspondence, Sub-Committee, Airfield Reporting Officer, Hanger Leases, Liability, Winsock)

### Conflict of Interest Disclosures: (refer page 5)

Councillors: Nil

Officer/s: Nil

Left meeting at: 2:27pm

Completed by: Kristy Cochrane





## COLAC OTWAY SHIRE YOUTH COUNCIL meeting

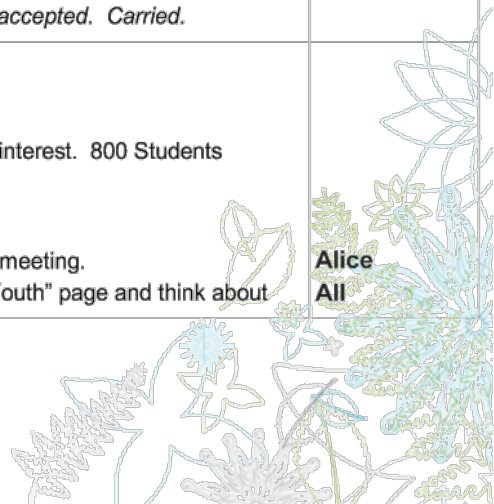
Meeting Venue: CEO's Office – Rae Street Colac

04 May 2015

Time: 4:08 pm – 5:07 pm

# MINUTES

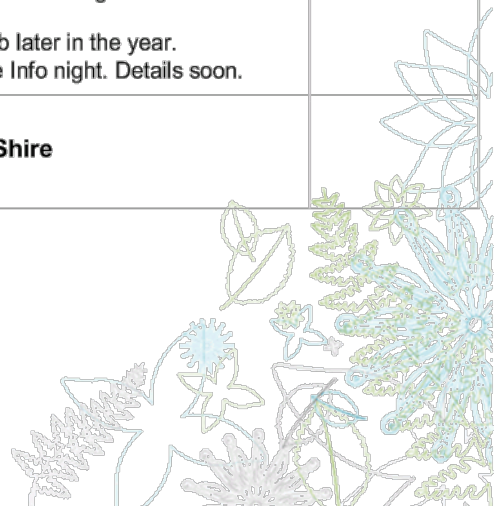
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| 1. | <b>ATTENDEES</b><br><b>Youth Councillors:</b><br>Alice Kavenagh, Bradley Nelson, Emily Raison, Rachael Richardson,<br>Caitlin Rippon, Emily Tuck, Khalid Eldib<br><b>Mentors:</b><br>Cr Terry Woodcroft, Cr Lyn Russell, Maree Redmond, Emma Warton<br><b>Guests:</b> Eric Membrey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |
| 2. | <b>APOLOGIES</b> - Nicolas Lenehan-Anderson & Shane Richardson<br>In the absence of Shane Richardson, Bradley Nelson chaired the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |
| 3. | <b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING –</b><br>20 April 2015<br><i>Moved Emily T seconded Alice that minutes be confirmed. Carried.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |
| 4. | <b>CORRESPONDENCE</b><br><b>In:</b> <ul style="list-style-type: none"> <li>Letter of Support (Funding Application) – Andrew Edgar</li> <li>Letter of Support (Funding Application) – Emma Warton</li> <li>Confirmation of Booking – Bimbi Park (Tree Planting)</li> <li>Letter of Thanks (Anzac Day) – Mayor</li> <li>Phone Call – Sponsorship of Sleep out Event</li> <li>Letter of acknowledgement – Receipt of Funding Application</li> </ul> <b>Out:</b> <ul style="list-style-type: none"> <li>Funding Application – Festival &amp; Events Scheme</li> <li>Letter of Thanks – Bimbi Park (Orientation Event)</li> <li>Youth Council Questionnaires</li> <li>Copies of Anzac Day Readings &amp; Running Sheet</li> <li>Introduction and invitation to Andrew Edgar – BSWHN</li> <li>Conservation Ecology Centre – confirmation of tree planting participation</li> </ul> <i>Moved Emily T seconded Emily R that correspondence be received. Carried.</i> |              |
| 5. | <b>TREASURER'S REPORT</b><br>Balance as at 4 May 2015 - \$2,799.27<br><i>Moved Rachael seconded Emily T that the Treasurer's Report be accepted. Carried.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| 6. | <b>PUBLIC RELATIONS REPORT</b><br>Potential opportunities for Media Releases/Facebook <ul style="list-style-type: none"> <li>Youth Expo - 9 October</li> <li>Call out to Community Groups and Clubs for participation interest. 800 Students Registered to attend.</li> <li>Bimbi Park Tree Planting</li> <li>Details of how to get involved.</li> </ul> Alice to draft media releases for these and discuss at next week's meeting. <ul style="list-style-type: none"> <li>Youth Councillors to look at Colac Otway Shire website "Youth" page and think about</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   | Alice<br>All |





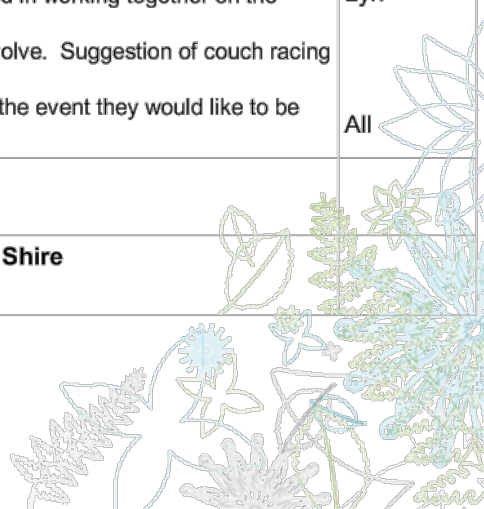


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|     | <p>other things that could be included on the page.<br/> <i>Moved Alice seconded Caitlyn that the report be confirmed. Carried.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |
| 7.  | <p><b>MAJOR PROJECT UPDATE</b></p> <p>Maree reported that she had completed a funding application for the Festival &amp; Events Support Scheme to fund the Sleepout event. Decision will not be made public until the end of June. Maree had a meeting with Andrew Edgar (Co-ordinator of Barwon South West Homelessness Network) on Monday to talk about his involvement in the Sleepout event. Andrew has some wonderful ideas and access to information and is very excited that Youth Council has chosen this cause for their major project. Andrew has been invited to the next Youth Council meeting on Monday 18 May to talk to the group.</p> <p>Maree asked the group to picture what the event would be in their eyes. All Youth Councillors to come to the next meeting with ideas and suggestions IN DETAIL so that we can start planning the event.</p> <p>Emma encouraged the group to think big and Maree encouraged the group to contact friends, relatives etc to see if they will be able to assist in some way with the event.</p> <p><i>Moved Alice seconded Emily T that the details be confirmed. Carried</i></p> | All                   |
| 8.  | <p><b>ANZAC DAY 2015 DEBRIEF</b></p> <p>Lyn presented Youth Councillors with the Mayor's gift of a tin of biscuits and letter of thanks for their involvement in Anzac Day. The RSL had also passed along their thanks for Youth Council's involvement in the 100<sup>th</sup> Anzac Day Commemoration Ceremony.</p> <p>Emma also extended her congratulations to Lyn for the work done with the poppy displays at the Shrine.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |
| 9.  | <p><b>BIMBI PARK TREE PLANTING – 23 May 2015</b></p> <p><b>Attending:</b> Bradley Nelson, Emily Tuck, Emily Raison, Nicolas Lenehan-Anderson, Khalid Eldib, Lyn Russell, Maree Redmond, Terry Woodcroft,</p> <p><b>Unable to Attend:</b> Alice Kavenagh, Emma Warton</p> <p><b>To Be Confirmed:</b> Rachael Richardson</p> <p>Permission slips given to Youth Councillors. Please return these as soon as possible.</p> <p>Transport – Maree to check if the Community Bus would be available for Saturday/Sunday.</p> <p>Maree to look into a framed photo of Youth Councillors as a thank you for Bimbi Park hosts Frank &amp; Katrina.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | All<br>Maree<br>Maree |
| 10. | <p><b>GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Emma proposed a girls night at the Youth Health Hub on the subject of stranger danger and encouraged Youth Councillors to attend. She hopes to raise awareness and create an environment where girls (16yrs and older) will feel comfortable discussing the matter to a group of peers and mentors. She also hopes to make it a fun night with hair and make-up and other activities.</li> <li>• Emma also proposed a boys night at the Youth Health Hub later in the year.</li> <li>• Emma also advised of Red Rock Progress Association Ice Info night. Details soon.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |
|     | <p><b>Meeting closed 5.07pm</b></p> <p><b>NEXT MEETING – Monday 18 May 2015 at Colac Otway Shire</b></p> <p><b>**Please bring a pen &amp; paper**</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |





## MINUTES

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## COLAC OTWAY SHIRE YOUTH COUNCIL meeting

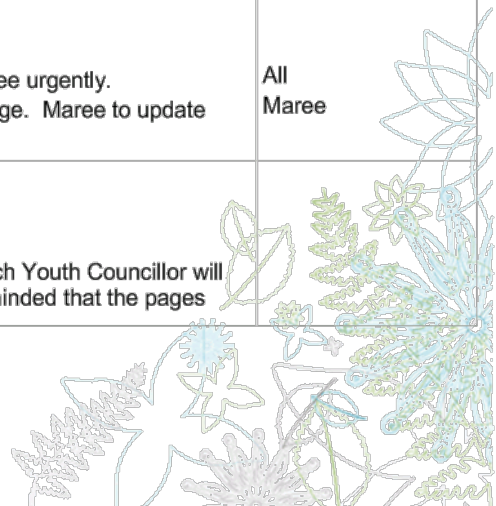
Meeting Venue: Councillor's Office – Rae Street Colac

1 June 2015

Time: 4:00 pm – 5:00 pm

# MINUTES

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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. | <b>ATTENDEES</b><br><b>Youth Councillors:</b><br>Alice Kavenagh, Bradley Nelson, Emily Raison,<br>Caitlin Rippon, Khalid Eldib<br><b>Mentors:</b><br>Cr Terry Woodcroft, Cr Lyn Russell, Emma Warton, Maree Redmond.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |
| 2. | <b>APOLOGIES</b> Shane Richardson, Nicholas Lenehan-Anderson, Emily Tuck, Rachael Richardson,<br>In the absence of Shane Richardson, Bradley Nelson chaired the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
| 3. | <b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS –</b><br>4 May 2015<br>18 May 2015<br>Moved: Alice Seconded: Emily R that minutes be confirmed. Carried.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |
| 4. | <b>CORRESPONDENCE</b><br><b>In:</b> <ul style="list-style-type: none"> <li>• Invoice – Bimbi Park.</li> <li>• Email from Andrew Edgar – confirmation of Streetsurfer Bus availability</li> <li>• Email from Emma Clark (Events Officer) – feedback on Sleepout Plans</li> <li>• Email from Jack Pascoe re Tree Planting Bimbi Park</li> <li>• Email from Terry re street art (referred to General Business)</li> <li>• Email from Emma Warton re FReeZA summit (referred to Major Project Update)</li> </ul> <b>Out:</b> <ul style="list-style-type: none"> <li>• Media Release – Tree Planting</li> <li>• Email to Jack Pascoe confirmation of Tree Planter numbers</li> </ul> Moved: Alice Seconded: Caitlin that correspondence be received. Carried |           |
| 5. | <b>TREASURER'S REPORT</b><br>Balance of account at 1 June 2015 \$2,408.36<br>Moved: Emily Raison Seconded: Khalid that the treasurer's report be received. Carried                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
| 6. | <b>PUBLIC RELATIONS REPORT</b> <ul style="list-style-type: none"> <li>• Any media releases?</li> <li>• Any Facebook updates?</li> <li>• Website?</li> </ul> A reminder to please complete questionnaires and return to Maree urgently.<br>Quick discussion about updates to the Council website Youth page. Maree to update with photo and details of current Youth Councillors.                                                                                                                                                                                                                                                                                                                                                                        | All Maree |
| 7. | <b>MAJOR PROJECT UPDATE</b> <ul style="list-style-type: none"> <li>• Run through Project Folders &amp; Responsibilities</li> <li>• Populate action sheets</li> </ul> Maree distributed folders containing the sub-committees that each Youth Councillor will be working on throughout the project. Youth Councillors are reminded that the pages                                                                                                                                                                                                                                                                                                                                                                                                        |           |





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|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
|     | <p>contained in the folders are simply a guide or starting point. Discussion was held in relation to how each sub-committee could best work through their part of the project. It was decided that Maree would set up Facebook Groups which would enable each group to work together without the need for face to meetings. Maree and Shane to be added to each group to oversee the progress. Bradley also able to participate now as he has Facebook. Alice to be confirmed with relation to Facebook involvement.</p> <p>Emma raised the opportunity for FReeZA to be involved with the entertainment side of the Sleepout. FReeZA will be running a Short Film Festival and the screening of the films could be scheduled for the evening on the big screen. Also FReeZA could help with organising musicians for the event. Some funding could be shared as well as the workload.</p> <p>Moved: Alice Seconded: Emily R that the Project details be confirmed. Carried.</p> | Maree                                         |
| 8.  | <p><b>LONG ROAD APPEAL – 20 June 2015</b></p> <ul style="list-style-type: none"> <li>Final Arrangements</li> </ul> <p>Youth Councillors will be required for a briefing at 11:00 am. Must be at COPACC ready to commence duties at 6:30 pm for the dinner. The event will not finish until 12:30 am. Confirmed for the evening: Bradley, Emily R, Khalid who will be available for the briefing and evening and Alice and Caitlin who will be available for the evening. Maree to confirm with other Youth Councillors who will be available. <b>PLEASE ADVISE ASAP.</b></p> <p>If anyone knows of other people who would be willing to volunteer to help on the night, please let me know so we can put them in touch with Emma Warton.</p>                                                                                                                                                                                                                                     | <p>Shane/Nick/Emily T /Rachael</p> <p>All</p> |
| 9.  | <p><b>YOUTH EXPO</b></p> <p>At this time the Youth Expo is unconfirmed for 9 October. Emma will keep us informed as this progresses.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               |
| 10. | <p><b>GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li>Street Art</li> </ul> <p>Update from Terry on the Street Art project that was started during last year's Youth Council term but not finished due to the artist not being available. The artist has now confirmed his availability and the project will continue subject to confirmation of approval of the design.</p> <ul style="list-style-type: none"> <li>FReeZA Summit</li> </ul> <p>Emma presented details of a FReeZA summit which would be available to Youth Councillors to attend. Various workshops being held which would be very useful to Youth Councillors in their own project management. Maree to email details to Youth Councillors. Please indicate your interest in attending as soon as possible so that registration can be completed.</p>                                                                                                                                          | <p>Maree</p> <p>All</p>                       |
|     | <p><b>Meeting closed 5:04pm</b></p> <p><b>NEXT MEETING – Monday 15 June 2015 at Colac Otway Shire</b></p> <p><b>**Please bring a pen &amp; paper**</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                               |



